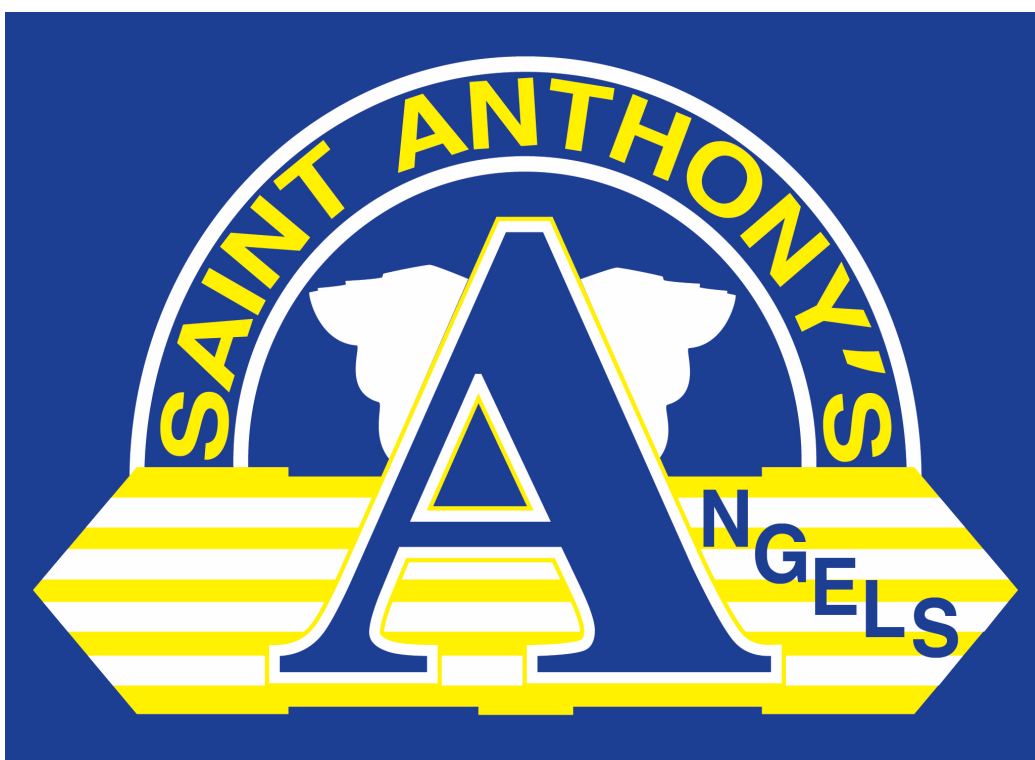


ST. ANTHONY SCHOOL PARENT/STUDENT HANDBOOK

St. Anthony School assures all students the opportunity to receive a Catholic, faith-based education founded in the teachings of the Gospel message ready to begin a journey of higher learning.

2024-25



COLUMBUS CATHOLIC SCHOOLS | 2024-2025 CALENDAR

| AUGUST '24 | | | | | | |
|------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

12-14 CCS Teacher Professional Development
 14 Scotus Orientation
 15 First day of school/Noon dismissal for elementary schools. Full day Scotus.

| FEBRUARY '25 | | | | | | |
|--------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | |

13 Elem PTC 3:45-7pm
 14 CCS Teacher Professional Development

| SEPTEMBER '24 | | | | | | |
|---------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

2 No School
 18 Archdiocese Teacher Professional Development

| MARCH '25 | | | | | | |
|-----------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

7 No School Elem/Noon Dismissal Scotus/End of 3rd Qtr.
 12-14 Spring Break

| OCTOBER '24 | | | | | | |
|-------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

11 End of Qtr. 1/No School Elementary/Scotus Noon Dismissal
 17 Noon Dismissal PTC
 18-21 Fall Break
 22- CCS Teacher Professional Development

| APRIL '25 | | | | | | |
|-----------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | | | | | |
| | 1 | 2 | 3 | 4 | 5 | |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |

17-21 Easter Break

| NOVEMBER '24 | | | | | | |
|--------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

8 No School/CCS Teacher PD
 27-29 Thanksgiving Vacation

| MAY '25 | | | | | | |
|---------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

11 Scotus Graduation
 14- Noon Dismissal/Scotus semester tests. Full day elementary.
 15- Last day school CCS. Noon dismissal
 16- Teacher Workday

| DECEMBER '24 | | | | | | |
|--------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

18-Scotus Semester Tests / Noon Dismissal Scotus. Full Day Elem
 19 Noon Dismissal / End of 2nd Qtr.
 20 Teacher Workday

No School Students or Teachers
 Half Day Students / Full Day Teachers
 No School Students / Teacher Professional Development

| JANUARY '25 | | | | | | |
|-------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

1,2 Christmas Break
 3 CCS Teacher Professional Development
 27 CCS Teacher Retreat

ST. ANTHONY SCHOOL
2024-25 Staff

| | |
|------------------------|----------------------|
| Pastor | Fr. Patrick Harrison |
| Principal | Amy Sokol |
| Secretary | Deanna Campazano |
| Office/Daycare Billing | Ann Hefti |
| Kindergarten | Amy Kelly |
| 1st Grade | Beth Carstens |
| 2nd Grade | Sandi Demuth |
| 3rd Grade | Deb Svehla |
| 4th Grade | Cathy Hutchinson |
| 5th Grade | Charlotte Beran |
| 6th Grade | Roger Krienke |
| Counselor | Jan Foltz |
| K-5th Vocal Music | Kelsie Hupp |
| Library | Shelli Naughton |
| Physical Education | Jan Foltz |
| 6th Grade Vocal Music | Laura Salyard |
| 5th-6th Grade Band | Kristen Cox |
| Preschool | Shannon Renner |
| Preschool – Pre-K | Amy Lopez |
| Daycare Director | Amy Lopez |
| Daycare | Carol Boman |
| Daycare | Judy Gates |
| Daycare | Ann Hefti |
| Daycare | Kristin Jones |
| Daycare | Shannon Renner |
| Cafeteria | Lauri Diamond |
| Cafeteria | Lori Olson |
| Custodian | Mike Steiner |

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Underlined and bolded information is important information for the upcoming year.

May God grant us the wisdom to help our children to grow in the love of the Lord, and to love God and their fellow man by the knowledge that we give them.

St. Anthony Mission Statement

St. Anthony School assures all students the opportunity to receive a Catholic, faith-based education founded in the teachings of the Gospel message ready to begin a journey of higher learning.

St. Anthony Philosophy of Education

The philosophy of education of St. Anthony Elementary School is to provide an opportunity for our youth to grow spiritually, intellectually, culturally, physically, and emotionally in order that they may be prepared to live a life of service as Catholic citizens of their community and country.

St. Anthony Elementary School includes in its program moral motivation and spiritual experiences. A combination of Catholic Doctrine and the support of home allows the youth the opportunity to develop strong faith and Christian principles. The comprehensive curriculum of St. Anthony School is designed to provide educational opportunities for Catholic youth of our parish.

With this philosophy in mind, the School Board, administration, and faculty devote themselves to providing the highest quality K-6 elementary program of Catholic education.

St. Anthony School welcomes all children regardless of race, color, and national or ethnic origin.

We Believe that

Each person is a unique and sacred individual. Our school, parish, and community need what YOU (child and parent) have to give. Each of you is called by God to become personally and actively involved in St. Anthony School.

Each of you is entrusted with a job to do -- one that has been given to no one else. Whoever and wherever you are, each of you has an opportunity to help shape St. Anthony School.

OUTCOMES FOR ST. ANTHONY SCHOOL

- * Student exhibits a knowledge of God through the teachings of the Church.
- * Student will demonstrate a knowledge of how Catholic values are incorporated into daily living.
- * Student will demonstrate an awareness of civic and global responsibility showing respect for God's children and God's creation.
- * Student will model self-discipline in social and study skills.
- * Student will communicate through reading, writing, speaking, listening, math literacy, and computer literacy.
- * Student will demonstrate problem solving and analytical processing skills.
- * Student will express themselves in creative ways and identify personal talents.
- * Student will be able to exhibit an insight into healthy living.
- * Student will demonstrate use of technology as a tool for learning

As parents, you are the first teachers of your children. You have the duty to support the work of the school in the areas of faith development and student academic achievement. By sending your child to a Catholic school, you are saying that you will support the teachings of the Church and do everything you can to make sure that your child's education continues with your help. The following information helps parents to see what they can and should do to help their child grow in faith and knowledge.

THE STUDENT'S FAITH DEVELOPMENT

The school provides for all students:

- formal instruction in the Catholic faith
- opportunities for prayer and worship
- community-building and service activities
- encouragement to grow in virtue
- encouragement to live as disciples of Christ.

All that the school provides is meant to complement the efforts of parents in providing similar faith development experiences at home. When both the family and the school community make continuous efforts to assist students in the formation of their faith, students grow in and become committed to their faith. The Church is strengthened in its mission of proclaiming the Gospel.

We ask that you continue your efforts in all the above areas and continue to model for your children. Your own commitment to **prayer**, to the **attendance of Mass**, to the **Sacrament of Reconciliation**, to **service to others**, and to **compassion to those in need**, will form your children in ritual and practices that will enable them to deepen their relationship with God.

THE STUDENT'S ACADEMIC ACHIEVEMENT

The school identifies the knowledge and skills which students are expected to master, and teachers provide instructional experiences to assist the students in such mastery. Teachers assess each student's level of performance and encourage each student to achieve to the best of their potential.

Teachers also know that self-discipline and hard work are essential to academic success and to the reaching of each student's potential. They expect hard work and self-discipline on the part of each student.

Parents who expect hard work and self-discipline of their children, who require the development of good study habits, well-done assignments, and additional reading, will greatly help the academic achievement of their student.

We ask that you **expect** from your child, **hard work and self-discipline**, that you require **good study habits**, **well-done assignments**, and **additional reading**. Check to make sure **homework is completed**, **assignment books are used**, and **materials are organized** to return to school. By working together and having these expectations, parents and teachers will see the academic achievement of each child.

ACCELERATED READER

Accelerated Reader (AR) will be used in grades 3rd-6th grade. It is a program that tests students on their comprehension after they read a book, and the students earn points based on how well they do on the quiz. The students will be required to reach a certain number of points each quarter. In grades 4th-6th, AR will be part of their Language Arts grade.

ACCIDENT INSURANCE

Accidents during and on school grounds that incur medical expenses need to be paid by the student's caretaker. The school's liability insurance does not pay for it.

ACCREDITATION

St. Anthony School has been recognized as an accredited school since the 1990-91 school term.

ADMITTANCE

St. Anthony School admits students of any race, color, and national or ethnic origin.

AFTER-SCHOOL POLICY

Students will be supervised after school until 3:25. At 3:25, any students that remain will be sent to daycare and the parents will be charged accordingly. This policy is being put into place to ensure the safety of all our students. If an unforeseen circumstance arises, accommodations will be made as long as the school receives a phone call prior to dismissal time.

ASBESTOS MANAGEMENT PLAN

The Asbestos Hazard Emergency Response Act (AHERA), passed in 1987, requires all public and private schools to inventory and inspect all buildings for asbestos containing materials. This inspection was completed at St. Anthony's in 1985 and updated as needed. All asbestos areas will continue to be inspected on a regular basis and procedures implemented to assure no health hazards are present.

