



St. Anthony
CATHOLIC SCHOOL

Est. 1922

Parent/ Student Handbook
2019-2020

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*The mission of St. Anthony Catholic School is to prepare its students for lives
of service and leadership rooted in an encounter with Jesus Christ.*

2019-2020 School Theme
“You aspire to do great things. Begin with little ones.”
- St. Augustine of Hippo



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St. Anthony Catholic School * 2019-2020 Parent/Student Handbook

This Parent/ Student Handbook was developed in accordance with the Washington Archdiocesan policy. We ask our parents/grandparents and guardians to become familiar with the handbook and to discuss applicable policies with the children who attend St. Anthony Catholic School.

St. Anthony Catholic School, like all other schools, needs to ensure that both parents and students understand the rules and policies of the school and agree to be governed by those rules and policies. All registered families made this agreement when they registered their children on TADS.

Faculty and staff have the authority and responsibility to enforce school policies within their classroom and across the school. Students must respect and obey all faculty and staff.

While we strive for excellence, if a concern should arise, we will make every effort to contact you. Parents may feel free to contact us as well. However, except in emergency situations, it is important that parents/guardians and teachers make the first attempts to resolve classroom matters. The Consortium of Catholic Academies and school staff members ensure timely response, confidentiality, courtesy and respect when issues are presented. With this in mind, and in keeping with the Catholic principles by which our school operates, we expect the same from parents and guardians. We welcome communication; however, it is our policy with both teachers and administrators that parents/guardians do not approach staff on duty to resolve issues. Instead, they must schedule conferences so that the possibility of interruptions is avoided and staff is available and prepared to give parents/guardians their undivided attention.

In addition to the aforementioned, parents and guardians agree to:

1. Attend all conferences scheduled by school staff to discuss child's/children's progress.
2. Ensure that child/children abide by all school rules and policies, especially rules and policy regarding dress code and grooming; attendance and punctuality, respect of administrative, teaching and support staff; and respect of peers.
3. Check child's/children's homework and review school notes nightly.
4. Ensure that child/children do not misuse or deface equipment, books, supplies, any school property, or property of others.
5. Ensure that their child/children maintain the highest standards of honesty and integrity.

The school has high expectations for our students academically and socially. Students at St. Anthony Catholic School are encouraged to work diligently toward becoming responsible and disciplined people. The student is a St. Anthony Catholic School student at all times. A student who engages in conduct, whether inside or outside the school, that is detrimental to the reputation of the school, may be disciplined by school officials.

Please keep in mind that the school retains the right to amend the handbook for just cause and that you will be given prompt notification in writing if changes are made. Working together, we will continue to ensure that our school is a safe, loving, and learning community.

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I. INTRODUCTION

MISSION STATEMENT

The mission of St. Anthony Catholic School is to prepare its students for lives of service and leadership rooted in an encounter with Jesus Christ.

PHILOSOPHY

The curriculum and environment at St. Anthony Catholic School is based upon the Gospel and the teachings of Jesus Christ as understood by the Catholic Church.

The purpose of St. Anthony Catholic School is to lead children to live the message of Jesus. That message includes principles of faith, love, peace, justice, and forgiveness as found in the gospels. Students learn these values from the study of Catholic doctrine and from the example set by the faculty and staff. St. Anthony values the parent-school relationship realizing that parents are the primary educators of their children. The school's goal is to develop mature Christians who are capable of understanding their world and changing it for the better.

ABOUT ST. ANTHONY CATHOLIC SCHOOL

Since 1922, St. Anthony Catholic School has been both a family and neighborhood tradition. Among the more than 5,000 alumni are artists, physicians, teachers, priests, and law enforcement officers-many of whom are sending their children to St. Anthony's. The school and parish of St. Anthony work together as a Christian community to serve both parishioners and school families. For seventy-five years the Benedictine Sisters from Elizabeth, New Jersey taught at St. Anthony Catholic School. During that time the Sisters brought the Benedictine charism. Their presence is still felt through this charism as defined in the *Rule of Benedict*.

Over the years, St. Anthony Catholic School has provided an excellent Catholic education that has adapted to the challenges of the times. Even with a rapidly changing society and school population, St. Anthony Catholic School remains consistent in its philosophy.

Well prepared students from St. Anthony Catholic School score above grade level on standardized tests and go on to the finest high schools. St. Anthony Catholic School offers a regular program in Spanish, art, music, library, and physical education. Our Vice Principal of Academics offers curriculum support resources for faculty and students.

St. Anthony Catholic School has met the requirements established by AdvancedEd Accreditation Commission and is accredited by the Southern Association of Colleges and Schools Council on Accreditation and School Improvement. On July 1, 2008 our school became one of the four schools that form the Consortium of Catholic Academies. This school year marks our 97th year.

The Archdiocese Admissions Non-Discrimination Policy can be found on the website of the Catholic Schools Office of the Archdiocese of Washington: www.adwcatholicschools.org.

CURRICULUM

St. Anthony's teaching staff is composed of devoted, creative teaching professionals. Several teachers have been on the school staff for many years; while others are new to St. Anthony. Our

teachers are dedicated to their profession and especially to teaching in a Catholic school.

Religious Curriculum: Our religious curriculum includes daily prayer, religion class, celebration of the sacraments and of Catholic liturgical seasons, school Masses, prayer services, as well as awareness and participation in community service. Each class sponsors a service project with the expectation that each student will participate. All students, regardless of their faith experience, participate in the religious life of the school. Sacramental preparation is also conducted in the school.

Academic Curriculum: The Archdiocese of Washington has undertaken the task of determining which of the curriculum standards have the greatest impact on life-long learners. These become the focus of the school's curriculum, and establish student expectations, instructional strategies and assessments for learning. Strong emphasis is placed on language arts (reading, phonics, English, spelling), mathematics, science, and social studies. Spanish, art, music, physical and health education, band instruction, and special field trips are also offered.

Technology: St. Anthony integrates technology into its curriculum and has a computer lab used by grades Kindergarten through eight. Students spend two periods per week in the computer lab reinforcing lessons and learning new technology skills.

Pre-K: The full-day Pre-K program for 3 and 4 year-olds focuses on developing a good self-concept through organized play and encourages a love of learning. Developmentally appropriate math and language arts standards are implemented into the students' daily lessons.

All academic standards are posted on our school's website.

ADMINISTRATIVE STRUCTURE

St. Anthony Catholic School is operated and funded through the Archdiocese of Washington's Catholic Schools Office and the Consortium of Catholic Academies. The principal is the senior administrative officer of the school.

HOME AND SCHOOL ASSOCIATION

The Home & School Association (HSA) is the parent-teacher organization that coordinates parent participation in social activities, orchestrates fundraising activities which allows this organization to provide financial support to the school, and is the link between faculty, administration, parents and the parish. Quarterly HSA meetings are held for all parents/guardians. You are encouraged to participate in the religious, academic, and social life of the school.

CHILD PROTECTION

Parents and others who wish to volunteer must create an account on www.Virtus.org, obtain finger-printing from a local police station, and attend Virtus training through the Archdiocese of Washington to participate in any classroom, recess, fieldtrip, and before/aftercare activities.

PARENT PARTICIPATION

St. Anthony Catholic School believes strongly in "parent power". The greater the parent/guardian support, the increased success we can achieve as a school. There is endless research outlining the countless benefits of parent involvement in children's education.

Each family is required to serve a minimum of twenty service hours during the school year. Ten hours must be served each semester. This means the first ten hours must be complete by January 17, 2020. A cash fee of \$15 may be substituted for each service hour not served. **Unmet obligations will be added to the family's bill at the end of each semester.**

The Opportunity Scholarship Program will not cover service hour fees. Failure to satisfy this obligation will mean that the child's place at St. Anthony may be forfeited and that transcripts will be withheld.

GUIDELINES

- Two family members, at a maximum, may perform one service activity for credit.
- Adults (ages 18 years old and older) may perform service hours in order to receive credit.
- Donation of hours may be limited to four hours for the school year (two hours per semester).
- Faculty and staff may not serve on your behalf or donate hours.
- Families are to model themselves in accordance to the teachings of Jesus Christ. Courtesy and respect are expected while performing service hours.
- Donations of materials and food may not be substituted for service hours.
- School wide events may require advance sign up or committee membership in order to receive service hours.
- A maximum number of hours may be assigned to certain services. The amount of hours will be established and agreed upon prior to performing service.
- Pre-approved leadership positions in Boy Scouts, Girl Scouts, and C.Y.O. may receive service hours.
- Parish activities will not be credited as service hours.

A logbook to record the hours is kept in the office. It is the only record that you have served the required 20 hours. **It is each family's responsibility to log in the hours under their child's name.** St. Anthony faculty and staff members or any other persons other than the activity coordinator may not log in on behalf of the family.

