



ST. ANTHONY SCHOOL

Student Handbook 2025-2026



MISSION STATEMENT

St. Anthony School accepts the responsibility, along with parents, to educate all students spiritually, morally, and academically in a safe and caring Christian atmosphere, where the individual is assured academic achievement and further develops social and emotional growth while embracing the Gospel message of Jesus Christ.

VISION STATEMENT

St. Anthony School's vision is to work together as a team comprised of students, parents, staff, and teachers in a positive manner that strives to build strong spiritual children who give witness to their faith.

PHILOSOPHY

The primary purpose of Catholic education as stated in the Encyclical of Pope Pius XII on Christian education is, "To cooperate with Divine Grace in forming a true and perfect Christian, that is, to form Christ Himself in those regenerated by Baptism."

The philosophy of St. Anthony School, with the cooperation of the family, fulfills this responsibility in a two-fold manner, being equal and complimentary.

1. Spiritual

- a) Instill Catholic Christian values and teachings in the children.
- b) Develop a positive self-image so love and respect of self will lead naturally to respect for God, His church, and one's neighbor.

2. Intellectual

- a) Provide a strong, appropriate academic program, which stimulates educational development in each individual child.
- b) Provide a positive atmosphere of Christian love where the needs of the individual student are met.
- c) Instill and promote leadership qualities necessary in the Catholic community.

3. Scholastic Objectives

- a) Concentrate on the needs and capacities of students as well as provide an appropriate learning atmosphere where lifelong learning is appreciated.
- b) Focus students' learning experience on the development of their ability to make responsible choices regarding education and use of time.
- c) Build within students a positive attitude toward their personal responsibility for learning.

POLICIES

1. Admission

a) St. Anthony School does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Veronica Schweitzer (Principal), 485 Grand Avenue, Taylor Mill, KY, 859-431-5987. For further information on notice of non-discrimination visit: <https://www2.ed.gov/about/offices/list/ocr/know.html> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

b) Any child entering our school for the first time, must present a valid birth certificate.

c) Any child who turns 5 years of age no later than August 31, 2025 following the opening of school may be enrolled in kindergarten for the 2025-2026 school year. The school may make a local level decision to assess student readiness to ensure teachers are prepared to meet student needs. (1/18)

d) Any child who turns 6 years of age no later than August 31, 2025 following the opening of school may be enrolled in first grade for the 2025-2026 school year. The school may make a local level decision to assess student readiness to ensure teachers are prepared to meet student needs. (1/18)

e) During the 2025-2026 school year, cutoff for entrance into kindergarten and first grade will be August 31, 2025. Exceptions for early entry into these grades may be considered for students who turn 5 years of age (kindergarten) or 6 years of age (first grade) on/or between September 1, 2025 and October 1, 2025 and who meet the following early entrance criteria: (1/18)

1. Verification of date of birth
2. Written request by the parent or guardian for early entry submitted to the school principal by June 1 prior to the date of the requested entrance
3. Successful completion of a Diocesan-approved standardized test
4. Best interest of the child
5. Available space at the receiving school

g) All students must have proper and current immunization records necessary for Kentucky schools according to the State Health Code before the first day of school or the student will be sent home until records are received.

The principal evaluates all transferring students. The pastor of St. Anthony Parish has final authority in all admission decisions. (8/99, 5/01, 3/03, 2/05)

All students attending St. Anthony School are asked to abide by the following school-wide and classroom expectations.

- Students will attend school regularly and arrive on time.
- All conversations (oral, written and digital) must be school appropriate and educationally relevant.
- Students will use the computer strictly for educationally appropriate purposes.

- Students will complete both in-class assignments as well as homework.
- Students will follow directions of and show respect for the adults in the building at all times.

2. Priority Admission

As a school supported by parents and members of St. Anthony Parish, priority admission is given to families already attending St. Anthony School and to registered members of St. Anthony Parish. Registration begins in early February for the following school year. The following priority is assigned at the time of registration:

- a) Current students at St. Anthony School who register and are in good financial standing.
- b) Siblings of current students whose families are registered parish members.
- c) New students whose families are registered parish members.
- d) New students whose families are new to the area and are newly registered parish members.
- e) Siblings of current students whose families are not registered parish members.
- f) New students whose families are not new to the area but are newly registered parish members.
- g) New students whose families are not registered parish members.
(8/99, 5/01, 3/03, 2/05)

3. Kindergarten Priority Placement

Whenever possible, kindergarten priority placement will be given to families already attending St. Anthony School and to registered members of St. Anthony Parish. Final placement will be at the principal's discretion.
(8/99, 5/01, 3/03, 2/05)