The asbestos management plan for St. Anthony School has been approved by the state health office. The plan is available for public inspection during office hours.

ASTHMA/ALLERGIC REACTIONS

As an accredited school, St. Anthony School has an Emergency Response to Life-Threatening Asthma and Systematic Allergic Reaction Protocol. This shall include training for staff members and the necessary equipment and medication to implement the protocol. If a student is asthmatic, diabetic, or has a known allergy, it is the parent's responsibility to report this information to the school office in writing so proper documentation may be completed. Parents will be given a form to complete at the beginning of each year concerning asthma and severe allergic reactions. A plan will be developed for each child and parents will review the plan. Parents shall be given the option to request that their child not receive emergency treatment under the protocol. The staff will be made aware of all students who have asthma and severe allergic reactions, and they will be aware of where medication is kept. In the case of food allergies, a document from the doctor will be on file in the cafeteria. Students who are self-medicating for any of the above, for example asthma, must complete the "Release and Indemnification Agreement. This form is available from the school office.

ATTENDANCE

Nebraska State Law (79-201) holds parents and guardians responsible for the regular school attendance of their children. Absentees miss valuable class instruction, discussion, and the continuity of work. If one is to be successful in school, prompt, regular attendance is necessary.

Parents are responsible for planning family activities at times that do not conflict with the school calendar. Parents are requested to schedule medical/dental appointments and vacations outside of school hours, if possible. If a child must leave school during class hours due to illness or some other reason, he/she will not be dismissed until a parent or guardian arrives or has communicated clear directions to a staff member. If a child is sick, vomiting, or has a fever, the child should stay home until completely well. Sick students need a chance to rest. By coming to school, they are not able to learn and are infecting others. Students must check into the office when returning to school.

Students will be counted absent a 1/2 day if they come after 9:00 or leave before 2:15. If a student is in attendance for less than 2 hours, the student will be counted absent for a day.

We realize that it is very hard to get your children in for doctor and dentist appointments, but we do need to keep track of the times students come late, leave during the day, or leave early because of these appointments. We will add another category to attendance called Time Outs. If the time out is more than an hour, though, the student will be counted absent for a 1/2 day. We want our attendance records to be as accurate as possible. These Time Outs will not carry any consequence as tardies do as long as we have been notified that the student will be gone. **Please be sure to let the office know when you are coming to get your child for an appointment. The office will let the teacher know.**

BEACON MESSAGING SYSTEM

St. Anthony School will use the Beacon messaging system to send out cancellation notices, reminders, and announcements. Messages will be sent as a text or email. It is the responsibility of the parent to register on Beacon Messaging through our school website. It is also a parent responsibility to make changes to email addresses or phone numbers if these change during the school year.

BICYCLES, SCOOTERS, AND SKATEBOARDS

Bicycles should be in the racks provided near the school. When leaving school, bicycle riders should walk their bikes to the street. Scooters and skateboards are to be treated the same as bicycles. Students are to carry scooters and skateboards until they are off the school grounds before they begin to ride them. Students are not allowed to ride these on the school playground at any time.

BIRTHDAY TREATS

Students are allowed and encouraged to bring birthday treats for their actual birthdays or half-birthday. Birthday treats do not have to follow the Smart Snack Guidelines.

BULLYING AND STUDENT RELATIONSHIPS

St. Anthony School strives to be a safe and happy environment for all students and staff members. Everyone will always be treated with respect and Christian concern. Offensive conduct, bullying or harassment (repeated incidents of such conduct) based on a person's gender, sexual orientation, race, color, age, religion, national origin, marital status, or disability is prohibited. Offensive behavior, bullying, or harassment shall result in a disciplinary action including parent contact, conferences, suspension, or expulsion.

Examples of offensive conduct, bullying, or harassment include but are not limited to the following:

- a. Acts of teasing, name calling, or picking on others that are intentional and hurt others feelings (name calling, etc.)
- b. Unwelcome physical contact (hitting, pushing, etc.)
- c. Destroying others property, taking people's property.
- d. Threats, manipulation, spreading rumors, gossip
- e. Seeking revenge, retaliation, and seeking power

Sexual harassment is a form of discrimination. It means that someone is treated inappropriately because of his or her sex. It is behavior or words that:

- a. are directed at a person because of his or her sex
- b. are uninvited, unwanted, and unwelcome
- c. cause a person to feel uncomfortable or offended
- d. cause an environment that makes learning difficult
- e. may be repeated or may be very offensive on a one-time basis

Students are expected to also follow the school rules that concern recess games and activities. If one student from a class is allowed to play, all students from that class are allowed to play. No classmate should tell another classmate they cannot join in an activity that the class is involved in at recess time.

Parents and school will work together to change the behavior of the student in a positive way. Every reported incident will be investigated by the classroom teacher, the administrator, and the school. In the fall, classroom teachers and the school counselor will teach lessons that define inappropriate behaviors, teach students the appropriate skills for the victim, the bully, or the bystander, and give students the chance to practice the various skills. In addition to these lessons, each classroom teacher will cover the Circle of Grace curriculum.

If a child demonstrates any of the above behaviors, the following process will be implemented:

*1st offense-Parents will be notified by a phone call and/or written notice.

*2nd offense-Parents of the bully and victim will come to school for a conference. The purpose of the meeting is to stop the bullying behavior and to help the victim to feel safe at school.

*3rd offense-Parents of the child with inappropriate behavior will meet with the principal and set up the in-school suspension.

CALENDAR

The calendar is planned in cooperation with the Columbus Catholic Schools. It is understood that each school has certain needs to meet. The St. Anthony calendar may change slightly as the need arises. The monthly calendar on the webpage is always the most up to date.

CARE OF BOOKS AND SCHOOL PROPERTY

Each student is responsible for each textbook or other materials issued to him/her. Book bags should be used daily to protect the books from moisture, damage, or loss. Students are expected to care for and protect school property. **ALL BOOKS THAT ARE NOT CONSUMABLE MUST BE KEPT COVERED.** A fine of \$1.00 will be issued if a book that has been assigned to a student is found uncovered after the first full week of school. **This fine is \$1.00 for each day that it is uncovered until the book is covered.** Any damage incurred is the financial responsibility of the individual involved.

CELL PHONE / ELECTRONIC DEVICES

If a student brings a cell phone or other electronic device to school, they must keep the device turned off and in their book bag during school hours unless otherwise directed by the teacher. If the device is left on and if it rings, or if it is seen outside the backpack during school hours, it will be taken by the teacher. The first offense will result in the issuance of a STP form, and the student will be able to pick up the device from the classroom teacher at the end of the day. The second offense will result in the device being taken away, a detention will be served, and the device will remain in the school office until a parent comes to pick it up from the principal. The third offense will result in a \$20 fine and a parent must pick up the device after the fine is paid. Any additional violations of this policy will follow the third offense guidelines. If a cell phone or other devices are allowed to be used in the classrooms, specific classroom policies will apply.

CHILD ABUSE

Any school staff member who has reasonable cause to believe that a child has been subject to abuse or neglect, or observes such person being subjected to conditions or circumstances which reasonably would result in abuse or neglect, he/she is required by law to report such incident to the proper law enforcement agency.

Abuse or neglect shall mean knowingly, intentionally, or negligently causing or permitting a minor child to be:

1. placed in a situation that may endanger his or her life or physical or mental health;
2. tortured, cruelly confined, or cruelly punished;
3. deprived of necessary food, clothing, shelter, or care;
4. sexually abused.

CIRCLE OF GRACE

The Catholic Church teaches that God has created each of us as unique and special. Genesis 1:27 tells us that we are created "male and female in God's image" and that God saw this as "very good." In that goodness, we are meant to respect ourselves and everyone else as persons created and loved by God. To support this teaching, the Archdiocesan School Office has developed a program called "Circle of Grace". Each teacher is required to teach the curriculum for their grade level. The total curriculum teaches our students to respect themselves as well as others, to know what is safe and unsafe, and to know to share their concerns, fears, and uncertainties to the trusted adults in their lives.

CLASS SIZE

Enrollment will not exceed 24 in kindergarten through sixth grade. Exceptions can be made if circumstances uphold an increase above 24. Pastor, principal, staff, and school board will be part of the decision. State requirements for accreditation allows 24 students on the average per CERTIFIED staff member.

CLOSING OF SCHOOL

In the event of threatening weather, snow, heat, severe storm, or threatening situation, St. Anthony's will follow the Catholic School plan for dismissal. Be tuned to radio station KTTT, KKOT, or KLIR. A Beacon message will be sent out to all parents who have registered their contact information as soon as a decision has been made. **Daycare will not be held if school is canceled but will be open if we have a late start as soon as staff can arrive.** The closing will be posted on <http://www.mycentralnebraska.com>. Click on the Weather Threat link.

If a late start is called, preschool will be canceled.

CONDUCT STANDARDS

High standards of conduct are an important goal in our school. Proper attitudes and character development are stressed. It is our purpose to develop good citizens who will respect, exhibit good conduct, and strive for academic growth. Actions on the part of a child or any individual affect that person and others around them. The cooperation of everyone is desired.

CURRICULUM STANDARDS AND OBJECTIVES

The Archdiocesan School Office has developed standards and essential learnings for Religion, Math, Science, Language Arts, and Social Studies. The standards are based on the Nebraska State Standards but are reflective of the expectations of the Catholic schools. Performance assessments have been developed along with the standards. Assessments will be administered at the designated grade level. Copies of the standards are available at the school office.

Curriculum objectives have been developed by the Columbus Catholic School Curriculum Committees to ensure strong levels of learning. Copies of the curriculum objectives are available in the office to check out for your information. It is assumed that you are sending your child to St. Anthony's because you support the mission of the school and how we are trying to meet the needs of the students. Individual concern about any of the objectives needs to be put in writing and sent to the office as soon as possible so that your child(ren)'s needs can be considered.

DEFINITIONS OF DISCIPLINARY ACTIONS

DISCIPLINARY ACTION - assists the student in becoming more aware of appropriate behavior and increases opportunities to grow and learn as Jesus has taught us. St. Anthony's disciplinary actions include STP forms and attentions as an important part of the process. Any disciplinary action taken will comply law. Each child will be treated as an individual. The types of disciplinary action that may be taken are:

***GUIDANCE** - a conversation between the student and school personnel. The purpose of this form of counseling is to inform the student that behavior needs to change so that the student does not violate the rights of others or harm himself/herself.

***STP (Stop, Think, Plan) FORMS** - a communication tool between home and school. STP forms are used to inform parents about the behavior so that the parent and child can discuss the behavior and make a plan for future action. The forms will also include actions that staff members felt were appropriate at the time of the incidence. Students will be issued STP forms as listed in the section, "Disciplinary Actions Taken."

*ATTENTION - requires a student to remain after school for half an hour the day after the attention was issued. The student serving the attention will have an opportunity to make up work or provide service to the classroom teacher or someone else in the school. Students will be issued attentions as listed in the section, "Disciplinary Actions Taken." (If an extenuating circumstance exists, the parent and teacher arrange for the attention to occur sometime before a second school day begins.)