I. GENERAL INFORMATION

SCHOOL HOURS

Monday-Friday	8:00 AM – 3:15 PM.	*Doors open at 7:45 AM.
Office Closed	3:00-3:15 PM. daily	
Early Dismissal	8:00 AM. - 12:30 PM	
Before-Care	7:00 AM - 7:45 PM	
After-care	Dismissal - 6:00 PM	



It is important that everyone makes a resolve to be prompt each day. Students are tardy beginning at 8:01 a.m. Tardiness negatively impacts children’s performance at all grade levels. It may also negatively impact high school admission. Children arriving late must be escorted to the main office and obtain a tardy slip which allows admission to class. Excessive tardies will impact whether a student is invited to re-register.

There is no outdoor supervision before school. No student should arrive to school before 7:00 AM unless a parent/ guardian remains on campus. Students may enter the building at 7:45 AM and report directly to their classrooms. Students may use the PreK-3 entrance, the parking lot entrance, or the main door (3400 12th Street). Classes begin promptly at 8:00 AM. Students may not arrive to school prior to 7:45 AM and must leave the campus by 3:25 PM unless enrolled in the Extended School Program (After-care) or involved in another school-sponsored activity. Students on campus during unauthorized hours will be escorted to the Extended School Program, and parents will be charged a fee. Dismissal is at 3:15 PM. Students are expected to be in class until that time. Early dismissal is disruptive to your child and the overall class. After school activities/classes, etc. may not be scheduled prior to dismissal time.

On half days each month, students are dismissed at 12:30 PM so that teachers may attend in-service sessions. Parents are encouraged to use this time to set up any necessary doctor and dental appointments for their children.

EXTENDED SCHOOL PROGRAM

Procedures & Guidelines

St. Anthony Catholic School offers before-care (7:00-7:45 AM) and after-care (dismissal-6:00 PM). The following procedures and guidelines are outlined to ensure parents and guardians understand them and agree to be governed by them.

- Families may sign up solely for before-care. If a student is registered for after-care then before-care is automatically included at no extra charge.
- Extended-care payments are made directly through TADS.
- Students must be signed out by a parent/ guardian or an individual listed on the Emergency Contact Sheet. Please call in advance if there are changes to your pick-up plans.
- Any unregistered students “dropping-in” will be charged a fee. Students arriving to school before 7:45 AM or on campus ten minutes after dismissal will be escorted to extended-care and charged a drop-in fee. The before-care drop-in fee is \$10.00. The

aftercare drop-in fee on a 3:15 PM dismissal day is \$15.00 and the drop-in fee on a 12:30 PM dismissal day is \$20.00.

- After-care ends at 6:00 PM. Students not picked up by 6:00 PM will be charged \$1.00 for each minute late. Chronically late pick-ups may result in dismissal from the program.
- Drop-in fees and late fees will be billed at the end of each month. OSP does not cover drop-in fees or late fees. Payment should be made directly to the school.
- Students must provide their own snacks, drinks, and lunches during the Extended School Program.
- All policies and expectations stated in the Parent/ Student Handbook apply to students and families participating in the Extended School Program.

STUDENT RESPONSIBILITY

It is the student's responsibility (or parents for younger students) to see that lunches, homework and the like are brought to school. Parents are discouraged from bringing forgotten items to the students.

Part of St. Anthony culture is to teach the students responsibility. Once students are aware of their schedules, they are expected to bring the needed uniforms and materials. We do not interrupt class or provide students with personal items including band instruments, homework, projects, etc., if these items have not been brought to school by the students at the beginning of the school day (i.e. students not in uniform receive a zero for that day in gym).

STUDENT TELEPHONE USE

Approved cell phone request forms must be on file for students carrying cell phones. Students may not use their cell phones on school property or while on field trips. This policy includes before and after school hours. Phones must be off and kept in students' book bags. The use of school telephones are for emergencies only.

LUNCH

All children must bring lunch to school or preorder from school provided offerings; staff may not leave the building to purchase lunch for students. Please respect preordering deadlines to ensure that an adequate amount of food is prepared and distribution can happen smoothly.

Children are encouraged to bring nutritious food for snacks and lunches. Refrain from foods that are highly processed, contain high fructose corn syrup or artificial flavoring or coloring, and have high levels of sugar and/ or sodium. Lunchables and candy are strongly discouraged. Students are not allowed to bring or drink soda or energy drinks while in school or extended care. Parents may drop off forgotten lunches in the school office. In this case, parents must complete a lunch drop-off form and place their child's lunch on the designated table in the main office. Lunch purchased via UberEats or delivered from fast food restaurants is strongly discouraged. Students receiving fast food will not eat in the cafeteria with their classmates. No child is permitted to leave the school grounds to purchase lunch.

ABSENCES

1. Parents **must** call or email the school before 9:00 AM on the morning of the absence. A call must be made **each** day during an extended absence.

2. **In addition** to the phone call, upon returning to school the student must bring a **formal note** from his/her parent or guardian explaining the absence. This note must be given to the homeroom teacher. There may be a consequence until the note is turned in. Letters sent via email are also acceptable. (St. Anthony follows the attendance/ truancy policies of the District of Columbia and is a mandatory reporter of attendance violations.)

3. When absent, students are expected to make a serious effort to keep up with their schoolwork. If possible, students will turn in all missed assignments and take missed tests or quizzes on the day of their return. Arrangements should be made with the teacher(s) on the day of return to ensure all missed work is made up. In the case of prolonged absence, or when a student is too ill to keep up with work, exceptions will be made on an individual basis.

Parents are asked not to plan vacations during scheduled class time. It is very difficult to make up missed class lessons. Teachers will not be expected to make individual, tutorial lessons for students whose families have chosen to vacation during scheduled class days.

The following are valid reasons for excused absences from school if properly documented upon the student's return to school:

1. Illness of the student (after three days of illness, students must provide medical documentation indicating that he/ she is able to return to school);
2. Medical or dental appointments;
3. Death in the student's immediate family;
4. Necessity for a student to attend a judicial proceeding;
5. Lawful suspension or exclusion from school by the chief administrator;
6. Temporary closing of facilities or suspension of classes due to severe weather, official activities, holidays, malfunctioning equipment, unsafe or unsanitary conditions, or other conditions requiring closing or suspension of classes;
7. Other absence(s) approved in advance by the chief administrator upon the written request of a parent or guardian. Sufficient notice should be given you the school to provide anticipated student work that the student is expected to complete during their absence. Failure to provide sufficient notice may result in an unexcused absence.

Any absence that does not fall into one of the above categories, or is not properly documented by the student's parent/guardian, is an unexcused absence. When any student has three or more unexcused absences the chief administrator shall notify the student's parents/ guardians in writing of a mandatory conference to address the issue.

PUNCTUALITY

Tardy students disrupt the class and lose learning time. Being late is also upsetting to the student who is tardy. Therefore, tardiness is taken seriously. No student will be admitted late to any class without a tardy slip issued by the school office. Middle school students may not go to their cubbies/ desk until a convenient time can be found so they will not disturb the class already in

session. Students who arrive late to class on a regular basis will be required to meet with their parent/guardian and the teacher/principal.

- Students may enter the building beginning at 7:45 AM.
- A student will be marked TARDY if he/she is not in the building by 8:00 AM.
- Students who arrive 90 minutes late or more will be marked absent for a half day. This will affect perfect attendance records.
- If a student is chronically tardy, parents may be asked to meet with the teacher and/or principal. Families that continue to be chronically tardy may not be invited to re-enroll.

EARLY DISMISSAL

Any student who must be dismissed early is required to have a formal note from his or her parent/guardian. The note must be shown to the homeroom teacher as well as the teacher whose class the student will miss. If the student is to be picked up by a non-parent/ guardian it should be indicated in the parent note. Students are to wait inside the main door of the school for the parent/guardian. Once school has begun no student will be released from the building unsupervised before dismissal. This is for the child's safety. Students must be signed out by a parent/guardian. Any disruption of scheduled learning time is considered a serious matter and may affect perfect attendance records. Early dismissal should be used only in case of emergency.

To facilitate an efficient dismissal process, no student will be called from a classroom for early dismissal at or after 3:00 PM on a regular dismissal day or between 12:15-12:30 PM on early dismissal days. For this reason, the office will be closed during these fifteen minute windows each day. This a busy and important part of the day and will not be disturbed.



There are early dismissal days throughout the year. The dates are published in the school calendar and on our website.

STUDENT RE-ENTRY

Once students have left the building at dismissal they may not re-enter for forgotten items, etc. unless escorted by the homeroom teacher or an administrator. Permission for re-entry is at the homeroom teacher's discretion.

Students attending aftercare must report directly to their designated room. Students may not go outside or leave school property for any reason.