4. Student Transfer Procedures:

St. Anthony School accepts student transfer requests for families wishing to change schools during the school year or prior to the start of a new school year. When the transfer request is made, a thorough review of the request may be completed to determine if placement at St. Anthony School is in the best interest of the prospective student as well as the general student population of the school. The following steps may be taken to make this determination:

1. Parents will need to release the previous school records for review. Upon receipt of the records, the administration will review the student information including, but not limited to, academic performance, academic support, discipline records, and student attendance.
2. An interview may be conducted with the student and his/her parents by the school administration, pastor, counselor, and/or the intervention team.
3. When applicable, the administration will need confirmation from the previous school that all financial accounts, including all tuition and fees, are paid in full and all school

books and materials have been returned.

If the school administration determines the student will be accepted, the following conditions may be put in place based on the review:

1. The student may be placed on probation for a period of at least 30 days or longer.
During the probation period, excessive tardies/absences, any discipline issue, failure to remain current with school work, or any other violation of the student handbook may be cause for dismissal from school.
2. Periodic meetings may be scheduled with the student and/or parents to check in on the student's progress and to ensure success at school.
3. Regular meetings with the school counselor may be required.

5. Attendance

- a) State requirement for classroom instruction is currently 177 days. Students absent during the required time **must present a written excuse from a parent or guardian** to the homeroom teacher stating the reason for the absence, upon their return to school. Kentucky State regulation (KRS 159.010) on truancy and unexcused absences states that a student who is absent **without a doctor's note** for three or more consecutive days is considered truant. Once a student has been **absent without a doctor's note** for nine days, that student is reported to the court system. For every five tardies in a trimester, students in grades K-8 will participate in a one-hour detention held after school.
- b) School is in session every day according to the school calendar year except on days when it is impractical and the students' health and safety would be jeopardized.
- c) School opens at 7:00 A.M. Students arriving before this time must wait outside unsupervised. Students will be supervised in their classrooms between 7:00 A.M. and 7:30 AM.
- d) The school day officially begins at 7:30. A student will be marked:
'tardy' if they arrive between 7:31 – 8:30 AM
'½ day absent' if they arrive after 8:30 AM.
- e) School closings due to inclement weather are announced via the telephone and the television. Please watch stations 5, 9, and 12 for 'St. Anthony School' closing and delay notification.
- f) Closings or openings for other reasons will be communicated through a phone/email system.
- g) Students requesting early dismissal must bring a note from their parent(s) or guardian(s) stating the reason for the request. All students leaving early must be signed out by an adult at the principal's office.
- h) Parents should not call and make transportation arrangements for their child unless there is an emergency.
- i) If a student is going to be absent or tardy, please phone the office by **7:30 A.M.** Make arrangements for any make-up assignments at this time. Students are responsible, to the satisfaction of their teachers, for all schoolwork missed due to absence or tardiness.
- j) If a student is late for school, a note of explanation from the parent or guardian must be presented to the teacher. All tardy students must come to the school office before going

to their classroom. Students are not counted tardy if the buses are running late. (8/99, 5/01, 3/03, 2/05)

- k) All visitors are always welcome! They are asked to enter the building at the end of Howard Ave and stop by the office to receive a visitor's badge. During school hours between 7:00 a.m. and 2:25 p.m. all doors will remain locked. Visitors must ring the bell outside the office to be let in the building.
- l) Any transportation change must be sent to the homeroom teacher which, includes riding a different bus or going home with another parent, must be approved by the principal. (8/99, 5/01, 3/03, 2/05)

6. Dress Code

The purpose of the dress code is for several reasons. One is that it helps identify St. Anthony School as a parochial school and creates uniformity among its students. Secondly, the dress code allows students to focus on their academics more easily; they are less likely to concern themselves with the novelty of what others are wearing, therefore, there are less distractions. Finally, the school dress code establishes a modest form of dress that helps students learn a sense of respect for self and others. If there are any questions regarding whether a student is following dress code, this may be addressed by the administration. Administration has the authority to make final decisions as to whether a student is following dress code or not and if any further action must be taken. (7/24)

Girls Uniforms

- Uniform plaid jumper (Grades K-4)
- Uniform plaid skirt (Grades 5-8)
- Solid white, navy, or light blue, long or short sleeve shirt with a collar (banded shirts are acceptable)
- White long sleeve turtleneck shirt
- Plain white, navy, or black cardigan or pullover long sleeve sweater or sweatshirt with shirt collar out
- Blue, black, or khaki slacks
- PLAIN white, black, or navy tights and/or leggings may be worn under the uniform skirt or skort
- Girls should AVOID wearing stretch pants as uniform pants or stretch pants on Out of Uniform Days. On Out of Uniform days, if stretch/tight fitting athletic pants are worn, a top that falls well below the waist should be worn.
- No rivets or denim
- No cargo type pants or shorts
- Navy, black, or khaki walking shorts (8/12 thru 11/11 and 2/22 thru 5/25)
(THE LENGTH OF SHORTS, SKORTS and JUMPERS OR SKIRTS MUST BE WORN WITHIN FOUR INCHES OF THE KNEE)