*CONFERENCE - a meeting of student's parent(s)/legal guardian(s) and school personnel to discuss the student's behavior. The child may be asked to attend by either the parent or school personnel.

Conferences may also be set up at any time upon the request of school personnel or parent.

*IN-HOUSE(SCHOOL) SUSPENSION - forced, temporary withdrawal of a student who will be isolated from the events of a normal school day and be expected to complete extra assignments.

*SUSPENSION - forced, temporary withdrawal of a student from school.

* STUDENT COUNSELING - some actions may require a student to visit a guidance, medical, or psychological counselor to assist the student in resolving problems.

*RESTRICTION OF ACTIVITIES - At the teacher's discretion, a student may not be allowed to participate in certain activities due to past or present behavior. Parents will be notified when possible.

*SCHOOL PROBATION - action taken by the principal and teacher to assist the student in resolving educational problems. The action is in the form of certain stipulated conditions agreed upon by the school, student, and parent(s)/legal guardian(s).

*EXPULSION - forced permanent withdrawal of a student from school.

*CORPORAL PUNISHMENT or the use of force - teachers, administrators, and school staff may **not** use physical punishment to discipline a student for alleged violation(s) of school rules.

*USE OF FORCE - teachers, administrators, and school staff **may** use force to restore order to the educational environment or to protect a student (or themselves) from physical harm.

If disciplinary actions are taken, parents are encouraged to contact the teacher or principal for clarification.

STP (Stop, Think, Plan) forms given for, but not limited to, the following:

DISCIPLINARY BEHAVIORS

- *Disruption in class, in the lunchroom or during any school activities.
- *Disrespect for authority - pastor, principal, teachers and their aides, librarian, school secretary, custodian, and other personnel.
- *Violation of safety or fire drill rules.
- *Violation of lunchroom, playground, or classroom procedures.
- *Disrespect for other students' feelings and name calling.

ATTENTIONS imposed for, but are not limited to, the following:

- *Cheating on assignments, tests, or other activities.
- *Three **discipline** STP forms issued in one quarter for grades 3 - 6.
- *Four **discipline** STP forms issued in one quarter for kindergarten - grade 2.
- *Three tardies issued in one quarter.
- *Three uniform violations in one quarter.
- *Forging an adult's signature on any forms.
- *Leaving school grounds without permission during school hours.
- *Damaging and defacing school property.
- *Throwing snowballs, rocks, gravel, or other dangerous objects.
- *Intentionally trying to hurt another person such as fighting.
- *Demoralizing conduct and/or use of vulgar language.
- *Use of violence, force, intimidation, coercion, or threats and other forms of bullying

*Students who activate the fire alarm system without probable cause or need will be handled in this way. Parents will be called, and the student will be removed from the classroom for the rest of the day. Depending on the time of day, the student may spend part of or all of the next school in in school suspension. This decision will be at the discretion of the principal.

***SUSPENSION (IN/OUT OF SCHOOL) OR EXPULSION** - reasons for suspending and/or expelling a student include but are not limited to the following:

- a) behavior of the student which presents a moral or physical danger to other students.
- b) behavior that is incorrigible (for example, a student who has been issued nine or more attentions.)
- c) possession of a weapon (any instrument or device for attack or defense)
- d) possession of or distribution of alcohol or drugs.

It is the responsibility of the administrator to notify the public-school authorities and the Archdiocesan Superintendent of Schools whenever a student is expelled. A record of the evidence justifying the expulsion of the student must also be available to the Archdiocesan Superintendent of Schools.

STEPS TO DISCIPLINARY ACTIONS

1. STP forms issued. STP forms accumulated will be dropped at the end of each quarter. Parent(s)/guardian(s) are to sign the form. Student returns the form to school the following day. Signature cards will be kept in the office to verify the adults responsible for discussing the STP forms with the student(s).

2. Attentions issued and served.

3. Attentions are **not** dropped, but add up for a student throughout the school year. The following disciplinary actions may be imposed. Additional disciplinary actions may be imposed if deemed necessary by school personnel and/or parent(s).

TWO attentions: A conference will be held. The conference will include at least the parent(s)/legal guardian(s), the student, and school personnel. (A conference may be held before the two attentions occur if the teacher, parent, principal, or student request one.)

SIX attentions: The student is placed in an in-house suspension and will be isolated from the events of a normal school day and be expected to complete extra assignments.

The assignments missed in the classroom will be completed and due the next day.

NINE attentions: Student issued a short-term suspension not to exceed five school days. The student is responsible for all assignments missed during this period on a daily basis. The parent will make arrangements to pick up and deliver assignments.

FIFTEEN attentions: Student issued a long-term suspension not to exceed twenty school days. The student is responsible for all assignments missed during this period on a daily basis. The parent will make arrangements to pick up and deliver assignments.

EIGHTEEN attentions: Expulsion may be imposed.

DEVICE DAMAGE

Students will be held responsible for any and all fees, costs, expenses, or purchases made using the school's telecommunications system. **They will also be held responsible for the cost of damage done to software and/or hardware due to their actions.**

DRUGS AND ALCOHOL

The use, possession, and/or sale of any illegal drug, alcohol, controlled substance, or mind-altering chemical is forbidden while on school grounds or at

any related activity. The following procedure will be used if a student is found in violation of this policy:

1. Parents/guardians will be contacted and requested to come directly to the school. Students will not be allowed to leave until parent/guardian come to meet with the school administration.

2. A first offense will result in disciplinary action that may include suspension. The student may be requested to have a chemical evaluation scheduled and must follow the recommendations of the evaluator. Documentation on completion of the evaluation and subsequent recommendations must be provided to the school administration.

3. A second offense will result in disciplinary action including suspension. The student will be requested to undergo treatment, family therapy, or both. If this is not done, the student will be expelled from school.

EMERGENCY PROCEDURES

The Columbus Catholic Schools has developed a Crisis/Emergency Action Plan that follows the Emergency Response Protocol. It is designed to minimize danger to anyone occupying a school should an emergency occur. Our main objective is to attend to the health and welfare of your children in the event of a crisis.

In most emergencies, your children will remain and be cared for at school. In the rare event of an emergency affecting the school that prohibits reentry to the building (such as broken gas or water main, a fire or toxic chemical spill or a threatening situation), all students will be evacuated to the nearest and most appropriate facility as designated by the school.

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

1. **TURN ON YOUR RADIO OR TELEVISION.** We will keep the media informed of any emergency.

2. A Beacon message will be sent out to parents who have provided their contact information. The message will detail any parent instructions and an update of the situation.

3. **PLEASE DO NOT TELEPHONE THE SCHOOL.** We have limited phone lines. These **MUST** be used to respond to the emergency.

4. **PLEASE DO NOT COME TO THE SCHOOL UNLESS REQUESTED TO PICK UP YOUR CHILD AT SCHOOL.** Any emergency involving your child's school may mean emergency vehicles and workers must be able to get to the building. If the emergency necessitates relocation of staff and students, you will be informed via the media.

5. In a situation when students are not allowed to return to class, students will only be released to their parents/guardians from a designated location through a checkout process.

ENTRANCE REQUIREMENTS

Nebraska State law requires that a child be five years old on or before July 31st to be admitted to kindergarten, unless he/she is specifically tested. A birth certificate, baptismal certificate, and immunization record must be on file prior to enrollment. All students entering kindergarten or transferring from an out-of-state school have a physical examination within 6 months prior to the entrance of school.

FIELD TRIPS

St. Anthony School recognizes the importance and value of trips for educational field study and approves of these visits to places of cultural or educational significance to further enrich the lessons of the classroom. The policy permits the principal to approve of field trips during normal school hours on a single school day. Field trips are provided for educational purposes and to give students hands-on experiences related to topics of study. Students are expected to learn from these excursions and to behave in a manner that reflects the values and behaviors of the school. Public image is stressed with students prior to the field trips. Each grade is limited to one out-of-town field trip a school year except for 6th grade. Special circumstances may warrant an additional out-of-town field trip for the other grades.

FIELD TRIP EXPECTATIONS

Students will not be allowed to participate if:

- 1. Several missed assignments or incompletes.**
- 2. Multiple documentation of poor behavior.**
- 3. School suspensions.**
- 4. Permission slip or money not turned in.**

On the trip:

1. No food or drink unless notified in writing to do so.
2. Electronic devices are at the discretion of the teacher.
3. Cameras at teacher discretion.
4. Misbehavior will not be tolerated and will be dealt with accordingly.
5. Dress according to weather conditions and teacher's expectations.
6. Gift shops are at the discretion of the teacher because of time and number of students.

Student not going will be given assignments to complete during the school day. Students who are late will do the same.

FIELD TRIP WRITTEN CONSENT FORM

Written consent of parents and/or legal guardian must be obtained for every student participating in a field trip. Parents or legal guardians must be informed of the following:

1. Name, location, and date(s) of the event.

2. Mode of transportation to be used.
3. Name of school employee in charge of the field trip.
4. Parents' responsibility.
5. A suggested amount of money to send with your child.

It should also be noted that no student will be allowed to participate unless a signed permission slip is on file with the school and this permission slip must be submitted prior to the field trip and signed by the parent and/or legal guardian. Health forms also need to be filled out for each child at the beginning of the year. This completed form will be taken on each field trip and will provide needed medical information in case of an emergency. Students will not be allowed to attend field trips if this form is not completed and returned to school prior to the first field trip.

For field trips in Columbus, the signed permission slip in the back of this book will cover the need for permission. Notification of local field trips will be sent to parents and when possible, the information will be in the monthly calendar. It is the responsibility of students to take home all correspondence and of parents to check regularly for any such correspondence from the school.

FIELD TRIP TRANSPORTATION

Bus transportation is the most desirable method to be utilized for any field trip but it is not always an option. We will be using Scotus buses if they are available. The school is responsible for mileage, fuel costs, and driver expense. If private passenger vehicle must be used, a signed Driver Information Sheet on each vehicle used must be submitted to the principal prior to the field trip. Each driver must give a copy of their driver's license, proof of automobile insurance, and vehicle registration to the school office prior to the field trip.

Each driver will also be required to complete Safe Environment Training and the Defensive Driving Training before they will be allowed to drive.

Each driver and/or chaperone should be given a copy of the approved itinerary including the route(s) to be followed and a summary of his/her responsibilities. For every six students, there should be a minimum of one adult.

When needed, parents will be asked to drive. Due to the purpose of field trips, the following guidelines will be followed:

- 1) **Only the parents driving will accompany the class. The exception is if the 6th grade class takes a final field trip.**
- 2) Drivers will be selected from those who return the form that says they can drive and have Safe Environment and defensive driving. **Teachers will select the drivers who have not driven in the past and will try to give all parents a chance throughout the year. If there are too many drivers and they all have recently had a chance to drive, a lottery drawing will take place. Teachers will send notes back to the parents telling them if they are or are not driving, and they will update the Google doc showing who drove for them.**
- 3) Drivers will pay their own expenses such as lunch, gas, and admissions. If parents feel they need money for gas, students will be assessed for this cost.