VISITORS

All visitors, including parents/guardians, must report to the school office to sign in and receive a visitor's pass before entering the building. For safety reasons, please do not use any other entrance. This policy includes morning (entry) and afternoon (dismissal) time. Parents may go directly to the church, parish hall, or cafeteria for scheduled school functions.

STUDENT BIRTHDAYS

In an effort to reduce distractions to the school day, to promote healthy eating habits, and most importantly to truly celebrate our students; St. Anthony Catholic School has a specific birthday

celebration policy. **Birthday cake, cupcakes, snacks, ice cream, pizza, goodie bags, etc...** may not be distributed during the school day or in after-care. Students will be honored during prayer services and in the classroom.

SCHOOL HOLIDAYS

Dates for school holidays appear in the school calendar and on our website. Please be aware that there are no Extended Program services on the days before Thanksgiving, Christmas and Easter vacations or on the last day of school.

EXTRACURRICULAR ACTIVITIES

CYO sports, choir, STEM club, chess, and other extra-curricular activities are offered after school. Eligibility is dependent on cooperation, satisfactory conduct, and academic performance.

Any student who carries a C average or better may participate in St. Anthony sponsored sports. Students with an “Improvement Needed” conduct grade may not participate. Student eligibility is determined at the end of each quarter and is in effect for the following quarter.

FIELD TRIP POLICY

Field trips are part of the educational program at St. Anthony Catholic School. All students are expected to participate in these activities. Students must submit a completed school permission slip signed by the parent/guardian in order to participate in a field trip. Signed faxed permission slips are acceptable. Students who fail to submit a proper form will not be allowed to participate in the field trip; phone calls will not be accepted in lieu of proper forms. Signing the permission slip releases St. Anthony Catholic School from liability.

Parents/guardians who are unable to afford a field trip fee are urged to contact the teacher to discuss payment arrangements. We do not want finances to prohibit a student from participating. Opportunity Scholarship funds can be used to pay for most field trips. Contact your child’s teacher or the school secretary for appropriate authorization forms.

Please note that students may be denied participation if they fail to meet academic or behavioral requirements.

Students not participating in field trips because of the school’s decision are to attend school on that day. Students not participating in field trips because of the parents’/guardians’ decision are not to attend school on that day. The child will be marked absent.

The “Walking Permission Slip” allows the teacher with another adult(s) to take short, neighborhood excursions (National Shrine, Franciscan Monastery, Turkey Thicket, etc).

NOTES

Parent notes to teachers and administration should be in **sealed envelopes** for confidentiality.

STUDENT FORMS

Official correspondence between schools, including student records, evaluations, and high school recommendations are sent through the U.S. mail or are faxed. These items are never allowed to

be hand-carried (No Exceptions).

PARENT/GUARDIAN INFORMATION

It is **imperative** that parents/guardians provide the school with **accurate** phone numbers where they can be reached during the day. Please contact the school if there is a change of address, phone number, or email address.

RELIGIOUS OBSERVANCES

All Catholic children are encouraged to attend Mass on Saturday evening or Sunday and on all Holy Days of Obligation. In school, students attend Mass and special prayer services regularly. All children registered in the school must participate in all religious exercises. Sacramental preparation is offered by the school. If you are interested in having your child baptized or prepared for First Reconciliation, Holy Communion, or Confirmation please contact the office.

SCHOOL CLOSINGS/DELAYS

St. Anthony Catholic School follows the Prince George's County School System for school closings or delayed openings in case of snow or other inclement weather conditions. Please listen to media reports for closing or delay information. When school is cancelled for inclement weather so are evening activities at school for that day.

If PGCPS have a two-hour (not one-hour) delayed opening on a day that St. Anthony Catholic School is scheduled for a 12:30 p.m. dismissal, the day will then be extended to 3:15 p.m.

In the event that school is closed or dismissed early due to weather, any scheduled school activities are cancelled for that day and evening. Cancellation of after-school activities may include after-care. A decision will be made on a case by case basis.

SPECIAL CASES

There are circumstances when Prince George's County Public Schools close for reasons other than inclement weather (i.e. no air conditioning, flooding, etc.). In these situations, the school will make every effort to inform parents whether the school will be open or closed on the website and through the School Messenger phone system. However, the vast majority of school closings and delays occur during the winter months and are due to inclement weather.

At recess time, if the temperature is below freezing or it is raining, students will have indoor recess.

III. ADMISSION POLICIES

PROCEDURES FOR NEW STUDENTS

1. Parents/guardians apply online, pay a non-refundable application fee of \$50 per student, submit birth certificate, immunization records, sacramental certificates (if the child is Catholic), previous report cards, standardized test results, and the teacher recommendation form from the child's former school.
2. After reviewing the above, the admissions committee will make the determination to continue the application process. If the process is continued, the student will be contacted for

screening.

3. Based upon the materials submitted and the results of the screening test, the committee will decide if a student is to be admitted. Parents/guardians will receive written notification regarding the decision.
4. After acceptance, parents/guardians are required to pay a non-refundable registration fee of \$100 per student and complete tuition forms and tuition billing forms within a period of ten business days.

POLICY ON NON-DISCRIMINATION

The Archdiocese Admissions Non-Discrimination Policy can be found on the website of the Catholic Schools Office of the Archdiocese of Washington: www.adwcatholicschools.org

RE-REGISTRATION

Re-registration begins during Catholic Schools Week and ends in mid-March of each year. Re-enrollment is not automatic and is by invitation only. Families must re-register each year. Families who do not register early on risk forfeiting their child's seat for the next year. Students/families that have followed the policies of the school as outlined in the handbook will be offered re-registration access on TADS. Students/Families who have not complied with school policy may not be invited to re-enroll. Families who are chronically tardy may not be invited to re-enroll.

TRANSFERS

If a student transfers from St. Anthony Catholic School to another school the following procedure should be followed.

- Parents should notify St. Anthony Catholic School that the student is transferring.
- Parents should notify the "new" school and ask that school to send a request for records in writing to St. Anthony Catholic School.
- Once this request is received and all outstanding tuition fees, service hour fees, etc. are paid, the records will be mailed or faxed by St. Anthony's. **Records/Recommendations are not given to parents to be hand carried. There are no exceptions.**

IV. HEALTH

Your child's health and safety are priority. It is imperative that the school is made aware of children's special medical conditions and allergies at the beginning of the school year.

MEDICATION

Parents/guardians must complete medication authorization forms signed by their physicians for students who need medication administered during the day. The child may only take the medicine under the direction of a designated staff member. No child may carry medicine during the day. Medications are kept locked in the main office. A log is kept documenting the date and time of each medicine distribution.

Special Note: Parents of students with special medication requirements (asthma, bee sting, etc.) need to speak with the school principal and homeroom teacher if certain individual procedures have to be followed.

NON-EMERGENCY/EMERGENCY SITUATIONS

In non-emergency situations, families will be notified prior to any treatment being administered. If it is determined that a sick or injured child will be dismissed early, the parent/guardian must arrange for transportation or an escort in order for the child to be released from school within ninety minutes of phone call. If an emergency exists, the student will be taken to the hospital by ambulance and the parent/guardian will be notified.

SICK STUDENTS

Do not send your child to school sick. To facilitate healing and to prevent the spread of illness/disease children should be fever free for at least 24 hours without the aid of fever reducers such as Tylenol or Motrin. Other signs of illness such as vomiting and excessive coughing should also have passed before returning to school. In cases in which a student comes to school sick, the school will call the parent to pick up their child immediately. We will not tolerate parents who do not pick up their sick child in a timely manner. All parents need to develop alternate plans for when their child does become sick. Sending a sick child to school is not an option. After three days of illness, student must provide medical documentation that indicates that the student is able to return to school.

COUNSELING

Counseling is provided by the Christ Child Society, free of charge on an as-needed basis. Counselors may see a student one time without parental notification. If additional counseling is needed, parents must complete and sign an authorization form provided by the school counselor. If a serious concern exists, parents will be promptly notified.

In the event of an emergency or crisis, the Archdiocese of Washington may send a team of school counseling professionals to arrive on site. One-time, initial counseling services may be rendered to students by school or archdiocesan counseling staff in the event of a crisis or emergency.

POLICY FOR NON-PARTICIPATION/PHYSICAL EDUCATION

Any student who, for medical reasons, is unable to participate in a particular physical education class must have a written note from his or her parent/guardian. Any student with an extended medical excuse due to an injury or illness must have a formal note from a physician. A release form from the physician must also be presented to the office when the student is able to resume physical activity in class.