Boys Uniforms

- Navy, black, or khaki slacks
- No rivets or denim
- No cargo type pants or shorts
- Navy, black, or khaki walking shorts (8/17 thru 11/10 and 2/24 thru 5/28)
- Solid white, navy, or light blue, long or short sleeve shirt with a collar
- White long sleeve turtleneck shirts
- Plain white, navy, or black cardigan or pullover long sleeve sweater or sweatshirt with shirt collar out

General

- Long and short sleeve white t-shirts (plain) to be worn under knit shirts during second trimester
- Gym shoes may be worn (NO SANDALS, SLIDES, CLOGS OR CROCS ARE PERMITTED)
- **Boots may be worn during second trimester**
- **Plain white, black, navy, or khaki visible socks must be worn**
- **Only approved St. Anthony School sweatshirts and Spirit Wear sweatshirts may be worn in school. These will be sold by St. Anthony PTO or given to our students by the Boosters. Sweatshirts MAY NOT be cut, torn, or altered in any way.**
- Vests (plain) white, navy, or black
- Shoes MUST be kept **tied** and **not slip off. NOVELTY SHOES ARE NOT PERMITTED**
- Uniform shirts MUST be tucked in unless they are banded.
- Pants, shorts, skirts and skorts should be worn neatly at the waist.
- Makeup (including nail polish and artificial finger nails) is NOT to be worn in school
- Boys' hair may be no longer than to the collar, and in the front, should not hang in student's eyes. should be neatly trimmed.
- Girls may wear a simple post-type earring in the ears **ONLY (Including OOU Days); no other body piercings permitted**
- **Boys may not wear earrings or have other body piercings.**
- Students should not shave symbols in their hair, wear rat tails, or mohawks.
- Facial hair is not permitted.
- No unnatural dyed hair (permanent or temporary)
- Shorts and skorts including OOU days and must be worn within four inches of the knee.
- Students are to wear simple headbands. The headbands should not have on them such things as ears, horns, crowns, etc.

Out of Uniform Days

Students should wear appropriate clothing for out-of-uniform days. Tops may have a holiday message, sports logo, symbol or other **positive** message. NO tank tops, sleeveless, backless, or tight fitting shirts are permitted. Shirts need to be hip length and must cover a student's stomach when he or she raises their hand. Skirts and shorts must be as long as uniform shorts (**NO boxer shorts, hip huggers, spandex, or leggings may be worn as pants**). Students are not permitted to wear face or body make-up but are permitted to wear fingernail polish on out-of-uniform days. NO clogs, crocs, or sandals are permitted. Hats, caps, and hoods may not be worn inside the building. Themed OOU days will be the only exception. **If a student is not in code, parents will be notified and will be expected to bring appropriate clothing. Students will sit in the office and make up all class time and missed assignments while waiting on parents.** (8/99, 5/01, 3/03, 2/05)

On designated days, students may wear a 'Cougar Pride' t-shirt, or approved St. Anthony spirit wear. The spirit shirt must be visible, or worn beneath a uniform sweatshirt. **It is recommended that 'Cougar Pride' shirts are purchased for field trips and special occasions.** The principal will designate if uniform or choice bottoms may be worn.

Uniforms may be purchased at: Schoolbelles.

Special Occasions

Boys receiving the Sacrament of First Communion are asked to wear a dress shirt, a tie, dress slacks, and nice shoes. A suit may be worn if parents prefer.

Girls are asked to wear a white dress, a veil, and nice shoes.

Boys graduating from 8th Grade are asked to wear a dress shirt, a tie, dress slacks, and nice shoes.

A suit may be worn if parents prefer.

Girls graduating from 8th grade are asked to wear a modest dress that is no higher than 4 inches above the knee. The dress should have sleeves, but if it does not, girls should wear something to cover their shoulders. Nice shoes should also be worn. Sandals are permitted. Practical makeup may be worn.

7. Extracurricular Activities

We are proud of our children. As part of the process of becoming well-rounded Christians, we heartily encourage them to participate in extracurricular activities, including, but not limited to, sports. The main purpose however, of St. Anthony School, is to provide an education.