- 4) It is suggested that younger siblings not attend the field trip. Exceptions can be made if that is the only way a parent can drive.
- 5) Parent drivers should follow the instructions of the teachers. Individual drivers should not stop for treats on the way to or back from the destination. This makes it hard for the students who do not get to stop. Also, parent drivers should not bring snacks or treats for the passengers in their car. All students should have the same opportunities for the trip. Students, especially younger ones, get hurt feelings easily. Movies can be shown in the vehicle but only those that are suitable for the students. What one parent may permit for their child may not be permitted by another parent for their child.
- 6) Parents are going along to help chaperone students. Each adult should be able to remind students of appropriate behaviors and should let teachers know of any students who are not meeting the expectations of the school.

TEACHER AS FIELD TRIP DRIVERS

Field Trips are an excellent opportunity to take learning outside of the classroom. For our students to go on an out-of-town field trip, we ask parents to drive for us. If there are not enough parent drivers, teachers will not be expected to drive. Their job and responsibility that day is to help the students have the safest and best experience possible. If there are not enough parent drivers to take the students, the field trip may have to be postponed/canceled. We will not ask teachers to drive just so the students can go on the trip.

The exception to this may be if the teacher has a child in that class, this is their only opportunity to drive, and they feel comfortable driving.

FIRE/EMERGENCY DRILLS

Fire drills are held monthly so that students know the procedure that will be used in the case of a fire in the building. Tornado drills are held in the fall and spring when the Civil Defense does a statewide test. Intruder drills and evacuation drills will be held at a minimum of twice a year.

GRAB-N-GO BREAKFAST

Students have the opportunity to participate in the grab-n-go breakfast program each morning. The items for purchase will follow the healthy snack guidelines. They may purchase a punch card for \$5.00 with 20 punches, or they may choose to pay 25¢ each morning. We will offer a variety of items and as much fresh fruit as possible.

GRIEVANCES

1. If a grievance is with the principal, contact the school office immediately.
2. If the grievance is with a faculty member, contact the faculty member for a conference **BEFORE the principal is contacted.**

If the problem is not solved satisfactorily through parent/faculty conference, then the principal will meet with the faculty member and finally, if necessary, all those involved (parents, students, teacher, and principal) will discuss the problem. If the grievance is not satisfactorily resolved, it may be presented to a committee appointed for grievance review.

GUIDANCE SERVICES

A guidance counselor is shared by the three Catholic elementary schools and is at our school one full day each week. The counselor visits classrooms and helps students to develop social skills and ways to deal with problems in their lives. The counselor will work with parents concerning any individual counseling that may be needed for students.

HARASSMENT

Archdiocesan Policy states "Student Offensive conduct or harassment on the basis of a person's gender, sexual orientation, race, color, age, religion, national origin, marital status, or disability is prohibited. Repeated incidents of offensive conduct directed to the same person or group of persons constitutes harassment. Offensive conduct or harassment may result in suspension or expulsion.

Examples of offensive conduct which when repeated constitute harassment include but are not limited to the following: 1. Explicit and offensive sexual references or gestures; 2. Name calling or taunting on the basis of gender, sexual orientation, race, color, religion, national origin, marital status, or disability; 3. Language of any kind, including graffiti, epithets, vulgar or profane jokes, which is disparaging or demeaning to others on the basis of their gender, sexual orientation, race, color, religion, national origin, marital status, or disability."

HOW TO GET THE MOST OUT OF YOUR COMPLAINTS

At one time or another we all have complaints, but most of us complain to people who can't do much about our problem. Here are some very simple rules that will help you get the most mileage out of your complaints.

1. Know who to complain to:
 - Principals don't give grades; teachers do.
 - School boards don't hire; principals do.
 - When you want to get an answer, go the right place.
 - Classroom decisions, rules, etc.....teacher
 - School rules & regulations.....principals
 - School policy.....principals and school board
 - Parish policy.....pastor and parish council
 - Parish decisions.....pastor
2. Teachers have the right to be wrong (just like parents).

Some students receive too much freedom. Some parents make excuses for their children. Some parents let their children run wild at games, but we all realize that even if they are wrong, parents have the right to raise their children as they want as long as they obey the law.

The same is true for teachers. There are plenty of times when we think teachers should teach differently, but as long as teachers operate within the rules contained in the faculty handbook, they have the right to do things their way even if we think they are wrong.

3. The next step:

If you feel you were not treated fairly, see the NEXT person in charge. She/he will either tell you that the action taken was within that person's authority or they will agree to investigate your request. Here's the "next step" in following up on your complaints:

- teacher.....principal
- school board.....pastor
- parish council.....pastor

It's important to remember that sometimes the pastor or principal might agree with you and still must tell you that the person who made the decision had the right to make that decision. (see #2)

4. Setting the example:

Just as we know that some adults swear, drink, or lie in front of their children, we know that sometimes teachers, staff (and principals) don't set the best example either. Whether it was a slip of the tongue or deliberate, this kind of behavior needs to be stopped, but there is a right and wrong way to complain.

If a teacher is accused of using inappropriate language, telling immodest jokes, or behaving inappropriately, these are serious accusations, and the person who is offended has an obligation IN CHARITY AND JUSTICE to talk directly to the person accused. It is a SIN to gossip or injure the good name of others by talking about them behind their backs. So many times, these things are taken out of context just as we in school hear exaggerated stories about mom's and dad's behavior.

If you come to the principal first, she will listen, but will also tell you that teachers have the right to defend themselves face-to-face before they are punished.

5. Don't complain in public, if you can complain in private.

There's nothing to be gained by humiliating and embarrassing people in public when a disagreement can be settled privately behind closed doors.

6. Be careful whom you judge:

We've all met people in our lives who will take advantage of a handout any chance they get, and therefore, we sometimes accuse anyone who faces financial problems as being a deadbeat. Let's be careful who we judge and how we judge, lest we end up in the same situation some day and get the same treatment.

HEALTHY SCHOOL ENVIRONMENT/WELLNESS POLICY

As a school, we realize that we play an important role in creating a healthy environment for helping children to make good choices in their eating habits and in being physically active. Nutrition education, physical activity, and nutrition standards will be part of each grade level curriculum, in the planning of lunch menus, and in allowing time for physical activity. We will follow state and archdiocesan guidelines in implementing a wellness policy for Columbus Catholic Schools. **Our Wellness Plan can be found on the school webpage.**

Nutrition Education: The primary goal of nutrition education is to influence students' eating behaviors. Schools will promote nutrition education throughout a students' K-12 educational program. Nutrition education is incorporated into a variety of curriculum areas. These curriculum experiences provide the knowledge and skills necessary to make healthy food choices for a lifetime. We will use the CATCH lessons and activities at each grade level.

Physical Activity: The primary goals are to offer opportunities for students to experience a variety of physical activities and to teach the value of a consistent fitness program for better health, academic success, and general personal well-being. Schools will promote opportunities for physical activity throughout the school day and during existing after-school programs. Physical activity, health and fitness education are incorporated throughout a students' K-12 educational program.

Nutrition Standards: Students' lifelong health and nutritious eating habits are greatly influenced by the types and choices of foods and beverages available to them. School reimbursable meals meet the federal program requirements and nutrition standards. Staff will promote Archdiocesan standards.

Other School-Based Activities: Schools are encouraged to promote school environments which provide consistent wellness messages that are conducive to healthy eating and being physically alive.

Snacks: Students are allowed to bring healthy snacks to school for the morning break time. Snacks will follow the Smart Snack Guidelines established by the USDA. Healthy snacks include fresh fruit and vegetables, and anything that has the first ingredient whole grain, protein food (e.g., nuts), dairy, fruit, or vegetable. If you want to check to see if a snack is a Smart Snack, you can go to <https://foodplanner.healthiergeneration.org/calculator/>. Students should not bring **regular crackers**, potato chips, tortilla chips, candy, cookies, **or fruit snacks**. Students will not be allowed to eat snacks that are considered unhealthy. **If a student does bring an unhealthy snack, he/she will be offered a healthy alternative instead.**

HOME AND SCHOOL ASSOCIATION

Each St. Anthony School family is automatically a member. Membership dues are collected at the fall registration.

Home and School Association objectives shall be:

1. To promote open communication among the parents, teachers, and administration.
2. To provide parents and teachers with the information to aid in all aspects of education, growth, and development.
3. To promote good will and cooperation between and among parents, faculty, administration, the CCS School Board, and the parish of St. Anthony.
4. To direct and coordinate parental support to St. Anthony School through assistance activities; social functions and fund raisers.
5. To foster the political action of parents as advocates regarding national, state, and local legislation that affects Catholic schools as well as the lives of students and parents.

Meetings are scheduled three times a year. Your support is GREAT for the school.

HOMEWORK

Homework has become an area of concern for some of our students. Reading daily and math flashcards will be part of the homework requirements and will be incorporated into the homework procedures. Homework slips may or may not be used.

Homework is given for two reasons:

1. to provide independent review of key concepts learned in the classroom.
2. to develop responsibility and good study habits in students.

The following are some ways that parents can help with fostering good study habits:

- A. establish a specific time for homework to be completed EVERY DAY. During this time both radios and TVs should be off. Students should also read for at least twenty minutes every day.
- B. establish a space for homework to be done. This will help the early morning confusion of finding things. Also, it will help students establish neat organizational habits.
- C. one parent should **check homework every night**. Homework should be clean and neat. Students in grades 3-6 must make use of the assignment book and follow the guidelines of the teacher.
- D. homework should be completed before students are allowed to go shopping, out to eat, or to sporting events.
- E. students should be familiar with both the school and public library. Students should always have a book available at home to read. Establish a place at home for library books so that they can be returned on time.

HOMEWORK GUIDELINES

Because homework and being a responsible student are important parts of helping a student be prepared and ready for the day, students will be assessed on their homework habits. Late work in grades 3-6 will have an impact on the student's grades. Students in grades Kindergarten through 2nd grade will be given a "grade" for handing in homework on time and returning materials to school. As our lives have become busier and busier, good organizational skills are becoming harder to teach to our students. We know how busy you all are but together we can help our students grow in these skills that will carry over into their adult lives.

HOMEWORK GRADE GUIDELINES

All homework is due at 8:00 A.M.

Kindergarten-2nd Grade

E = excellent, on time

S = satisfactory, two days with a late assignment

N= needs improvement, three or more days with late assignments

3rd -6th Grades

100 points per day if everything is turned in

0 if anything is missing including Friday folders, Thursday envelopes, reading logs, and anything requested by the teacher as well as assignments

LATE HOMEWORK IMPACT

Late homework will have an impact on subject grade assignments.

The 3rd through 6th grade teachers will share their homework policy with parents at the beginning of the school year. It is so important to make sure that all homework is finished on time and is done to the best of the child's ability.

Parents need to check planners to make sure that all homework is finished.

95% of our students always have their homework finished. We want that number to be 100%!

Illness—homework due one day after return for each day absent

A student may come in early (ie. 7:30 to complete forgotten homework as long as arrangements have been made with the teacher ahead of time) no more than 3 times a quarter. Students may come back to retrieve forgotten homework until 3:45.