V. UNIFORM POLICY

A neat and clean appearance is expected of all students. Extreme hairstyles (including mohawks and faux-hawks), jewelry, colored hair, and other clothing items are not permitted during school hours. Color altering contact lenses are not permitted. Students may wear a watch and a necklace with a simple cross beneath their shirt. Girls may wear one pair of post earrings in the earlobe. No hoops or dangling earrings are permitted. Boys may not wear earrings. No other jewelry items may be worn. Girls may wear an unadorned solid red, white, or blue or plaid uniform headband. Clear nail polish may be worn. Colored nail polish worn will be removed at

school. Artificial nails are unacceptable. No make-up may be worn, including lip-gloss. Students may not have tattoos.

All students are to dress in the school uniform except on specially designated days. All students are to wear their uniform every school day beginning the first day of school.

All items listed below must be purchased at:

Flynn & O'Hara
8807 Annapolis Road
Lanham, MD 20706
240-764-4545
www.flynnohara.com
1-800-441-4122

Flynn & O'Hara is the official and exclusive retailer for our school uniforms.

ACADEMIC UNIFORM

BOYS: GRADES Pre-K-8

The uniform consists of navy blue trousers; red, button golf shirt (short or long sleeves); a white T-shirt (only) may be worn under the golf shirt; solid black belt; navy blue, black or white socks; navy blue v-neck cardigan or navy blue pullover sweater (long sleeve).

GIRLS: GRADES Pre-K-4

The uniform consists of a red plaid, round-neck uniform jumper; (no V-neck jumper); white Peter Pan collared blouse (short or long sleeves); red cardigan sweater (only); red, navy blue, or white socks or red, navy blue, or white tights (not both).

Girls also have the option of wearing a white, button-down oxford blouse with navy blue uniform slacks and a solid black belt. The Peter Pan collared blouse may not be worn with uniform pants due to the cut and make of it. A red cardigan sweater may be worn.

GIRLS: GRADES 5-8

The uniform consists of a red plaid uniform skirt; white, button-down oxford blouse (short or long sleeves); red, navy blue or white socks or tights (not both); red cardigan sweater.

Girls also have the option of wearing a white, button-down oxford blouse, navy blue uniform slacks, and a solid black belt. A red cardigan sweater may be worn.

SHOES

Boys in Pre-K-grade 2 must wear solid black sneakers with black laces. No boots are allowed or sneakers with stripes, logos, etc. These sneakers are required for the academic and P.E. uniform.

Girls in Pre-K-Grade 2 must wear solid white sneakers with white laces. No boots are allowed or sneakers with stripes, logos, etc. These sneakers are required for the academic and P.E. uniform.

Boys in grades 3-8 must wear a traditional, solid black dress shoe. No boots or sneakers are allowed. The black tie oxford shoe from Flynn & O'Hara is recommended.

Girls in grades 3-8 must wear an unadorned, flat, solid black oxford or Mary Jane shoe. The uniform shoe from Flynn & O'Hara is recommended. Shoes may not have heels, bows, or other decorations.

In inclement weather, students may wear boots to school, but must change into uniform school shoes once in their classroom.

Optional Uniform-September, May, and June

BOYS: Navy blue uniform shorts; red, button golf shirt; black belt; socks; and uniform shoes.

GIRLS: Navy blue uniform shorts; white, button-down oxford blouse, red, white, or blue socks (no tights or pantyhose); black belt; school shoes.

All sweaters purchased from Flynn & O'Hara must have the St. Anthony Catholic School logo stitched on it.

PHYSICAL EDUCATION UNIFORM

ALL STUDENTS, GRADES Pre-K- Grade 8

The P.E. uniform consists of a St. Anthony logo blue T-Shirt, St. Anthony logo navy blue sweat pants, and/or St. Anthony logo navy blue shorts. P.E. shorts may be worn during the months of September, May, and June. All items listed above are to be purchased at Flynn & O'Hara. Pre-K through grade 2 boys should wear solid black sneakers and PreK-grade 2 girls should their solid white sneakers. (PreK-grade 2 require the same footwear for both the academic and physical education uniforms.) Students in grades 3-8 are to wear sneakers and white sweat socks. All students are to wear the PE uniform to school on their gym day. Uniforms may not be dropped off.

CONSEQUENCES

If a student violates the school uniform policy, a uniform infraction fine will be charged. Each day that a student is not in the correct uniform s/he will be fined. A parent note is required if a student will not be in the correct uniform.

TAG DAYS (OUT OF UNIFORM DAYS)

Tag days are special days for our students, and we want them to be enjoyable. Here are guidelines for students to follow on tag days so that students will dress appropriately on these out of uniform days.

- No shirts with inappropriate wording or logos
- No short skirts and short shorts
- No tight fitting jeans or trousers
- No revealing tops, blouses, or shirts
- No halter tops, backless or strapless tops
- No Heelies
- No hats or sunglasses may be worn in the building
- No loose pants worn below the hips
- No make-up or lip gloss

Remember that the student is a student of St. Anthony at all times and a neat, modest, and clean appearance is expected.

If a student is considered in inappropriate dress, he/she will be sent to the office. If the violation can be corrected, they will be allowed to return to class. If the violation cannot be corrected, the student will not be allowed to return to class and parents will be contacted to come and pick up their child immediately. The Vice Principal of Student Life will make the final decision in these matters. If a student receives a second violation on a Tag Day, the student will not be allowed to participate in the remaining Tag Days of that school year.

We will not accept Tag Day clothes from a parent if their child comes to school in school uniform. We will not interrupt instruction for your child to change. This is disruptive and causes other issues that negatively affect the class.

Students may not change out of uniform at dismissal without their teacher's consent.

VI. FINANCIAL OBLIGATIONS AND TUITION POLICY

FINANCIAL RESPONSIBILITY

A fee of \$30.00 will be levied for any dishonored check ("insufficient funds"). This applies to all checks made payable to the school, parish, or Home & School Association.

TUITION POLICY

Prior to (re-)registration the President of the Consortium announces tuition rates for the next school year. Tuition provides the largest percentage of the revenue but does not cover the full cost of the education provided by the school. The school depends on prompt payment of tuition in order to meet its responsibility to provide a strong educational program.

1. Parents of students attending St. Anthony Catholic School are required to sign a TUITION AGREEMENT and TADS Tuition Management form at the time of registration.
2. Parents seeking financial assistance are required to complete TADS.
3. The school will not accept students from any other Catholic school in the Archdiocese of Washington if tuition and fees are outstanding.
4. No child is admitted to classes unless the registration fee and all past due summer tuition payments have been made.
5. Registration fees are non-refundable.
6. Registration for the following year is not considered complete until tuition and fees have been paid from the previous year. If tuition and fees are not paid by May 30th, the child's reserved place for 2020-21 may be released to another child.
7. Parents are expected to make tuition and fee payments for the school year on schedule. Tuition less a discount of 5% may be paid in full by July 30th. Ordinarily, tuition is paid in ten monthly installments beginning in July and ending in April, due on the fifteenth of each month. If it is necessary to begin payments after July, the amount of the payments will be adjusted accordingly. In all cases, the final tuition payment should be made in April.

8. Payments are to be made by automatic deduction or credit card through TADS Tuition Management.
9. A fee of \$30.00 will be levied on any dishonored payment.
10. A late fee will be charged on any account with an unpaid balance on the 20th of the month.
11. If the child attends school for part of a month the parent is responsible for tuition for the whole month. Monthly tuition will not be pro-rated.
12. The school reserves the right to withhold the student's report card, transcripts, and other records if there is an outstanding balance due.
13. The school may ask the student to leave if the tuition is 30 days past due. All past due tuition payments must be paid by money order and/or credit cards only through TADS Tuition Management.
14. The students will not be able to participate in graduation or other year-end activities unless all financial obligations have been met.
15. Past due accounts may be turned over to a collection agency or small claims court if parents withdraw their children and do not pay the outstanding balance.

VII. ACADEMIC POLICIES

ACADEMIC STANDARDS

St. Anthony Catholic School utilizes the Archdiocese of Washington's Academic Standards of Learning as a means to set the framework for learning in our school. These standards can be found on our website.

ACADEMIC HONOR CODE

Students are encouraged to take pride in and ownership of their academic work. Cheating and plagiarism are unacceptable. Students who fail to respect this code of honor for class work or homework, quizzes, tests, or projects may receive a grade of zero (0), and/or a suspension. Students who allow another student to copy their work may also receive a grade of zero (0) and/or a detention.

Cheating is defined as the giving or receiving of unauthorized help for academic work or the gaining of unfair advantage by means of deception. Some examples are:

- copying another student's work
- allowing a classmate to copy your work
- handing in a writing assignment written by someone else such as a friend or family member
- passing along test or quiz information to fellow students
- submitting the same assignment more than once.

Unless a teacher has given explicit instructions that students may work cooperatively, a student should assume that all academic assignments are to be completed independently.