With this in mind, the following guidelines will be put into effect at the beginning of the school year:

- a) Registration fees are not refundable after the first event or game has taken place. A late fee will be assessed for all late registrations.
- b) Sponsors/Coaches must submit a list of students to the principal at the beginning of the season, etc. to determine eligibility at that time.
- c) A student with one or more failing grades on his/her report card or progress report or a "Poor" in non-graded subjects such as Art will not be eligible for extracurricular activities, including practices.
- d) Each student ruled ineligible will be re-evaluated at the end of **two** weeks. If that student is still ineligible at that time, they will be re-evaluated at the next report card or progress report.
- e) Students may be declared ineligible for not maintaining acceptable behavior in school (**including, but not limited to, receiving more than 5 behavior points and/or responsibility points in trimester**).
- f) If a student has been absent from school on a particular day, the student cannot participate in extracurricular activities on the same day.
- g) The principal shall be responsible for notifying respective parents, students, and coaches of a student's ineligibility and subsequent eligibility.

8. Behavior Guidelines At Extracurricular Activities

Behavior guidelines extend to all extracurricular activities sponsored by St. Anthony School or Parish. These activities include, but are not limited to: sports practices, sports games, scouting activities, and skating parties.

- a) The guidelines apply to coaches/sponsors, participants and spectators at the activity.
- b) It is expected that coaches/sponsors, participants, and spectators will conduct themselves in an appropriate Christian manner keeping in mind that they are representing St. Anthony School.
- c) The coach or sponsor of the activity is responsible for monitoring the behavior of

the participants of the activity.

- d) The coach or sponsor is responsible for reporting to the principal all violations of acceptable behavior.
- e) Any individual who is a spectator or participant at a school sponsored event, including practices and games, must be supervised by a responsible designated adult.
(8/99, 5/01, 3/03, 2/05)
- f) **According to the policy of the Diocese of Covington, all coaches must be Virtus trained.**

9. Medication

The following is the policy for students who need to take prescription or non-prescription medications at St. Anthony School:

- a) All prescription drugs must come to school in the original prescription container (which indicates the student's name, prescription dosage, doctor's name and pharmacy where dispensed).
- b) Non-prescription medication (i.e., cough medicine) must come into school in the original package (i.e., bottle). Parental permission slips should contain the dosage amount.
- c) A signed note sent by the student's parent(s) must accompany all medication giving St. Anthony School permission to dispense the medication.
- d) The medication must be stored in the office.
- e) Parents should only send enough prescribed medication for a week at a time. All remaining prescribed medication will be sent home with the student at the end of the school week.
- f) Students taking medication throughout the school year need only have one parental permission slip on file. If the dosage changes, however, a new permission slip must be sent in along with directions from the doctor/pharmacy as to its proper administration. (7/23)
- g) Dispensing notes must be recorded in the main office and then sent to the student's teacher. (8/99, 5/01, 3/03, 2/05)

Medicinal Cannabis:

The Diocese of Covington prohibits the use of medicinal cannabis on school property and at school sponsored events.

10. Pregnancy

St. Anthony School continually stresses reverence for life in all its stages. It emphasizes the importance of chastity as the moral choice for an unmarried person. When it becomes known that a student is pregnant or has fathered a child, a meeting will be held with the student(s), school administration, the parent(s)/guardian(s), and possibly the superintendent to determine how the student(s) may best continue their education during the pregnancy and thereafter.

If the student(s) is permitted to continue attending classes after this meeting, it will be under the following conditions:

- a) An agreement that attendance in classes will cease when the pregnant student reaches a point 12 weeks past the date of conception.
- b) The student who is pregnant will be required to seek prenatal care. Also, the physician will provide a monthly statement that the student is physically able to attend classes throughout the first 12 weeks of pregnancy.
- c) The student(s) and parent(s)/guardian(s) will be required to seek professional counseling by an agency approved by the principal. The principal will monitor attendance.
- d) In order for the student(s) involved to more fully concentrate on the life altering decisions that must be made, participation in extracurricular activities will be suspended during the pregnancy.
- e) In the event that a student chooses not to attend classes after the initial meeting or reaches twelve weeks past the date of conception, the school will recommend appropriate alternative instruction. The parent(s)/guardian(s) will be responsible for the cost of alternative instruction.
- f) In the event that a student chooses not to receive educational services from St. Anthony, tuition payments made to St. Anthony School will be refunded and/or excused. If the student returns to school after the birth, suspended tuition payments will resume.
- g) After the birth, a conference will be held to address the student(s) return to class. This conference will be attended by school administration, the student(s) and the parent(s)/guardian(s).
- h) After the birth, a medical release must be submitted in order for the student to resume classes and participate in extracurricular activities. (8/99, 5/01, 3/03, 2/05)