HOMEWORK HONOR ROLL

- 2nd grade
- published each quarter
- allowed two late assignments
- honorees' names will be announced at the monthly assembly

A/B HONOR ROLL

- grades 3rd-6th
- published each quarter
- all grades in subject areas are As or Bs, 1 high C
- honorees' names will be announced at the monthly assembly

IN-SERVICE

Teacher in-service is designed to provide quality instruction at St. Anthony's School. For this purpose, teachers meet at different times throughout the year. School will be dismissed earlier on these days or canceled. Please consult the school calendar for the day and time of dismissal. Teaching takes a tremendous amount of planning and early dismissal days are used for work that will benefit the students. The last day of the quarter will be used by teachers and staff members to prepare grades for the report cards, collaborate with other staff members in our school and in the other Catholic schools, and a host of other activities. Aside from holidays, days off from school are days off for students but not staff members.

Starting in the fall of 2014, all teachers are required by Archbishop Lucas to attend the School of Faith in-services. This program is a 24-hour religious formation program. The teacher sessions have been incorporated into the school calendar.

LIBRARY CHECKOUT

Library checkout is a privilege that we, as educators, want to encourage in students. Students visit the library weekly and have a chance to check out books for themselves. We order new books each year and try to have books that will interest and motivate students to read. Books are checked out for one week. Overdue books are a problem, and every effort should be made to return books on time. **Lost books will be the responsibility of the student and the replacement cost will be assessed.** If a student has overdue or lost books, he or she will not be able to check out any books until books are returned or the student has paid for a replacement copy of a lost book.

LIBRARY GIFT / BIRTHDAY BOOKS

Your child is invited to donate a birthday book to the St. Anthony Library. The child's name and year will be recorded in the book each year a book is given. Please check with the librarian to see if we have the book before you purchase it. The book will then be shared with the class.

Any book donation will be treated with acknowledgment inside the book cover. This might be donations from clubs, organizations, or relatives.

LOST ARTICLES

The school is not responsible for lost or stolen articles. Please label ALL ITEMS, including sweatshirts, sweaters, shirts bookbags, pencil cases, etc. Items found are put in the front hall of school.

LUNCH PROGRAM

The Federal Lunch Program is provided for the children at a minimal fee. All students must take part in our hot lunch program. Sack lunches are not option, and students cannot leave during the lunch period except for special circumstances. The lunch program is based on the "choice" program and students are not forced to eat foods they do not like. We do encourage them to make good choices and to try new food items. Lunch money is to be paid at the beginning of the month; exact amount of money should be sent. Free and reduced lunch prices are available for families who meet the federal government guidelines. **All families will be encouraged to fill out the forms as the school can receive a substantial amount of grant money for the number of forms filled out.** Application forms will be available on the school website at the beginning of each school year and are available during the year in the school office. The Federal Lunch Program reimburses the school for each free and reduced lunch. ****Lunch and morning milk prices will be set by August 1.****

LUNCH /MILK PAYMENT

1. Put exact amount of money or check in an envelope.
2. Clearly mark the envelope with each child's name, date, lunch amount (and milk amount).
3. Show totals enclosed for lunch, and then milk, to greatly enhance speed of recording and tabulating information.
4. If credit is needed for lunch, we will keep track of it until the end of the school year.
5. Checks are to be made out to St. Anthony's.
6. Lunch and milk money must be paid on the first day of the week for weekly payments or the first day of the new calendar for monthly payments. Students not paid up for milk will not receive milk until it is paid. The money for milk is for the morning milk break. Milk for lunch is included in the lunch price.

Here is an example of an envelope containing lunch/milk payment:

| | | | |
|--------------------|--------------------------|--------------|-------------|
| September 12, 2024 | | | |
| | Johnny Smith | \$9.50 lunch | \$1.50 milk |
| | Jane Smith | \$7.60 lunch | \$1.20 milk |
| | absent one day last week | | |
| | Total | \$17.10 | \$2.70 |

Your cooperation in this matter will be greatly appreciated. At any time, the lunches or milk can be paid as far in advance as you wish. It will be most helpful if it is kept on weekly and monthly groupings. **The monthly calendar is marked with the weekly and monthly amounts. Please send the right amount in cash or check.** The lunch price for students and adult lunch price will be announced in the fall.

Milk for morning break is optional and students must pay for morning milk. Students who do not pay for the morning milk by the first day of the week, will not receive the morning milk.

You are more than welcome to come and eat lunch with your child but we will not begin this practice until after September 1st. This allows us time to get the younger students into the routine of lunch. **Please call the school office the day before or in the morning before 9:30 for your reservations.** Thank you for your cooperation.

LUNCH – NON-DISCRIMINATION STATEMENT

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or Local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (AD-3027) found online at:

http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to the USDA by:

- (1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410
- (2) Fax: (202) 690-7442; or
- (3) Email: program.intake@usda.gov

This institution is an equal opportunity provider.

MEDICATION

No student will be given any type of medication, even aspirin, without a written notice from, or a phone call to the parent. A general permission slip for Tylenol and cough drops will be issued at registration. Any cough drops brought to school by students will be kept in the school office and given out on a reasonable time schedule. **Any medicine sent to school must be sent in the original container and kept in the school office. Written directions must accompany the medicine concerning the dispensation of the medicine.**

MONTHLY NEWSLETTER

The monthly calendar will be on the school website. We will send a monthly Beacon reminding parents about what is owed each month for lunch and extra milk.

MUSIC, PHYSICAL EDUCATION, BAND

The Instrumental Band Program coordinated with Scotus and the other Columbus Catholic Elementary School is open to the fifth and sixth graders. Music teachers travel to the three Catholic Elementary Schools. Each class receives at least two periods of P. E. and Music per week.

NEBRASKA FEDERATION OF CATHOLIC SCHOOL PARENTS

The Nebraska Federation of Catholic School Parents is a statewide organization committed to the educational rights and responsibilities of parents and dedicated to the tasks of communication, preparation, collaboration, and empowerment.

According to the Bylaws of the Federation, the purpose is to inform the Catholic school community about public policy affecting Catholic school students and parents, mobilize the Catholic school community to communicate

with legislators and other public officials regarding educational rights and public policy, and enhance the advocacy efforts of the Nebraska Catholic Conference with a visible, well-informed Catholic education network in congressional and legislative districts across the state.

Individual membership is open to parents of Catholic school students and others interested in promoting the purposes of the Federation. Institutional membership is open to Catholic school boards and Catholic school parent organizations.

NON-DISCRIMINATION

St. Anthony school admits students of “any race, color, and national or ethnic origin.”

PARENT - TEACHER CONFERENCES

A private conference between the parents and the teacher is arranged for each student the end of 1st quarter. Other conferences are made when the teacher, principal, or parent feel that one is needed. These meetings should not be held during the time classes are in session. **Winter conferences will be held the first or second week of February for a teacher or parent request.**

PARTIES AND INVITATIONS

Class parties are organized three times a year: Halloween, Christmas, and Valentine's Day.

Invitations to birthday parties and other parties can only be handed out at school if all class members are invited or if all the girls/boys are invited. Children are sensitive to issues concerning acceptance by classmates and the feelings of each child should be considered. Before invitations can be handed out by the student, the invitations need to be given to the teacher or brought to the office so it can be checked that no one is left out.

PERMISSION SLIPS

Events will be noted on the calendar or in the newsletter for the month when at all possible. A general permission will be given at the beginning of the year for the local Columbus field trips. Students will not be allowed to call home. If the permission slip or money is not in, they will not go. It may be possible that a child's parent will need to come and get their child(ren) during the time of the event if we cannot provide supervision. All money needed for field trips should be returned with the permission slip.

PHYSICAL RESTRAINT AND SECLUSION in SCHOOL

As a part of the emergency procedures in place in our schools, any student who possess an imminent risk of injury to him/herself or to others may be physically restrained and/or placed in seclusion by school staff in accord with School Board policies. These could occur along with other

emergency actions such as calling the police. Significant violations of the law including assaults on students and staff will be reported to the police. As soon as possible after any such incident the parents or guardian will be informed when any of these actions have occurred. Policy adopted by St. Anthony School Board.

POWER SCHOOL

Power School is a tool used to communicate with teachers, parents and students, track grading and attendance, and provide a variety of other uses. All parents and students will have an account and access to the system. Parents with Internet access are expected to make use of Power School. Parents without access will be given paper copies of announcements, etc. Grades K-2 will use the grading component in a modified way. Grades 3-6 will use the grading component to record all grades. Parents will have access to grades.

PROGRESS REPORTS

Report cards are issued every nine weeks. An explanation of the marking system is given. If you have any questions about the report card, please contact your child's teacher. Progress reports are sent home by teachers to keep parents informed as to the student's performance. Progress reports are sent mid-quarter.

PROMOTION

The student is promoted each year on the recommendation of the teacher and principal. When evaluating the student's academic progress, the teacher reviews the social, emotional, physical, and moral development of the student.

QUARTER DAY

Teaching takes a tremendous amount of planning and collaborating to best meet the needs of the students. The last day of the quarter will be used for staff meetings, working on grades, planning for the next quarter, working on our School Improvement Plan, and a variety of other tasks. If students need extra help, teachers will provide this help at recess time or during the day as time allows. For some students, teachers may contact parents and set up an afterschool tutoring session to help the students be successful in school. **If a student is really far behind, they may be asked to come and work on quarter day.**

REGISTRATION

Registration is held twice a year. Registration packets are sent home with the upcoming kindergarten families at the time of Kindergarten Round-up. Registration packets are sent home at this same time with each school family who will continue to have students at St. Anthony's for the upcoming year. It is

important that all papers are returned by the date designated so that tuition assistance can be decided. The fall registration is held in August and sign up is held for Home and School, the Hot Lunch Program, and unpaid fees can be collected. Again, it is very important to return all materials by the designated date so that files and records can be completed.

RIGHTS OF NON-CUSTODIAL PARENTS TO SCHOOL INFORMATION

This is the policy on the rights to school information of non-custodial parents with joint custody. Court orders: At the time of registration and/or as soon as the order is entered by the court, it must be presented to the principal by either or both parents. School personnel may require identification from either parent.

Records: Non-custodial parents may submit written requests for their children's records unless a court order prohibits them from doing so. School personnel may assume the non-custodial parent has the right to the student's records unless a court order to the contrary has been provided.

Conferences and information: such as lunch menus or announcements of school events, are not considered part of a student's records. The school is not required to provide such information to non-custodial parents but may comply with requests if the school administration determines it is feasible or proper to do so.

Other contracts: The school will not release a child to the non-custodial parent unless asked to do so in writing by the custodial parent or by a court order. If custody has not been decided, the student may leave with either parent unless a court order to the contrary has been provided. Non-custodial parents may visit the student's classes unless restricted by a court order.

Joint custody information: If the parents have joint custody, each parent will have the same rights unless restricted by court order.

SACRAMENTS

Children must have two years of religious instruction before receiving the Sacraments of Reconciliation and Eucharist. Students in grade two are prepared for sacrament reception.

SAFETY PATROL

Adults are given the responsibility of helping students leave safely at the end of the school day. The **Adults** will be informed of their responsibilities. The safety patrol may have to ask parents to stay out of certain areas, or to pick up students in designated areas so that all can move in a fluid pattern. Give them your cooperation. Report any situations that you believe the office needs to be aware of for the safety of the students as soon as possible. Students will be issued warnings and a record will be kept. After three warnings, a student shall receive a consequence form to be taken home for parent completion. All cars must angle park when picking up a child. Do not stop in the crosswalk and have children get into the car. Thank you for your cooperation.