Plagiarism is the taking of someone else's work, including thoughts or ideas, and presenting it as one's own. Any assignment in which information was obtained from secondary sources, such as

books, magazines, or websites, should provide attribution by following the documentation style required by the teacher.

TEST TAKING PRACTICES

1. Keep your eyes on your own paper.
2. Store related materials out of sight.
3. Maintain silence. No talking.
4. Students must remain seated.

Violations of these practices will result in an automatic zero.

HOMEWORK

We offer a challenging academic program. Students must take an active part in their own educational development if they are to be successful. We all expect students to do work outside the classroom on a daily basis, including weekends, as part of our program. Students in the upper grades should expect at least two hours of homework on a daily basis. Students who repeatedly fail to do homework may receive disciplinary action.

Parents of younger students are expected to check their child's Daily Assignment Book every evening for assignment completion. Parents should sign the Assignment Book once the assignments have been completed.

Parents in all grades should expect their children in all grades to have homework every weekday. Students in grades 3-8 may also be assigned homework on the weekend. Questions regarding your child's homework should be directed to the classroom teacher.

Teachers cannot provide students with advance work to accommodate a vacation during the school year. Missed lessons and tests must be made up within one week of the student's return in order to receive credit for them. It is expected that each student make arrangements with a homework buddy to obtain missed assignments.

SIGNED PAPERS

Frequently, tests/assignments, permission slips, and other forms will be sent home for parent review and signature. Please sign your entire name—**no initials**. Please return these documents promptly to the homeroom teacher. A meeting may be required of parents who are not responsive. Forging a Parent/Guardian signature is a serious matter. Students who forge a signature or change a grade or signature will be disciplined, which may include suspension.

GRADING

PreK-3 students will receive a quarterly progress report. PreK-4 and kindergarten students will receive a first and third quarter progress report and a standards-based report card in the second and fourth quarters.

First through third grade students will receive a quarterly, standards-based report card. The legend here outlines the codes that will be used to identify a student's progress.

EE Exceeds the grade level expectations at this time	Consistently demonstrates unusually high performance of grade level concepts and skills. A student earning an “EE” independently uses and applies knowledge in ways that demonstrate higher level thinking skills.
ME Meets the grade level expectations at this time	Consistently meets and applies grade level concepts and skills. A student earning an “ME” demonstrates expected understanding of grade level skills and concepts with limited errors and requires minimal support.
AE Approaching the grade level expectations at this time	Approaching toward expected understanding of grade level concepts and skills. A student earning an “AE” is beginning to, and occasionally does, meet the grade level standard, but requires frequent teacher assistance.
NE Not approaching the grade level expectations at this time	Shows limited/inconsistent application of grade level concepts. A student earning an “NE” is currently not meeting the grade level standard. The student has very limited knowledge and great difficulty applying the key concepts and performing the processes and skills for the grade level indicators. A significant amount of teacher assistance is required. If a student earns an “NE,” use the comments section to make recommendations for improvement or to schedule a conference.
X Not assessed at this time	A standard may not be assessed in each quarter. If a standard is not assessed during the reporting period, an X should be recorded.
* See attachment	Modifications or an Individual Catholic Education Plan must be noted on a report card. Teachers should put an asterisk * in the appropriate subject area. In consultation with your school’s resource teacher, a narrative response describing the student’s achievement and progress should be provided to the parents.

Fourth through eighth grade students will receive an academic report card quarterly as shown on the school calendar. Numerical averages are used in the elementary and middle school levels.

Grades 4-8:

A, 93-100
B, 85-92

C, 77-84
D, 70-76

F, 69-Below

Specials:

E- Excellent G- Good S-Satisfactory I- Improvement Needed U-Unsatisfactory

Conduct and Effort:

G- Good S- Satisfactory I- Improvement Needed

Student attendance at school concerts (Christmas and Spring) is mandatory. Failure to attend these school concerts will affect a student’s music grade.

Any requests for grade changes on assignments must be made in writing to the teacher within one week of the receipt of the grade. This does not pertain to the quarterly grades.

ONLINE GRADES

Students in grades 4-8, and their parents, have access to Rediker’s “Parent Plus” portal where they can check grades throughout the year. This is strongly encouraged. Teachers update the online gradebook weekly. Please contact your child’s teacher directly if you need assistance logging in.

PROGRESS REPORTS

PreK-3, PreK-4, and Kindergarten receive progress reports at the end of the first and third quarters. Reports are not sent home mid-quarter.

Grades 1-8 progress reports are sent home for signature during the middle of each quarter as published in the school calendar. Parents should contact the teacher to discuss how the child's performance may be improved.

REPORT CARDS

PreK-3, Pre-K4, and Kindergarten receive report cards at the end of the second and fourth quarters also recognized as the end of the first and second semesters.

Report cards are sent home four times a year (Grades 1-8); dates are on the calendar. No report cards are given unless all accounts are current, including tuition, service hour fees, Extended Care bills, damaged/replaced book fees, library charges, etc. A teacher and parent/guardian conference is required in order to receive the first report card. Subsequent report cards must be returned to the teacher with the parent's/guardian's signature. Teacher/parent/guardian conferences are also held at the end of each quarter as needed.

HONOR ROLL

The school has an Honor Roll for students in grades 4 through 8. A student who achieves a 93% or higher in all academic subjects is awarded First Honors. A student who achieves an 85% or higher in all academic subjects is awarded Second Honors. An honor student must possess both academic excellence and exemplary conduct and effort. Students receiving an "I" in conduct or effort are ineligible for the honor roll. Students must receive an "E," "G," or "S" in all special subjects to be eligible for the honor roll.

AVAILABILITY OF RECORDS

We abide by the Provision of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to academic records and other school information regarding his/her child.

PROMOTION/RETENTION

Students who successfully complete their course of studies are promoted.

St. Anthony follows Archdiocesan policy regarding retention. Retention in the primary grades is normally dependent upon the development of reading and English skills. Retention of students in grades 3 through 8 is normally dependent on achievement in the core subjects: Reading, Math and English, as well as the academic subjects: Science and Social Studies.

Failure in two of the core skills subjects (i.e. Math and Reading) or in one of the core skills subjects plus another academic subject (i.e. Math and Science) is a basis for retention. In the case of failure in multiple subjects the principal, after consultation with appropriate staff members and parents, shall make the decision as to whether a pupil is retained.

Students who do not pass a core or academic subject for the year will be required to attend an approved academic summer school and receive satisfactory marks in order to be promoted.

CYO/ SCHOOL SPORTS ELIGIBILITY

Any student who earns a “C” average or better may participate in St. Anthony sports. Students who receive an “Improvement Needed” conduct grade (“I”) on their report card are not eligible to participate. Student eligibility is determined at the end of each quarter and is in effect for the following quarter.

BOOKS: TEXTBOOKS/WORKBOOKS

At St. Anthony Catholic School, we work very hard to ensure that students have the very best in books and materials. The school spends a significant amount of money each year in this regard. In order to maintain the books in the best condition for the longest period of time all books are to be covered. Cloth covers are not allowed because such covers have proven to damage the binding. If covers come off during the year, books are to be covered the next day.

STANDARDIZED TESTING

Grades 1-8 are required to take Scantron testing three times a year. Scantron measures achievement in reading, language arts, word analysis, vocabulary, language mechanics, spelling, mathematics and mathematics computation.

8th graders are required to take the HSPT every fall for acceptance to ADW high schools. The High School Placement Test is a comprehensive test used to determine placement in the ninth grade.

VIII. COMMUNICATION

PARENT/TEACHER

St. Anthony Catholic School fosters an environment where teachers and parents/guardians work together to assist with each child’s academic, social, and spiritual growth. St. Anthony Catholic School encourages parents/guardians to communicate frequently with their child’s teacher regarding their child’s progress. Parents/guardians are asked to schedule conferences with teachers. Conferences enable the teacher to give each parent/guardian his or her full attention. Parents/guardians interested in visiting their child’s classroom should contact the teacher for an appointment. All guests must sign in and receive a visitor’s pass upon entering the school.

Legally, teachers may only speak with custodial parents or legal guardians about a student’s performance, behavior, attendance, etc. Grandparents, fiancés, relatives and friends may not contact the teacher to discuss a student(s) or classroom concerns.

Parents/guardians should discuss any questions or concerns regarding their child and the class with the classroom teacher first. When parents/guardians have concerns after they have discussed the matter with the classroom teacher, they should contact the principal. Matters not resolved at that level are referred to the pastor and/or President of the Consortium. This is the process for resolving issues. Please do not include other parents/children in the process.

Teachers will respond to parent notes, phone calls, and emails within 48 hours.