11. School Closings Due To Inclement Weather

School closings due to inclement weather are announced via the telephone and the television. **Please watch stations 5, 9, and 12 for 'St. Anthony School' closing and delay notification. A phone call, text, and/or email will go out to all families also to inform them of school closings or delays.** The principal will take Kenton County School closures into consideration on days when travel may be unsafe. However, on occasions, St. Anthony School may decide to have school if travel is safe for parents, students, and teachers **with private transportation (NO BUSES).**

12. Tuition

Families must make tuition payments monthly for 10 months (August-May) through FACTS. Families are encouraged to enroll with FACTS, including families who pay the full tuition amount in advance. Under certain circumstances approved by the principal and/or the pastor, registration with FACTS may not be necessary. Tuition assistance is allocated at the Diocesan level through the FACTS program. The school will provide families with information as to how to apply. (7/20)

If tuition is 30 days past due, and other arrangements have not been made with the pastor and the principal, the family will be contacted. If arrangements are not made to the satisfaction of the pastor and principal, the following actions may be taken:

- a) No report cards, progress reports or teacher conference time will be given.
 - b) Registration for the following year will not be accepted.
 - c) A family will be withdrawn until arrangements for payment are made with the pastor.
 - d) Student records will be held until tuition payments are made in full.
- (8/99, 5/01, 3/03, 2/05)

13. Fees

- 1. Most fees are included in the cost of tuition, although at times, supplemental fees may be necessary.
- 2. Fees are non-refundable.

14. Unpaid Fees

A non-refundable registration fee is due on the day of registration. This is applied to the total tuition. A fee for a homework planner should be paid before the first day of school. If payment cannot be made at this time, other arrangements must be made with the principal, or students will not be permitted to have a planner until the fee is paid. (8/99, 5/01, 3/03, 2/05)

15. Book Care

- a) Parents must see that their children maintain the books in good condition. Students must not make notations in the books, and must keep the books covered with paper or cloth covers only. Please **do not use** adhesive-backed covers.
- b) Book bags must be used at all times.
- c) At the end of the school year, the parents, with the help of their children, will check the textbooks to see that they are clean, free from writing, and in good order.
- d) Parents/Students will be held liable for any books that are lost or damaged. Please check through the books during the first week of school, and note any damage to the book at that time. The cost will be determined by the principal, according to the amount of damage.

16. Technology and Social Media Policy

For the safety of our students, students will be required to sign a Telecommunication and Media Pledge that states the guidelines for technology and media use and privileges. Parents will sign a Parent's Agreement that outlines the guidelines and gives permission for students to use the internet as an educational tool as well as gives permission for student pictures to be published in the paper or on the web page.

St. Anthony School reserves the right to impose consequences inappropriate behavior that takes place off premises and outside school hours when such conduct detrimentally impacts the school or the school's reputation.

The inappropriate use of technology (for example, on a home computer or on a mobile device), may subject the student to consequences. Inappropriate use includes, but is not limited to the following: harassment, use of school name, remarks directed to or about teachers, the taking or use of photos without permission, offensive communications, and safety threats.

The Diocesan Office of Education has recognized a trend of parent-created social media sites (including, but not limited to Facebook) in many of the Diocesan schools. These sites are creating an unhealthy focus for school climate/community. Defamatory comments about the school or its employees made by parents on a social networking site breach the parent/school partnership and are not endorsed, encouraged, or permitted by St. Anthony School. Such activity may be grounds for a student(s) to be dismissed from the school.

17. Sexual Misconduct Policy

The Diocese of Covington's Policies and Procedures for Addressing Sexual Misconduct states that all parish and school personnel and volunteers will be VIRTUS trained and updated on a regular basis concerning sexual misconduct. St. Anthony School adheres to these Diocesan Policies. The school administrator is responsible for maintaining records of all school employees and volunteers stating their compliance with these policies. (2/05)

DONATIONS AND COLLECTIONS

Donations and collections for charities will be made throughout the school year.

There may also be annual fund raising projects for needed school funds.

REQUIRED SUPPLIES

Kindergarten Through Grade 8:

Lists will be provided before the beginning of school.

CAFETERIA

For the 2024-2025 school year, St. Anthony will be a part of the USDA's National School Breakfast and School Lunch Programs. At this time, all students in the school will receive a Grab-N-Go bagged morning meal and a hot lunch with a drink at no cost to parents. We plan to offer the Grab-N-Go meal as a morning snack for students to eat in their classrooms.

Students may bring their lunch & drink from home. We request that fast food products **NOT** be brought in the cafeteria during the lunch period. Also, packed lunches should not contain soft drinks/sodas.