SCHEDULE FOR THE SCHOOL DAY

Classes will start at 8:00 and end at 3:15. Students need to be with their class at 8:00 to be on time for school. School doors will be opened at 7:30. If a student must come earlier, he or she may attend daycare and parents will be billed for the cost. **At 7:30, students can go to their classrooms where they are supervised until 7:50. Lunch begins at 11:30 for grades K-2 and students are back in the classroom by 12:10. Grades 3-6 will eat lunch at 12:00 and be back in the classroom by 12:45.** Daycare students will eat at 11:25. If your child is gone for the morning and returns in the afternoon, please have him or her back by the time class starts in the afternoon. Holy Mass is attended on Fridays and Holy Days of Obligation.

School doors will remain locked during the school day. **All visitors must check into the office and sign in before going to a classroom.** Please help us keep our school safe for your children. This is for the safety of our students.

An updated security system was installed during the summer of 2021. All doors will be locked, and visitors will need to push a buzzer to be allowed in. The school staff will then release the door for visitors to enter. **All visitors must report to the office and sign in before going to the student areas.** Visitors must enter through the office doors. School staff may not allow parents to enter through other entrances. The exception will be for those who are dropping or picking up preschool/daycare students. Please do not ask students to open doors for you.

SCHOOL COLORS AND SYMBOL

St. Anthony School colors are blue and gold. The school symbol is the angel.

SCHOOL GROUNDS AND PLAYGROUND USE

Our playground is to be used by our students during the school hours and can be used at other times except while daycare students are at school. **Because the daycare facility runs until 5:30 p.m. each day, students who are not enrolled in our daycare program are not allowed to play on the playground until after 5:30 p.m. each day the daycare program is in session. This is to ensure safe supervision while a school program is in session.**

At no time are students or other individuals to play on the grassy areas to the north of the school building or to the south of the building. The playground field is to be used for playing games that require a large space. This rule will be enforced at any time, whether school is in session or not. Any school or parish member has the right to tell individuals to leave if they are not following the rules concerning our school and parish grounds.

SCHOOL PICTURES

School pictures are taken each fall. Parents have the option to purchase them if they wish. Students need not wear uniforms on this day since many dress-up for this purpose. Pictures taken in the fall require all students have his/her picture taken and it will be on the class composite. At this time we are using Pegasus and they offer families a special offer of paying for the first two children and the third or more are no charge. This applies to families who have children at Scotus, too.

SMOKE AND DRUG FREE BUILDING

St. Anthony School is a smoke free and drug free building. **Visitors will be asked to smoke away from the school entrances.**

STADIUM/SPORTS RULES

Please remember that the park department has asked that:

1. No one be on the back rail of the top bleachers at the stadium.
2. No one hang over the sides.
3. Front aisle must be clear.
4. Watch the game - stop running around. **No playing tag or football.**
5. **No hanging or playing on the railing.**

STUDENT SERVICES

Students who need special services can receive help through Columbus Public School system. At our school, we offer the services of a guidance counselor who is in our building on a weekly basis but is available by phone at any time.

To receive services from CPS, students must live within the CPS district. If students live in the Lakeview district or in other districts, those schools are responsible for providing the needed services. The districts can make decisions about location of provided services.

We have a speech pathologist assigned to our school twice a week to work with students who qualify for help in speech and language. This pathologist provides us with tele-speech services. A resource teacher from CPS comes twice a week to work with students who qualify for help in specified subject areas. In addition, we have a resource aide from CPS here every day. We also have a reading specialist that works with qualifying students. Occupational therapy is also provided when needed.

To qualify for services, students go through a testing and evaluation process. Parents can request this evaluation if they feel their child has a learning problem and would benefit from special help. Teachers can also refer students after discussing the matter with parents and receiving parental

permission. A school psychologist is provided by the school district and the testing takes place either on the school site or at the site of the school district if it is not CPS. The results are shared with parents and school staff that are involved with that child. After the initial meeting, an educational plan is written if the child is to receive services.

We also have a school resource officer that is assigned to our school. This officer teaches drug awareness courses to certain grades. The officer also makes his/her presence known and becomes acquainted with students in a non-threatening situation. The officer is also available when we have a crisis, intruder drills, or need of law enforcement aid. The SRO can also help with truant students or students who are behaving in a way that can be dangerous to self or others.

SUNDAY ACTIVITIES

To assure that all families have the opportunity to attend Mass on Sundays, every effort will be made to not schedule activities before 12:00 noon on Sundays. Exceptions may be made at the discretion of the pastor or the principal.

TARDINESS

Tardiness interferes with the child's progress in school and leads to the formation of undesirable character traits. Not only does tardiness disrupt the routine of the school, but seriously endangers the student's best development. An attention will be issued after three tardies in a quarter. Every effort should be made to have students at school before 8:00 so the student has time to get ready for the day and socialize with classmates. It makes the start of the day much more enjoyable for the student.

Technology/Electronic Device/Network Resources Policy

(Policy adapted from Scotus Central Catholic's Handbook)

Technology Acceptable Use Policy

Purpose

Technology is a valuable and important tool to improve student learning and enhance the academic curriculum taught at the school. St. Anthony's objective is to provide students and employees with a wide range of information technology to support higher-level learning and instruction in and outside of the classroom. All St. Anthony's employees and students are expected to contribute to a safe and productive learning environment while using technology and related network resources. The rules and guidelines governing the use of St. Anthony's technology are outlined below.

Technology and Network Resources

For purposes of this policy, the term “technology” or “network resources” refers to all aspects of St. Anthony’s owned or leased electronic equipment (including computers, tablets, printers, scanners, cameras, etc.), email, internet services, servers, software, network files and folders and all other technology-related equipment and services. These rules apply to any use of St. Anthony’s technology or network resources, whether this access occurs in school or outside of school. Students are expected to use technology and network resources in accordance with this policy.

Access to the St. Anthony wireless network WILL be restricted to St. Anthony approved electronic devices from 7:30 a.m. to 5:00 p.m. on school days. It may also be restricted entirely or at certain additional times whenever deemed necessary. The use of personal electronic devices may be allowed in the classroom (or library) at the sole discretion of faculty/staff. The use of personal electronic devices as a “hot spot” for students and others to bypass the school network is prohibited while on school premises.

Student Responsibilities and Acceptable Use

Student access to technology is a privilege, not a right. Students are expected to use technology in a responsible manner consistent with St. Anthony’s educational and religious objectives. The following list provides some examples of student responsibilities and acceptable uses of technology:

1. All technology must be used to further the educational and religious mission of St. Anthony’s School and should be always respected. Students are responsible for reporting any misuse.
2. Students must use his/her real identity when using St. Anthony’s network resources.
3. The network is to be used to store and transmit school-related data only.
4. Students may be assigned unique email and login usernames and passwords to protect the information on the network. Do not access or use other people’s accounts. Do not access or use other people’s computers, or folders, or any other electronic device without express permission from the owner.
5. Do not share passwords with any other person. St. Anthony’s faculty and parents should be the only exceptions. If a student believes his or her password has been compromised, the student must immediately report this concern to a faculty member.
6. Students are responsible for all actions taken under a student’s username and password.
7. Students should always use his/her St. Anthony’s email address or username when utilizing online resources for digital storage or collaboration.

8. Electronic communications (emails) between faculty and students must be made via St. Anthony's internal email system. Electronic communications between faculty and students through personal accounts may be deemed inappropriate and result in disciplinary action.
9. Students should obtain permission before accessing, posting, or transmitting information belonging to others.
10. Students must respect network security and should not attempt to bypass any technological blocks placed on computers to protect students and filter content that the school has classified as objectionable. Faculty may request to unblock a website if the website is appropriate and relevant to school activities.
11. There is no privacy online. Students should never provide personal information online or share any information the student does not want made available to the public.
12. Students should back up his/her work often. Do not use technology as an excuse. If your computer fails at home, you are still responsible for completing all assignments on time.
13. All student files stored on the network may be deleted at the end of each school year.

Unacceptable Uses of Technology and Network Resources

The use of technology and network resources must be consistent with the educational and religious objectives of St. Anthony's School. Examples of unacceptable uses of technology include, but are not limited to, the following:

- To access, post, publish or store any defamatory, inaccurate, abusive, obscene, sexually oriented, threatening, racially offensive or illegal materials that are inconsistent with the objectives and/or teachings of the school.
- To harass, intimidate, threaten, or bully others, whether inside or outside of school.
- To alter the device in any way, such as changing backgrounds, settings, passcodes, screensavers, wallpaper, etc. without permission from a teacher or faculty member.
- To play games, chat on-line, visit websites that do not pertain to what is being learned in class, or watch videos during the school day unless associated with a class and permission from a teacher is explicitly given.
- To steal or borrow intellectual property without permission.
- To cheat.
- To plagiarize the work of others, or to use the work of others as your own without giving proper credit.
- To breach copyright laws by using unlicensed software or pirating audio or visual materials.
- To bypass St. Anthony's content filter or network security.

- To knowingly spread computer viruses or malware.
- To send out "chain" emails/messages, mass emails/messages, and/or surveys not approved by faculty or staff.
- To misrepresent one's own identity or the identity of others.
- To take a photo, record through video or audio any student or faculty member without his/her knowledge and consent.
- To express profanity or any other inappropriate content online, including St. Anthony's website, email program, social media, or other internet sites.
- To share personal information or information about any student or faculty member to anyone via the Internet.
- To access another user's account or invade the privacy of others.
- To store or download unauthorized software programs, music, videos, game files or personal photos on St. Anthony's computers.
- To utilize encryption or software to hide activity that violates St. Anthony's Technology Acceptable Use Policy.
- To violate any federal, state, or local laws.

Social Networking (Facebook, Twitter, Texting, Blogs etc.)

Although social networking and texting normally occurs outside of the classroom, it may have a negative impact on the school community. If a student uses social networking or a personal electronic device to convey offensive or disrespectful communications inconsistent with this policy and/or the objectives of the school, St. Anthony's has the right to take any disciplinary action it deems necessary to protect students and faculty. St. Anthony's encourages parents to routinely view and monitor their student's personal networking sites and electronic devices to ensure the information and content does not place any student at risk.

Guidelines for social networking:

- Be aware of what you post online. Social media venues, including wikis, blogs, photo and video sharing sites, are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you would not want friends, parents, teachers, future employers, or God to see.
- Follow St. Anthony's code of conduct when posting online. It is acceptable to disagree with someone else's opinions; however, do it in a respectful manner. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
- Be safe online. Never give out personal information, including, but not limited to, first and last names, phone numbers, addresses, exact birthdates, and pictures. Do not share your password(s) with anyone besides your teachers and parents.

No Expectation of Privacy

St. Anthony's sets the terms and conditions of technology use. Students should have no expectation of privacy or anonymity while using technology and network resources provided by St. Anthony's. All content created, sent, accessed, or downloaded using any part of St. Anthony's technology or network resources is subject to the rules stated in this policy. St. Anthony's reserves the right to monitor the network and examine or remove electronic files and/or materials whenever it deems necessary. Students should never assume that emails, files, or other content created or stored on St. Anthony's network will be maintained as private or confidential. Should St. Anthony's determine there is a reasonable need to do so, it reserves the right to search students' personal electronic devices (cell phones, laptops, etc.) brought on to school grounds.