PARENT/GUARDIAN COOPERATION

Parents/Guardians and students understand and acknowledge the Roman Catholic religious nature of St. Anthony Catholic School. Parents/Guardians and students agree not to publicly repudiate the teachings and traditions of the Roman Catholic Church, and will respect and support the unique identity that St. Anthony Catholic School derives from its Catholic faith. As the primary educators of their children, parents/guardians will not act in ways that contradict the Catholic nature of St. Anthony Catholic School. Parents/Guardians shall cooperate fully with the school and the students shall participate in all required school programming, including instruction in the Catholic faith and attendance at Mass. As the primary educators of the students, parents/guardians agree to act in ways that promote the best interests of the church and school and will comply with the policies of the Archdiocese of Washington and St. Anthony Catholic School.

COMMUNICATION ABOUT CURRENT EVENTS

A general calendar is distributed to parents at the beginning of the school year. Weekly updates will be sent home in the Friday Folder. Students are to bring home a Friday Folder each week. It includes communications from the teacher, principal, Church, and/or the Home & School Association. Parents are to sign the folder and return it each Monday to the classroom teacher. Since the Friday Folder is the primary source of communication between school and home, all students must have a Friday Folder. If your child's folder is misplaced, please contact the homeroom teacher so a new one can be provided. Replacement folders are \$5.00.

Parents are encouraged to visit the school's website on a regular basis, www.stanthonychooldc.org. The website includes the handbook, calendar, teachers' email addresses, and school news.

COMMUNICATION BETWEEN SCHOOLS/ ORGANIZATIONS

Records, transcripts, recommendations, evaluations, and assessments are not given to parents or students to be hand carried, mailed, or emailed. These documents are always sent from St. Anthony directly to the other school or organization. No exceptions can be made.

CHILD ABUSE LAWS

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

CONTACT INFORMATION

Please notify the main office if you need to update phone numbers (work, home, or cellphone), your home address, or your email address. All contact information and medical information should be current at all times.

CUSTODY ISSUES

In cases of separation or divorce, the school must be informed, in writing, of the parent or individual who has been given legal custody of the child. Please submit a court-certified copy of the custody section of the divorce or separation decree. A reasonable effort will be made to

accommodate the non-custodial parent so that both parents can be kept apprised of the child's progress.

CONFIDENTIALITY

Teachers will keep confidential information entrusted to them as long as no one's life, health, or safety is at stake. Administrators and teachers may only discuss a student's progress with his/her custodial parents and/ or legal guardians. Parents/ legal guardians will be promptly notified of any concerns.

IX. STUDENT BEHAVIOR

BASIC STANDARDS OF CONDUCT

Toward the Church, the student must:

- Attend religious services of his/her faith regularly.
- Demonstrate respect for the Catholic Church and its teachings
- Participate in all religious activities of the school

Toward Authority, each student must demonstrate:

- Courtesy and respect for all administrators and staff.
- Self-control, including control of facial expression and body language
- Acceptance of consequences (corrections or punishment) of his/her own actions, without resistance or belligerence.
- Ability to present opposing views while maintaining a posture of respect.
- Awareness of and compliance toward school and classroom regulations.

Toward Other Students, each child must demonstrate:

- Respect for the rights and property of others.
- Decent manners in words and actions.
- Reasonable control of anger.
- Consideration for the feelings and self-image of others.
- Good example on field trips, at bus stops and in the vicinity of the school.
- Respect for the Christian ethic.

Toward Work, each student must:

- Record assignments accurately.
- Do assigned work neatly and promptly.
- Learn to ask questions when schoolwork is confusing.
- Have all necessary books and supplies as required.
- Complete all homework assignments and hand in on time.
- Bring home test papers and notes, returning them signed when required.
- Display visible signs of effort in schoolwork.

ENVIRONMENT

St. Anthony Catholic School strives to provide children with a loving, caring, and positive academic and social environment. Rules set forth by the school and teachers are designed to

ensure this type of environment. Students are expected to know the rules and abide by them. Students should understand that one of their first obligations in a Catholic school is to respect the dignity of all members of the school community. Inappropriate conduct unbecoming to a student in a Catholic school is not acceptable and will not be tolerated.

PREVENTION PROGRAMMING

St. Anthony Catholic School believes and teaches that each of us is called to love our neighbor and to treat them with respect. St. Anthony Catholic School is committed to providing a physically safe and emotionally secure learning environment that is free from bullying, harassment, and intimidation. These issues will be treated seriously. The principal's review and investigation of a credible allegation will be done in a prompt, confidential, and thorough manner.

The reprisal or retaliation against anyone who reports acts of bullying, harassment, or intimidation is strictly prohibited. All reports of reprisal or retaliation will be treated seriously. The principal's review and investigation of a credible allegation will be done in a prompt, confidential, and thorough manner.

Bullying, harassment, and intimidation mean any intentional written, verbal, or physical act including electronic communication (telephone, cellular phone, computer, pager, iPod, etc) that:

1. Physically harms an individual; damages an individual's property; substantially interferes with an individual's education or learning environment; or places an individual in reasonable fear of harm to the individual's person or property and
2. Occurs on school property; at a school activity or event; on a school transportation vehicle or bus; or substantially disrupts the orderly operation of a school.

BULLYING

Our goal at St. Anthony Catholic School is to create a community of kindness. Students are encouraged to treat others with kindness by using respectful words and being helpful to others. Bullying is taken seriously. Bullying is unfair and one-sided. It happens when someone keeps hurting, frightening, threatening, or excluding someone on purpose.

Bullying behaviors include but are not limited to:

- Repeated teasing
- Efforts to embarrass or humiliate
- Deliberate exclusion from group activities
- Acts of aggression
- Spreading of gossip (orally, in written form or through technology)
- Harassment (including sexual harassment)
- Intimidation
- Damage to an individual's property

St. Anthony Catholic School will not tolerate bullying in any of its forms. It is essential that school members are in partnership with the parents to prevent and handle bullying behaviors.

Parents need to inform the school immediately of any bullying complaints. Each class will receive sessions in teaching social skills and strategies for dealing with bullying.

PROCEDURES AND CONSEQUENCES FOR BULLYING

Once an adult is made aware of a bullying situation it is their responsibility to administer the following procedures and consequences. The first step is always to check with the homeroom teacher to determine the bullying history of the child and target.

1st report of Bullying:

- Have each child--separately--share their side of the story. Affirm, Ask, Assess.
- Provide coaching for both the bullied and bullier.
- Contract with the child that bullied about future behaviors in the form of a written plan.
- Give signed plan to homeroom teacher to file in classroom.

2nd report of Bullying:

- Review the child's signed plan and discuss the new infraction.
- Student will not be allowed to participate in the activity where the incident occurred for a set amount of time, to be determined depending on the age of the child.
- Student will write about what they did wrong and appropriate behaviors that should have been used.
- Parent will be contacted and a copy of the previous plan with any additions sent home to be signed and returned by parent.
- Principal will be notified and given a copy of the signed plan.

3rd report of Bullying:

- Student will meet with the principal.
- Principal will meet with the student and parents.
- Principal will assign the student community service at school.
- Student will be required to receive counseling on pro-social behaviors either at school or from an outside provider.

Subsequent reports of Bullying

- In school suspension
- Short term at home suspension
- Possible expulsion

Any bullying report that involves physical assault will, in addition to the consequences stated above, be handled according to suspension/ expulsion policies outlined on pages 26-27.

DISCIPLINE

An integrated part of each student's education involves learning self-discipline. The classroom teacher is the first line of administration in disciplinary situations. Faculty and/or administration will investigate disciplinary situations with the appropriate students. A conference may be held with the teacher and parent/guardian to resolve certain discipline problems. A meeting with the principal will be scheduled if the parent/guardian and teacher cannot agree on a resolution.

REFERRALS

If a student disrespects his/ her teacher, disrupts instruction, or refuses to follow directions after more than one prompt the teacher may complete a written referral and send the student to the office. Three referrals in one quarter may result in a suspension and will affect a student's conduct grade.

SEARCHES OF STUDENTS AND SCHOOL

The principal and/or representative may conduct a reasonable search of a student on the school premises if they have probable cause to believe that the student has in his/her possession an item, possession of which, constitutes a criminal offense under the laws of the District of Columbia.

The principal and/or representative may conduct a search of the physical plant of the school, including students' desk and book bag and every appurtenance thereof.

SUSPENSION

Severe misconduct includes leaving the school or classroom without permission, violating the Academic Honor Code (see page 19), fighting, use of profane language, showing disrespect for authority, stealing, forging, smoking or endangering the well-being of any member of the community.

Acts of vandalism/destruction of school property, carrying weapons, or possession/use of drugs or alcohol will result in suspension and may result in expulsion.