(8/99, 5/01, 3/03, 2/05, 6/17, 7/20, 7/21)

CAFETERIA VOLUNTEERS

Volunteers are always welcome to help in the cafeteria. If you choose to help, please contact the school office to schedule a day(s).

****Note: ALL cafeteria workers must be VIRTUS certified.**

BUS

St. Anthony administration sees the bus as an extension of school. All questions or complaints about buses should be brought to the principal's attention, as well as directed to the school bus supervisor by calling the Kenton County bus garage.

The Kenton County Board of Education requires good conduct on the school buses. Pupils riding the buses are under the direct supervision of the bus driver who will instruct them in matters of conduct and safety. The driver has the authority and the responsibility for seeing that the policies, rules, and regulations of the County Board are carried out.

The following are examples of unsafe practices:

1. fighting, yelling, loud talking, name calling, teasing
2. throwing items - inside or out of the bus
3. making remarks or disrespectful signs to people
4. changing seats
5. failing to share seats
6. damaging property
7. failing to follow the driver's instructions
8. putting hands and head out the window
9. bringing something on the bus that distracts the driver's attention, or which blocks an aisle, step well, entrance, or emergency exit.
10. using vulgar or foul language

Parents are responsible for the conduct of their children on the school buses. Misconduct will be reported to the principal, initially, and to the parents thereafter.

If a driver finds it necessary to report a student for misconduct, the student will receive a notice of unsatisfactory conduct, which must be signed by the parent(s) and principal. After the third written notice, suspension from the bus for a number of days, detention, or denial of the privilege of riding the bus will be issued. This will be up to the discretion of the principal.

The principal has the authority to address bus behavior that is brought to his/her attention as he/she sees fit, even if a student has not received a notice of unsatisfactory bus conduct

EMERGENCY PROCEDURES

St. Anthony School has developed and practiced an emergency management plan. All faculty and staff are trained to handle emergency situations. Fire, tornado, earthquake, and active threat drills are held in accordance with local regulations. Procedures are posted in each classroom.

In the event that students, faculty, and staff must evacuate the building because of an active threat situation, they will walk to the designated rally point at the gas station at the end of Grand Avenue. In accordance with the Diocesan Emergency Operations Plan, St. Anthony School students will be transported from the rally point to Lakeside Christian Church in Lakeside Park, KY (195 Buttermilk Pike) where they will then be reunified with their parents following protocols set in place by law enforcement officials and school administration.

In case of accidents, the principle to be followed is to do only what is necessary for the comfort of the child, pending authorization from a parent. No medication will be given without the written permission of the parent. (See Medication Policy, page 7). A written report of every serious accident will be maintained.

REPORT CARDS AND GRADING

Progress Reports will be made accessible mid-trimester and report cards will be accessible three times a year. Optional conferences with parents will be held at the request of parents and/or teachers at least once a year. Conferences are also available upon request at any time during the

school year when a concern arises.

Grading Scale:

1. A+	100
2. A	94 - 99
3. A-	93
4. B+	92
5. B	86 - 91
6. B-	85
7. C+	84
8. C	78 - 83
9. C-	77
10. D+	76
11. D	70 - 75
12. D-	69
13. F	68 or below

The grading scale for the subjects of Music, Art, and P.E. will be: **Excellent, Satisfactory, Poor.**

An electronic gradebook is used. Students' daily grades can be viewed on Sycamore Education's website. When possible, the school will limit the distribution of hard copies of progress reports and report cards.

ALTERNATIVE LEARNING PLAN

An Alternative Learning Plan may be developed by the school in cooperation with parents, the student, and doctors when the student has a special need that is diagnosed through diagnostic testing. The Alternative Learning Plan must be supported by documentation from the student's doctor as to the student's disability/special need(s). This ALP will be kept in the student's records and periodically updated.

HOMEWORK

One of the chief means of communication with parents and school is homework. It gives parents the opportunity of following what their children are doing in school. Cooperation of parents in supervising homework is a vital element in the learning process of the child.

Homework is assigned at the discretion of the teacher. It is an extension of the work learned in the classroom. Homework should not take a student hours to complete. Parents noticing students

taking longer to complete assignments should contact their child's teacher.

Children should realize early that homework is their responsibility and it must be done consistently and on time with emphasis on completeness, accuracy, and neatness. Students in grades 1-2 will receive a **Traffic Ticket**. All Traffic Tickets will be signed by the parent and returned to school the following day. During each trimester, for every 5 Traffic Tickets, a student will receive one hour of detention.