Disciplinary Action

Any student engaging in the behaviors identified above upon first offense will be denied access to the computers and/or computer network for a minimum of five (5) school days. Upon the second offense, the student will be denied access for a minimum of 15 school days. Upon the third offense, the student will be denied access for the remainder of their time at St. Anthony's. Additional consequences for the misuse or abuse of network services could include loss of credit for the network related assignment or unit and referral to the administration for discipline and/or parent conference. All user violations will result in written notification to parents/guardian.

Depending on the severity and intent of the situation, the disciplinary process may include combinations of the consequences. Data files or messages related to or in support of legal activities may involve law enforcement agencies. St. Anthony's will not be responsible for financial obligations incurred by users of the school's network or Internet system.

Access to Inappropriate Materials on the Internet/Disclaimer

St. Anthony's School currently utilizes an internet content filtering system that reduces student access to offensive and pornographic materials. However, no filtering system is foolproof, and St. Anthony's cannot entirely control what students may or may not locate on the internet. While St. Anthony's allows students to access the internet for educational purposes only, students may have the ability to access inappropriate materials. St. Anthony's is not responsible for the content of the information or materials students may retrieve from the internet. Students who inadvertently access inappropriate materials should not share what they have found with peers and must report the incident to the supervising faculty member or the school's administration immediately.

TELEPHONE

The school telephone is for school business only. Students may use the phone if they are sick or in the case of an emergency. **Students cannot come to the phone during the school day but will be given messages as needed.**

TESTING PROGRAM

To meet the requirements of the Archdiocese of Omaha, the Nebraska State Department of Education, **St. Anthony School administers the STAR Testing program in Grades K-6. These tests will be administered in the fall, winter, and spring. Spring results will be reported to the Catholic Schools Office.** Test results become a part of students' permanent records.

THURSDAY FOLDER

The Thursday folder is a communication tool that helps the school and parents keep papers together and helps to ensure that all communication is received. The folder is sent home with the youngest child in the family on Thursday or an alternate day if the school week is shortened for vacations, etc. **Please return Thursday folders on Friday or Monday if they are sent home on Thursday.** For shortened weeks, send the folder back the next day or two. These folders contain paperwork for the parents so instruct your child or children to not remove papers before you have a chance to see them. Take all materials out of the folder and return only what needs to come back to school. Parents can send scrip orders, lunch money, signed permission slips, etc. back to school in the folder.

TRANSCRIPTS AND RECORDS

When a student transfers to another school, St. Anthony School will furnish the new school with the student's academic record upon receipt of a written request (with the parent's or guardian's signature).

TRUANCY

Regular attendance at school is an important component of a child's education. Truancy is a violation of Nebraska's Compulsory Attendance Law and is defined as excessive absences from school. Student attendance is recorded and communication is made with parents whenever absences for reasons other than serious illness occur. Parents are advised of the following guidelines and procedures:

- a) When a student's absences (excused or unexcused) exceed five days per quarter, or twenty days for a given year, the school shall:
 - 1) notify parents of the potential for charges of truancy;
 - 2) work with the parents in documenting a plan to deter excessive

absences.

3) notify the county attorney of the excessive absences

b) If the student fails to meet the conditions of the documented plan, the school will serve written notice to the parent or guardian, warning him or her to comply with the Nebraska Compulsory Attendance Law and advising him or her that failure to do so will be reported to the county attorney.

c) Upon next failure to meet the conditions of the plan, the school shall file a report with the county attorney.

TUITION ASSISTANCE

Tuition assistance is available to parents who are unable to pay the total amount requested for tuition. If your financial situation is such that you feel you cannot pay the total tuition costs for your children, you may apply. With your tuition assistance application issued with the spring registration packet and due the first part of May you will also be asked to provide a copy of your most recent 1040 Tax Forms. Your application will be reviewed; all such matters will be kept in strictest confidence. You are asked to do likewise. After your application has been approved, you will be notified. **With tuition assistance, you are expected to help with school fundraisers and activities.**

TUITION AND FEES

The educational programs provided by St. Anthony Parish help make us a Catholic family. The financial commitment you give to the parish helps ensure the operation of the educational programs. The parish needs YOU.

Tuition is set for the three Catholic Elementary Schools in Columbus as follows:

If you have one child in school\$2,860 (over 11 months)

If you have two children in school.....\$5,720 (over 11 months)

If you have three or more children.....\$8,080 (over 11 months)

TUITION PAYMENT PLAN

Tuition Payment Policy: "Any student whose tuition for the fall semester remains unpaid by December 30th will not be admitted for the second semester. Any student whose tuition for the spring semester remains unpaid by June 30th will not be admitted the following fall semester. **Parents experiencing financial difficulties and unable to pay any remaining balance on their tuition must arrange for a conference with their pastor in order for their child(ren) to be admitted the following semester.**"

For the 2024-25 school year, the tuition cost to educate a student at St. Anthony School is \$8,000. The parent share of the tuition is computed using the formula:

| Number of Children | St. Anthony Tuition | Parish Support | H & S Budget Support | Parent Share |
|--------------------|---------------------|----------------|----------------------|--------------|
| 1 child | \$8,000 | \$4,988 | \$152 | \$2,860 |
| 2 children | \$16,000 | \$9,976 | \$304 | \$5,720 |
| 3+ children | \$24,000 | \$15,464 | \$456 | \$8,080 |

Tuition is the actual cost to educate one student at St. Anthony School. This figure is calculated by dividing the total school budget by the number of students enrolled. Parish support is the amount per student that the parish provides to support the operation of the school. All parishioners are called upon to support the effort to provide our children with a faith-centered education.

Our Home and School Association is extremely important and pays for extra costs such as Power School fees, library books, playground maintenance, and projects such as updating technology. For the 2024-25 school year, the H & S Association will contribute \$15,000 beyond the costs listed above. Parent involvement in the H & S Association fundraising activities is very important.

Parent Share is commonly called student tuition. Parent share is approximately 1/3 of the actual cost of educating a St. Anthony School student.

Additional tuition policies:

A) All families are expected to assist in St. Anthony School fundraising activities.

B) All past student tuition and fines must be paid, or an approved plan of payment must be in place before a student can enroll for the coming school year.

We wish to remind you that in paying your tuition, you are paying for a service received. In fact, you are only paying for approximately one third of the actual cost of educating your child at St. Anthony School.

UNIFORM DRESS CODE

Since student's conduct is greatly influenced by their attire.

Personal Hygiene and Appearance

All students must maintain an appropriate level of personal hygiene that is neat, clean, and pleasant. Hair for boys and girls shall be clean, well-styled, and avoid extreme forms. Well-groomed for boys includes hair length in front will be cut above the eyebrows, off the collar in the back, and not beyond the base of the ear lobe on the sides. Skin-head haircuts, mohawks, mullets, or hair dye are not acceptable. Haircuts should not include letters or symbols.

Earrings for boys are prohibited. Earrings for girls are allowed, but overall safety needs to be taken into consideration. **Long dangly earrings are dangerous on the playground and for P.E.** Body piercing and tattoos (permanent or temporary) of any kind for boys and girls is prohibited.

Nail polish must be conservative in color. Only girls will be allowed to wear polish. Makeup, lipstick, or colored lip gloss is not allowed. Clothing with holes will not be allowed. This includes shirts, sweatshirts, and slacks. Notices will be sent home with students who have excessively dingy or stained shirts or clothing with holes. Families will have the week and weekend to replace clothing that is not in good condition. **St. Anthony's School has used uniforms for sale. We have a used uniform sale during the week of back-to-school registration. Call the school office during the school year as uniform needs come up. We will do our best to help you.** Shirts must be long enough to be tucked in.

Traditional cultural grooming practices will be respected.

Teacher discretion will be taken into consideration if any of the above become a distraction to the students or their classmates.

*****Polos, dri-fit jackets, spirit shirts, and sweatshirts will be order from Special Tee/Shirts Are Us.** A school store will be open a couple of different times during the school year.

The following is the dress code for St. Anthony's School:

BOYS UNIFORM DRESS CODE

PANTS: Any plain navy-blue twill or corduroy dress slack. No cargo pants or pants with extra pockets. **ABSOLUTELY** no jeans. Pants may not be rolled or tucked into socks.

SHIRTS: Plain white, front button with collar, long or short sleeves. Navy blue or white knit polos with collar having 2 or 3 buttons, no appliqués on the shirts. **Red or royal blue polos may be worn, also. The gold ones are still acceptable for those that have them. These will be ordered through the school online company.** They may be long or short sleeved and may be purchased with or without the designated school logo. Undershirts should be **white** and not show outside of the uniform shirt. Shirts must be long enough to be always tucked in.

SOCKS: Socks must be worn, and they should be white, navy blue, or black. Emblems (sports logos) will be allowed at the discretion of the administrator.

Embroidery or other color is not allowed on socks. Socks must be long enough to be seen.

GIRLS UNIFORM DRESS CODE

JUMPER: The blue plaid jumper that is currently worn can be purchased through the Dennis Co. A plain navy-blue jumper is also acceptable. The length of the jumper should be to the fingertips when arm is extended. All girls must wear shorts under their jumpers for modesty. Any dark-colored shorts can be worn under the jumper and should not be showing from underneath. The jumper may be altered into a pleated skirt and be worn as part of the uniform. The length and wearing shorts will apply to the skirt as with the jumper. Jumpers and skirts must be worn with black, white, or navy-blue tights or leggings during the months of November, December, January, February, and March.

PANTS: Any plain navy-blue twill or corduroy dress slack. No knit pants or leggings.

ABSOLUTELY NO jeans. Pants may not be rolled or tucked into socks. No cargo pants or pants with extra pockets.

SKORTS: Plain blue skorts or the uniform plaid skort may be worn. They need to be the same length as walking shorts. Skorts without tights may be worn during the same months as the shorts. Skorts must be worn with white, black, or navy-blue tights or leggings during the months of November, December, January, February, and March.

LEGGINGS: Black, navy blue, or white leggings may be worn under skorts and jumpers during the months of November-March. The leggings must be plain and reach the top of the shoe or sock.

SOCKS: Socks must be worn, and they should be white, navy blue, or black. No emblems or embroidery or other color is allowed on socks. Emblems (sports logos) will be allowed at the discretion of the administrator. Embroidery or other color is not allowed on socks. Socks must be long enough to be seen. White or navy-blue tights with feet may be worn. Socks must be long enough to be seen.

BLOUSE: Plain white blouse or navy blue or white knit with front button with collar, short or long sleeves. No lace collars or turtlenecks. Undershirts or undergarments should be white and not show through. **Red or royal blue polos may be worn, also. The gold ones are still acceptable for those that have them. These will be ordered through the school online company.** They may be long or short sleeved and may be purchased with or without the designated school logo. Shirts must be long enough to be tucked in at all times.

BOYS AND GIRLS UNIFORM DRESS CODE

SHORTS: During the months of August, September, October, April, and May the students may wear any plain navy blue twill walking short (longer in length). If a student wears shorts, and the air temperature is not above 40 degrees, they

will stay in until the temperature is above 40 degrees. Note that the Dennis Company short is still acceptable, but not required. No cargo shorts or shorts with extra pockets.