In determining whether suspension is the appropriate action in a particular case, the following procedure will be followed:

1. The student will be given oral notice of the infractions. The student will then be given an opportunity to present his or her side of the story.
2. Based upon the evidence and student's account, the teacher(s) and principal will determine if suspension is necessary. The parents/guardians will be notified if a student is to be suspended.
3. In cases of suspension, the student, parents/guardians, teacher(s), and principal will explore appropriate remedies for the student's behavior and devise a behavioral contract. All must agree to the contract in order for the student to return to school.
4. The School also has the option of an in-school suspension.
5. In the absence of the principal, the assistant or acting principal will have the authority of the principal.
6. Suspended students are not to be on school grounds during the suspension (unless in-school suspension is prescribed). Students on suspension may not attend field trips or evening activities during the suspension.
6. A student who receives three suspensions may be expelled from the school.
7. Parents/guardians and students should be aware that written records of suspension and in-school suspension are kept on file in the student's permanent record.

EXPULSION

Expulsion occurs as a last resort when the school administration determines that the student's interests would be better served in another environment. This would occur when it is determined

that the individual's behavior is a serious threat to the school community or that it is counter-productive for the individual to remain as a member of the school community.

Expulsion is considered if:

1. A student has been suspended at least once during the school year and has continued to engage in inappropriate behavior.
2. Conferences with the parents, principal, teacher(s), and/or pastor have failed to remedy the problem.
3. In extreme cases, where a student has engaged in acts of vandalism, assault, continued and willful defiance of authority, possession or use of alcohol or drugs, possession or use of a weapon, or criminal activity.

Families will be notified in writing by the Principal with the pastor's approval, of the School's decision and the reason for the decision to expel the student. Expulsions shall be made in consultation with the Consortium of Catholic Academies and the Catholic Schools Office.

AFTER SCHOOL HOURS

The student is a St. Anthony's student at all times. A student who engages in conduct, whether inside or outside the school, that is detrimental to the reputation of the school, may be disciplined by the school.

St. Anthony Catholic School is dedicated to providing a safe, secure environment for its students. Students are supervised by staff members at all times during the school day and in the Extended School Program. To ensure the safety and supervision of all children, students should not be dropped off before 7:45 a.m. (7:00 a.m. for Extended School participants) or remain on school grounds after 3:25 p.m. (6:00 p.m. for Extended School participants).

Any unsupervised students on school property before 7:40 a.m. or after 3:25 p.m. will be sent to the Extended School Program and parents/guardians will be charged for this service.

There will be no exceptions to this rule. Our staff is concerned about the safety and well-being of our students, and we will not allow unsupervised students to be at school.

Students are to go directly home or to a designated site after dismissal. Students staying after school for an extra-curricular activity must report directly to that activity. Students may not loiter on the property, at bus stops, Metro stops, or in front of local businesses before or after school. Students may not stop or go into stores in their St. Anthony Catholic School uniform, unless accompanied by a parent or guardian. Parents will be contacted if their child(ren) remains on the school property or in the neighborhood without proper supervision. Students who must remain after 3:25 p.m. are expected to enroll in the Extended School Program.

Students may not change out of uniform without their teacher's permission. This includes changing one's shoes.

On early dismissal days (i.e. 12:30 p.m.) the grace period will be for 10 minutes after dismissal. Students not picked-up at that time will be signed into the drop-in program and charged.

ZERO TOLERANCE

St. Anthony Catholic School has a zero tolerance rule on serious threats and/or physical acts against another person. If the presence of a student in the school poses a safety threat for others in the school, the student will be removed from the school setting.

If these actions occur, parents will be contacted and advised to come to take their child home for the remainder of the day. If parents cannot be reached, or if an incident occurs near or at the end of the school day, the student will not attend class the following day.

OTHER STUDENT RULES

No toys are allowed to be brought to school.

No electronic games, iPods, iPads, organizers are allowed

Students may not chew gum on school grounds, in school buildings or on school field trips.

Students may not write or pass personal notes of any kind in school.

Students may not throw rocks, sticks, snow, or ice.

CELL PHONE POLICY

Students may not bring a cell phone without approved request forms. Phones will be kept in students' book bags, not on their person, pencil case, or desk. Students may not use or have their phones turned on in the school building. If a phone is visible, rings or vibrates it will be confiscated. The parent is required to meet with the principal to have the phone/electronic device returned and to discuss further consequences. There are no exceptions. This policy applies to field trips and Extended-Care.

*Students in possession of another's cell phone may be subject to consequences.

ACCEPTABLE USE OF TECHNOLOGY

STUDENT RESPONSIBILITY WHEN USING TECHNOLOGY AND EQUIPMENT

When using any Technology Equipment, all students:

- Shall use all Technology Equipment, including, but not limited to computers, networking systems, Internet, mobile devices, communication devices, cell phones, email, social networking sites, calculators, DVD players, and cameras ("Technology Equipment") with care and respect, whether at school, at home, or elsewhere.
- Shall not type, send or otherwise use any inappropriate or offensive words, or display, send, or otherwise use inappropriate or offensive images, sounds or messages from or on Technology Equipment.
- Shall not use Technology Equipment in a manner which violates any local, state or federal laws.
- Shall immediately report to a teacher or supervising staff member any inappropriate material or misuse of Technology Equipment of which the student becomes aware.
- Shall not use Technology Equipment in any way to engage in cyber-bullying behavior.

When using the School's Technology Equipment, all students:

- Shall not reconfigure any school hardware, software, or network settings.
- Shall print, download, or otherwise transfer only that information approved by the teacher or supervisor.
- Shall obtain the permission of a teacher or supervisor before loading a file or disk onto a school computer.
- Shall not use any school Technology Equipment to create, store, transfer or use software or electronic content in a manner which violates the rights of the holder of copyright in the software or the content; and shall not plagiarize works found on the Internet or elsewhere.
- Shall not load any software onto school computers without first obtaining the teacher's permission.
- Shall only use the Internet for school-related projects and shall visit only the sites assigned by the teacher.
- Shall not 'surf' the Internet or visit 'Facebook,' or any other social networking websites while at school.
- Shall not log-on to the Internet without permission from a teacher or supervising staff member.
- Shall not give out, post, or otherwise distribute personal information such as photographs, home addresses, telephone numbers, parents' work addresses or telephone numbers or the name and location of the school.

All students understand and acknowledge:

- Student use of cell phones and any other electronic mobile devices during school hours is strictly prohibited, except in the case of a medical emergency.
- That any violation of this policy may result in permanent revocation of their technology privileges and other disciplinary action may be taken in the sole discretion of the principal.
- That use of all Technology Equipment may be monitored.
- That the school reserves the right to access a student's computer files or any other Technology Equipment when required for the maintenance of the school's technology equipment, in emergencies, in the course of investigation of possible wrongdoing, or at the discretion of the principal.

Parent/Guardian Acknowledgement

- Parent/guardian shall be responsible for reading and reviewing the terms listed above with their child.
- Parent/guardian shall be responsible for any damages, claims and expenses resulting from their child's misuse of the school's Technological Equipment in violation of this agreement.
- Parent/guardian acknowledges that any failure to honor the terms of this agreement may result in disciplinary action determined at the discretion of the Principal, any or all of the student's technology privileges being revoked, and/or the reporting of such infraction to appropriate authorities.

TECHNOLOGY AND INTERNET USAGE AGREEMENT

Purpose

Archdiocesan parents, educators, and administrators work together every day to ensure the safety and security of all God's children. With our schools' ever-growing and abundant technology resources, it is more important than ever that we communicate clear expectations of our students. The following guidelines were developed from Archdiocesan curriculum and have been adapted, with permission, from the [International Society for Technology in Education](#). For more information regarding each school's individual rules, please refer to your school policy. Thank you for your consideration and cooperation.

Our schools provide students with an opportunity to access computers and computer networks, including the Internet. Our goal in providing this service is to promote educational excellence in our schools. Access to this technology is a privilege, not a right. All students are expected to abide by the following technology rules and to sign the user agreement.

Students

1. **Students will cultivate and manage their digital identity and reputation and demonstrate awareness of the permanence of their actions in the digital world. T.PK8.DC.1. All Students:**
 - Shall always represent themselves in a manner that respects the values of the Catholic Church when using electronic devices, network and the Internet and demonstrate an understanding that digital content is everlasting, even when deleted or within privacy settings;
 - Shall only use accounts assigned to them or authorized by the school, supporting others' positive digital identity by not accessing the accounts of others or falsely representing themselves as others;
 - Shall keep all accounts and password information private and secure.