Students in grades 3-8 will receive a **Responsibility Point** if an assignment is not completed at all or is incomplete. Students must have the point signed, the assignment corrected or completed, and the point returned to school the following class day so that some credit can be given. Students who do not bring back the signed point may be penalized with a loss of points for the assignment that is overdue. During each trimester, for every 5 Responsibility Points, a student will receive a detention. **Assignments will be given out prior to vacations at teacher's discretion and not guaranteed.**

TESTING

Standardized tests are administered to the students according to the annual Diocesan Testing Program.

GRADUATION

Graduation will consist of a Mass and then a graduation service afterward.

LITURGY

Each class will attend Mass at least one time a week.

The children will have the opportunity to receive the Sacrament of Reconciliation periodically throughout the school year depending on the schedule of the pastor.

GOVERNMENT PROGRAMS

Speech classes are available through Kenton County Schools for qualifying students. It is the responsibility of the parents to transport their child/children to the school at which the class is to be held unless other arrangements are made between the parent and Kenton County School District.

At this time, St. Anthony is not participating in any Title programs offered by Kenton County Schools. The school does participate in IDEA through Kenton County.

Through the Covington School District, a Title I teacher is available several mornings a week to service students who live in the Covington School District and who may be struggling in reading and math.

TECHNOLOGY

Equipment Available

- a) TV/DVD
- b) Laminator
- c) Digital Camera
- d) Headsets
- e) Copier
- f) Calculators
- g) Binding Machine
- h) Ellison Machine and die cuts
- i) Clevertouch Flat Panels

- j) Classroom Chromebooks each (Grades K-8)
- k) iPads for classroom use

MEDIA CENTER/LIBRARY

The Library is a place of quiet where students may work or read without distractions. Special care must be given when using Library materials.

TELEPHONE

The telephone is to be used for **business purposes only**. Children are not to use the school phone unless the call is an emergency or have great importance. For the phone to be used, permission must be given by the classroom teacher and principal.

PICTURES

School pictures are taken annually.

PERSONAL ITEMS

Toys, headsets, electronic devices, cell phones, smart watches, etc., **are not** to be visible during the school day (7:00 AM – 2:30 PM).

ANY hand-held device (cell phone, hand-held games, smart watches, etc.) is not permitted to be out or visible during the school day. If a cell phone must be brought to school, **it must be turned off and kept in the child's backpack**. In the event a student is found with a hand-held device on their person, the first offense the parent will be notified and will need to get it from the principal. The second offense, the device will be kept until the end of the school year.

THESE CONSEQUENCES ALSO APPLY TO HAND-HELD DEVICES ON THE SCHOOL BUS IF THE PRINCIPAL DEEMS THAT THE DEVICES ARE BEING USED IN AN INAPPROPRIATE WAY.

All personal belongings such as sweaters, sweatshirts, coats, jackets, lunch boxes, etc., **MUST** have names in them. Any items which cannot be identified will be given to charity.

PLAYGROUND AND EQUIPMENT

The guidelines of the playground are for the safety of all.

Stay in the designated play area. A student may NOT leave the school grounds without permission.

No games are allowed that involve physical contact and possible harm to the students. For example, hard balls, bats, and leather footballs, etc., are not permitted.

Playground equipment is kept in each classroom and is the responsibility of the user. The person responsible for the damage must replace any equipment lost or damaged.

Whenever a problem arises on the playground, the student is to report the problem to the playground monitor on duty. The playground monitor will take charge in the event of injury and notify the principal when necessary.

Any child who should not go outside must bring a note from a parent or guardian stating the reason. (NOTE: We do not go outside when it is below 32 degrees Fahrenheit.)

No one may be in a classroom or hallway during the lunch period without supervision by the classroom teacher. (See playground guidelines in the Behavior Guidelines section of this booklet.)

ST. ANTHONY PTO

1. The primary purpose of the PTO is to encourage parents and teachers to work together in a cooperative spirit, share ideas, and plan activities that will benefit and enrich the total school program.
2. Secondly, the PTO directs energies towards various fund raising activities such as candy sales, festival booths, etc. Proceeds from these fund raisers are needed to purchase educational tools to ensure that the quality of the school program is being enhanced.
3. In addition, the PTO contributes financially to help absorb some of the costs of the parish in general. This includes things like providing flowers for Confirmation and First Communion.

Participation in PTO from all interested persons is needed, welcomed, and appreciated. The PTO generally meets the third Wednesday of the month at 7:00 P.M. in the Library. A strong PTO is an asset to the total program.

ST. ANTHONY SCHOOL ATHLETIC BOOSTERS

The purpose of the Athletic Boosters organization is to encourage and support participation in organized athletic activities by as many students as possible in order to promote sports, athletics, good sportsmanship, physical maturity and development of the individual's Catholic moral character.