SWEATSHIRT: St. Anthony sweatshirts must be worn over uniform shirts and may be worn in school. **A shirt must be worn under the sweatshirt. It must be the official navy school sweatshirt or dri-fit jacket in the colors of red, navy, or gray. A green Scotus sweatshirt may also be worn.** No other sweatshirts may be worn in class. The Scotus green sweatshirts may be ordered through the school usually right before Christmas. The child's name may be embroidered on the sweatshirts 1) first name only, 2) gold thread in approximately 3/4 inch letters, 3) located immediately under the school emblem, and 4) have done by **Special Tee** or Columbus Custom Embroidery.

SPIRIT SHIRT: The school spirit shirt may be worn on early dismissal days, days noted in the calendar, and the last day of the week. A **green Scotus shirt** may be worn on the days that spirit shirts are allowed. Band shirts can only be worn on **Thursdays**. DARE shirts will be allowed on the days DARE is taught. The parish centennial shirt, **Saints on the Sprint, Angels Academy**, or the Archdiocese shirts can be worn on spirit shirt days.

SHOES: Sandals, clogs, or open-toed shoes cannot be worn for safety reasons.

SWEATERS: Plain navy blue cardigan

NO UNIFORM DAYS

A “No Uniform” Day will be held once a month and is sponsored by the Student Council. Students have the option to take part in this or to wear their school uniform. The cost to take part is \$1.00 for each day. All money collected will be banked by the Student Council and will be used for worthy causes as needed. In the past “No Uniform” Days were held to support disaster areas, benefits for people, and other events. Other “No Uniform” Days may be held for other reasons but will not have a cost attached to them. Examples of these days may be during Red Ribbon Week or Catholic Schools Week.

Attire for “No Uniform” Days will still have guidelines. No torn or ripped jeans. Shorts and skirts must be as long as the fingertips when the arm is extended to side. **Leggings or knit pants must be worn with shorts or a skirt over the top.** No tank tops, halter tops, or spaghetti straps. No flip flops or sandals. No inappropriate wording on clothing. Shorts must be longer than fingertips when arm is held at side. “Tempo shorts” or other short athletic shorts are highly discouraged. Students who are not in compliance with these guidelines will call a parent to have appropriate clothing brought to school.

UNIFORM VIOLATIONS

Students who are not conforming to the uniform code will receive a written notice to be taken home and signed by parents. Three violations in a quarter will result in a 30 minute attention to be served after school. Notices

will be sent home with students who have excessively dingy or stained shirts or clothing with holes.

UNPAID MEAL CHARGES

To ensure that the lunch money payments stay up to date, the following policy will be enacted.

1. There will be a reminder on the monthly calendar of the amount due for lunch and optional milk for snack. The suggested due date for this payment will be the 15th of each month.
2. Any unpaid balances after that date will be followed up with a Beacon reminder to all families.
3. Individual letters will be sent to families (when lunch money is one month behind) asking for a payment that is workable for them to keep the account in good standing.
4. If a family does not reach out to us, a follow-up phone call will be made.
5. At the end of the school year, report cards will not be issued for any unpaid balances including lunch money.

If the situation arises that a family is behind in their lunch money payment, the following steps will be followed:

1. No student will be denied the regular school lunch. The student(s) will be able to go through the line just like their classmates.
2. The school principal will continue to try and make contact with the parents about the outstanding lunch balance. If needed, notes will be written in the student's assignment notebooks.
3. If unpaid balances still remain and the school deems it necessary, because of unforeseen circumstances, contact will be made to solicit donations to take care of the balance.
4. All unpaid cafeteria lunch money will be paid in full before the next school year begins.

VISITORS

St. Anthony School welcomes visitors to the school. **All visitors must check in at the school office and sign in.** You will then be able to go where you need to go. Failure to check in at the office will result in being called back to the office. This is for the safety of your children and our staff.

VOLUNTEERS

Our school is always in need of volunteers. One way for a parent to become involved in their child's education, is to volunteer at school. The school needs teacher aides, library aides, room parents, field trip chaperones, and office aides. We invite you to find ways to become involved in your students' school.

WATER BOTTLES

Students will be allowed to bring water bottles to school. The water bottle needs to be a reusable one with their name on it. **The water bottles must be filled before they get to school in the morning.** The students will be allowed to refill their water bottles after lunch recess. If a student abuses the water bottle privilege, they may be asked to put their water bottle on a shelf or table.

WEAPONS

Students are forbidden knowingly and voluntarily to possess, handle, transmit or use any instrument in school, on school grounds, or at school events that is ordinarily or generally considered a weapon.

Any object which could be used to injure another person and which has no school related purpose will be considered a weapon for purposes of this code.

The following are some examples of instruments ordinarily or generally considered weapons: knives of all types, guns, lead pipes, chains, chuck-sticks, throwing stars, darts, metal knuckles, blackjacks, unauthorized tools, fireworks, explosives, or other chemicals. **Pencils and scissors may be considered weapons if not used appropriately.**

Police will be contacted when there is a suspected violation of criminal laws concerning weapons.

A first offense in violation of the weapons policy will result in immediate suspension and may result in expulsion.

A second offense in violation of the weapons policy will result in immediate expulsion.

WINTER WEATHER

The staff wanted to come up with some guidelines for Nebraska's up and down weather. We plan to go outside if the air and wind chill are above 10 degrees. To be able to do that, students need to be dressed for the weather. Always err on the side of caution and send more warm clothes to school. Layering always works, and they will stay warm.

Above 60 degrees – students may decide on their own if they need a sweatshirt or coat

40-60 degrees – students need to have a sweatshirt or jacket

(School or Scotus green sweatshirts may be worn.)

40 degrees and under – students need a **winter coat** – a fleece jacket is not enough – gloves and a hat are highly recommended.

If a student wears shorts during April and May, and the air temperature is not above 40 degrees, they will stay in until the temperature is above 40 degrees.

30 degrees and under – Gloves and hats are a must! We will keep a few extras on hand, and if your child borrows one or the other, we will need you to wash it for us before it can be used again.

If there is snow on the ground, an extra pair of boots or shoes are required for the students to play in it. An extra pair of socks might come in handy as well.

Our goal is to keep the children of our school warm so that they can get outside and run and play.

WITHDRAWALS

When a child is to transfer to another school, the parents should notify the principal and teacher so that all records may be properly processed. The policies and procedures put forth in this document reflect the policies and procedures as approved by the Archdiocese of Omaha School Board and St. Anthony School. Any and/or all school policies of the Archdiocese of Omaha which are not directly or indirectly covered in this document are addressed in the Policy Book of The Archdiocese of Omaha School Board of Education and are applicable to all St. Anthony School situations and needs.

This Parent/Student Handbook is provided for informational purposes only and does not constitute a contractual agreement between St. Anthony School and any student or any parent of any student.

The information contained in the Handbook provides a general description of rules and regulations. The school reserves the right to add to, to modify or abolish any of the Handbook provisions with prompt notification.

Non enforcement of any of the rules or regulations does not serve as a waiver of their future enforcement.

This Handbook does not create any restriction upon St. Anthony School's right to institute any course of disciplinary action which, in St. Anthony School's sole discretion, it believes is necessary and consistent with its Catholic educational mission.

ST. ANTHONY SCHOOL
FAITH MODELING COMMITMENT

By sending my child(ren) to St. Anthony School, I am acknowledging my responsibility as a parent to help my child(ren) grow in the Catholic faith. My example of practicing the Catholic faith is also a very important part of their growth in Catholicism. I promise to attend Mass every Sunday as directed by the church. I will also practice the sacraments when I can.

(parent # 1 signature)

(parent # 2 signature)

Parents' Commitment Prayer

I am my child's first teacher. My responsibility is to model my faith for my child. My commitment to prayer, my attendance at Mass, my respect for the sacraments, and my service and compassion for others will foster a strong faith life in my child. No one else has this much impact on my child. With God's help, I will be a positive force in my child's faith life, and I will see it grow year by year.

MEDICAL RELEASE FORM

St. Anthony Elementary School staff has permission to administer Tylenol or cough drops to my child(ren):

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

I understand that the school will only administer the medication under good judgment for situations such as a headache, earache, slight fever, etc.

| | |
|-------|--------------------|
| _____ | _____ |
| date | Parent's signature |

P.S. The school would be happy to accept donations of Jr. Tylenol to help with cost. Approximately ten to fifteen containers of Jr. Tylenol are used each year.

PHOTOGRAPH, WEBPAGE, AND VIDEO RELEASE FORM

During the school year, photographs may be taken, and videos may be recorded that will involve the students. These pictures and videos are taken to be kept as memories of the events throughout the year. Occasionally, photographs may be used in the newspaper, in advertising for our schools, on the school web page or for other purposes. Student writings or artwork may be put on the school webpage. First names only will be used. Videos may be shown at Home and School meetings or used as part of educational activities. By signing the release, you are giving St. Anthony School permission to use photographs and videos in which your child may be a part. Every effort will be made on the part of the school to only use photographs and videos in safe, positive situations.

St. Anthony School has permission to use my child(ren)'s photographs or videos in appropriate ways:

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

| | |
|-------|--------------------|
| _____ | _____ |
| date | Parent's signature |

CONSEQUENCE SIGNATURE CARD

This signature card will be kept in the office to verify the adults responsible for discussing the consequence papers with your student(s).

Student name:

Grade:

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Adult signatures:

Relationship to students:
(parent, babysitter, etc.)

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |

We have specifically read and discussed at length the **Technology/Electronic Device/Network Resources Policy** in the handbook. We are aware that disciplinary action will be taken if any student engages in the behaviors identified in the policy. We are aware all user violations will result in written notification to parents/guardian.

Parent Print Name

Parent Signature Date

Student Print Name

Student Signature Date

RESPONSIBILITY FOR WHAT IS IN THIS HANDBOOK

If you have not read it, please read it now. Once you have read it please fill out the forms below and return it to the school office.

ACKNOWLEDGMENTS OF RESPONSIBILITY FORM:

A parent and those who will be attending St. Anthony's Elementary School understand, agree and will comply with the rules and regulations contained in the PARENT/STUDENT HANDBOOK.

DATE_____

MOTHER'S
SIGNATURE_____

FATHER'S
SIGNATURE_____

STUDENT(S) SIGNATURE

Please sign and return all forms above by **Friday, August 30, 2024**. Thank you for your cooperation.

Stop, Think, Plan

St. Anthony School

example

K-6

STP Form

“The purpose of any disciplinary action is to assist the students in becoming more aware of appropriate behavior and increase opportunities to grow and learn as Jesus taught us.”
(St. Anthony Parent/Student Handbook)

_____ Student _____ Date

Reason for form: _____

Action taken by teacher/staff: _____

Parents:

Discuss this behavior with your child. Then fill out the information below which **MUST** be filled out before returning to school. Please return to school on _____.

Thank you!

_____ Teacher/Staff Signature

Student's Response

What happened and why? _____

In the future I will _____

Parent's Comments: _____

Parent Signature/Responsible Adult

Student Signature