2. **Students will engage in positive, safe, legal and ethical behavior when using technology equipment, including social interactions online or when using networked devices. Students will demonstrate an understanding of and respect for the rights and obligations of using and sharing intellectual property. T.PK8.DC.2, T.PK8.DC.3. All Students:**
 - Shall always demonstrate kind and respectful behavior towards others when using electronic devices, network and Internet; following school policy agreements and [anti-cyberbullying laws](#) at the local, state and federal levels;
 - Shall immediately report any known cyberbullying behavior to a teacher or supervising staff member;
 - Shall protect the rights and privacy of others, by never photographing or filming an individual without consent, and never posting and/or distributing videos or photographs without consent of the school and the persons depicted;

- Shall behave in a safe manner when using technology by protecting and not sharing personal information and personal images in the public domain. While on school property, students will only use technology to communicate with individuals within the school community or organizations/experts approved by teachers. While on school grounds students shall only use communication platforms approved by the school and all communication shall be only for educational purposes;
- Shall abide by all copyright and intellectual property laws, avoiding plagiarism by using proper citations or permissions. Students shall only use work product that is their own, not taking credit of the work of others;
- Shall immediately report to a teacher or supervising staff member any inappropriate material or misuse of technology equipment of which the student becomes aware.

3. Students will manage their personal data to maintain digital privacy and security and are aware of data-collection technology used to track their navigation online.

T.PK8.DC.4. All Students:

- Shall protect and manage personal data in a safe manner by never posting, or otherwise distributing personal information such as photographs, home addresses, telephone numbers, parents' work addresses or telephone numbers or the name and location of the school;
- Shall respect networking protections and security within the school infrastructures by working within the designated login and security parameters and never reconfiguring or hacking any school hardware, software, or network settings;
- Shall use school issued email accounts for authorized educational purposes only;
- Shall respect the right of the school to monitor student use of technology.

4. Students will treat all technology equipment including issued devices, software and networking systems with care and respect, whether at school, at home, or elsewhere. All Students:

- Shall demonstrate proper physical care for technology equipment;
- Shall protect the proper functioning of technology equipment by downloading only teacher approved files and not intentionally writing, producing, generating, copying or introducing dangerous codes or programs designed to cause harm, including, but not limited to viruses, bugs, 'worms', etc.;
- Shall respect the digital property of others by not accessing or searching files, directories, or folders for which the student does not have authorization, and by not intentionally erasing, renaming, moving, or disabling anyone else's files or programs;
- Shall maintain the settings of any issued device by not manipulating any device settings or functionality.

5. Students understand and acknowledge that:

- Any violation of this policy may result in permanent revocation of their technology privileges and other disciplinary action may be taken in the sole discretion of the principal.

- Schools may require that technology used in a bring your own device program must meet certain compatibility requirements, use certain security measures, and include certain hardware, software, or applications, which may include applications that grant the school control over the content on the technology.
- Use of all technology may be monitored, and there is no expectation of privacy for issued devices, or for any information stored on any technology used on school grounds, including any information or files stored in students' personal accounts (such as social media or file sharing accounts) that are accessible via such technology.
- The school reserves the right to maintain, access, or retrieve an issued device at any time, at its sole discretion; the school reserves the right to access a student's computer files or any other technology equipment when required for the maintenance of the school's technology equipment, in emergencies, in the course of investigation of possible wrongdoing, or at the discretion of the principal.

Parent/Guardians

Parent(s)/Guardian(s) shall support both school and ADW-wide policies and procedures as they relate to the use of technology and our Catholic Identity

1. Parent(s)/Guardian(s) will monitor online behavior and social media within the home and notify the school in the event of any incident contrary to the school policy, providing Parent(s)/Guardian(s) will monitor their child's use of the Internet when the school Parent(s)/Guardian(s) agree that students' schoolwork should be limited to school authorized accounts only (if provided by the school)
2. Parent(s)/Guardian(s) shall respect the right of the school to monitor student use of technology
3. Parent(s)/Guardian(s) are responsible for all fees as determined by school policy related to loss, damage, or misuse of school technology.

Additional resources related to digital safety and digital citizenship;
<https://adwcollaborators.weebly.com/parent-resources.html>

Definitions

Cyber-bullying/Harassment: of others online, whether against a student, non-student, or employee, is serious, is prohibited, and is contrary to the School's policy and values. Harassment/cyber-bullying whether it is initiated on or off campus, online or in person, should be reported immediately to a faculty member, and may lead to disciplinary action and possible criminal prosecution. <https://cyberbullying.org/>

Data-Collection Technology for Tracking Navigation: Entities that track an individual's personal data when using networked devices, for example, website cookies, search algorithms return results based on past searches, website analytics, GPS on cell phones, the "Internet of Things" where data is exchanged between networked devices and objects

Digital Identity and Reputation: How an individual is represented online in the public domain, based on activities, connections or tagging. For example; social media posts, photos, public online comments/reviews, awareness and monitoring of how others are depicting you online

Digital Privacy and Security: For example; activate privacy settings on social media accounts and each engines, recognize sites that use encryption, secure login and password information on shared devices, read and be conscientious about accepting privacy policies and access requests from apps and websites

Educational/Academic Purposes: Those tasks performed by students, which are directly related to the schools curricular assignments, projects or research.

Electronic Device: Any device (personal or school-issued), including, but not limited to desktop computers, laptops, Chromebooks, Smartphones, iPads, tablets and e-Readers.

Ethical Behaviors: Interactions that align with one's moral code, for example, preventing or not engaging in cyberbullying, trolling or scamming; avoiding plagiarism; supporting others' positive digital identity

Legal Behaviors: Interactions that are mindful of the law. For example, abiding by copyright and fair use, respecting networking protections by not hacking them and not using another's identity.

Intellectual Property: Content or ideas created by an individual or entity, for example, music, photos, narration, text and design

Internet: A global computer network providing a variety of information and communication facilities, consisting of interconnected networks using standardized communication protocols.

Issued Device: Device that is the property of the school and is provided to a student as part of the student's educational program.

Managing Personal Data: For example, creating effective passwords, authenticating sources before providing personal information, sharing personal data conscientiously, not posting address and phone numbers visibly

Network: The system of devices, kiosks, servers, databases, routers, hubs, switches and distance learning equipment.

Online or Networked Devices: For example, internet-connected computers or tablets, multiplayer gaming systems and cell phones

Parent: The biological or adoptive parent, legal guardian or person acting in the absence of the parent or guardian.

Permanence of their actions: Digital content is everlasting; even when individuals delete it or believe privacy setting fully protect them from scrutiny.

Positive Behaviors: Interactions that convey a portrait of the way you want to be perceived and healthy interactions with technology itself, for example, moderating the time online or gaming, ergonomic issues and balancing use of media with daily physical activity.

Rights and Obligations of Using and Sharing: Abiding by copyright and fair use, citing resources, gaining or giving permission to use (content), avoiding plagiarism, understanding and using creative commons.

Safe Behaviors: Interactions that keep you out of harm's way, for example, knowing the identity of who you are interacting with; how much and what kind of information you release online; protecting oneself from scams, phishing schemes and poor purchasing practices (e-commerce theft)

Student Authorized Users: Any student enrolled in this school who is assigned a username and password.

Technology (equipment): Any electronic device or system that uses, stores, manages, carries, or supports audio, video, text or data and includes, but is not limited to, information transmitted or received via radio, television, cable, microwave, telephone, computer systems, networks, copiers, scanners, cell phones/smart devices and fax machines.

By signing this agreement, the guardian(s) acknowledge(s) that he or she has read the above expectations and reviewed with the student below. Both parent and student understand and agree to abide by those terms. Violations of this agreement are subject to disciplinary action by the appropriate administrators.

SOCIAL NETWORKING AND OTHER FORMS OF PERSONAL PUBLISHING

Students who publish materials online may be subject to disciplinary action if the material violates school policies or reflects poorly on the character of the school community (administration, teachers, students, parents/guardians, etc.). Students may not create web pages or publish material using the St. Anthony Catholic School name or identifying themselves or others as St. Anthony Catholic School students.

Grade	Patron Saint	Feast Day
Pre-K3	St. John Paul II	October 22
Pre-K4	St. Benedict	July 11
Kindergarten	St. Bernadette	April 16
Grade 1	St. Joseph	March 19
Grade 2	St. Nicholas of Myra	December 6
Grade 3	St. Martin de Porres	November 3
Grade 4	St. Elizabeth Seton	January 4
Grade 5	St. Therese of Lisieux	October 1
Grade 6	St. Maximilian Kolbe	August 14
Grade 6	St. Francis of Assisi	October 4
Grade 7	St. Katharine Drexel	March 3
Grade 8	St. Damien of Molokai	May 10
Art Room	St. Luke	October 18
Library	St. Jerome	September 30
Music	St. Cecelia	November 22
Physical Education	St. Sebastian	January 20
Spanish Room	St. Juan Diego	December 9
Loft	St. John Newmann	January 5
Computer Room	St. Thomas Aquinas	January 28