Our Boosters organization is always looking for volunteers who may be interested in coaching. If you are interested, please contact the school office.

A sports fee is charged. Funds raised from activities are used to offset the costs of gym time, league fees, uniforms, and equipment. In the past, the Booster organization has provided scholarships based on academics, leadership, community involvement, attitude, and sportsmanship for graduating eighth grade students attending a Catholic high school. If funds are available, this may continue.

Meetings are held throughout the school year.

STUDENT SERVICE HOURS

A goal of St. Anthony School is to instill in our children an important aspect of our Catholic faith, "helping others." As Christ helped others, we also need to reach out and demonstrate that our faith is service oriented. All service which children perform will be documented. As a school, students will work together on service projects to benefit the parish and civic communities.

Students in Grades 5-8 are expected to complete individual service hours as a part of their Religion instruction. If service hours are not completed, it may have a detrimental effect on the student's grade in Religion. Please see below as to the number of service hours expected for each grade level:

-	GRADE	HOURS PER TRIMESTER	TOTAL HOURS
	5	1	3
	6	1	3
	7	2	6
	8	2	6

SCHOOL RESPECT

As a school, we believe in a positive sense of RESPECT, yet we know our children will make mistakes and they need to accept the responsibility for their choices.

1. When a disciplinary problem arises, the teacher will discuss it with the student to find the cause and recommend a solution.
2. If the problem persists, the teacher will arrange for a meeting with the principal and student.
3. If no improvement is shown, the principal and teacher will schedule a meeting with the parents, which may include the student, to discuss possible ways of solving the problem.
4. Continued violations may result in suspension.
5. **Suspension – 5430***
Only a pastor or school administrator may suspend a student from school. The suspension may remain in force only until a conference with parents or guardians can be held and a cooperative plan of action agreed upon.
6. **Expulsion – 5434***
Students may be expelled for a serious cause. The decision to expel a student rest with the pastor or school administrator.

***Diocesan Policy revised 3/99.**

Whenever a student is expelled from school, a report must be sent to the Superintendent for Catholic Education. Expulsion may be appealed to the Superintendent of Catholic Education.

HARRASSMENT AND BULLYING

St. Anthony School is committed to providing a safe, positive, productive, nurturing and Christian environment for all of its students. Therefore, we do not condone any form of harassment, which includes, but is not limited to, what has become commonly known as “bullying,” in our school, on our parish grounds, or among our students outside of school.

“Harassment” is defined as conduct intended to make another person feel uncomfortable, unsafe, and/or prevents students from learning or enjoying the school environment. Harassment, whether

at school or off-campus, can take many forms. Harassment can be physical, verbal, and/or nonverbal.

The following are procedures for addressing allegations of harassment. All claims of harassment shall be dealt with in a manner appropriate to the age of the student(s) involved.

1. If the situation warrants or the harassment occurs, the offended student is encouraged to first ask the harasser to stop.
2. If there is the possibility of harassment or the harassment occurs multiple times, the offended student should report the incident to a teacher or any member of the school administration immediately, or as soon as the situation permits. Once notified, teachers and/or school administrators may choose, at their discretion, to call individual and/or group meetings with the students involved to discuss the situation and to determine whether any additional action should be considered. Parents of both parties will be notified.

4. Based on the results of the investigation, the principal may report to the parents of all students involved in the incident an opinion and conclusion as to whether the harassment occurred as well as other relevant information. A conference may be set up to further discuss the incident if the parents and/or principal desire it.

5. The principal, at his or her discretion, and with the consultation of teacher(s) and/or counselor(s), will decide what, if any, disciplinary action is warranted. Advice from the pastor may also be obtained before a decision regarding disciplinary action is given.

3. If warranted, the teacher, principal, and/or school counselor may initiate an investigation of the complaint, including meeting with all involved parties.

6. Disciplinary action for students may include, but is not limited to, the following consequences:

- Behavior ticket/Behavior violation
- Written apology to offended student
- Meeting with parents and student to discuss the incident and set up a behavior modification program
- Deprivation of school activities
- Detention for the harassment incident(s)
- Counseling may be recommended or required for continued enrollment
- Possible in-school suspension
- Possible out-of-school suspension
- Possible expulsion

7. Proven evidence of harassment shall be recorded in the students' permanent records.

8. Guidance may be provided to all students, and their parents, involved in the incident(s). Teachers, school administration, and/or a counselor can provide general information on how to communicate with a child who has been harassed.

As stated above, the term "harassment" is broad in scope and takes many forms. One form of harassment is bullying. Bullying typically has four components:

- Bullies have unequal power over their targets. They may be bigger, more influential, have group backing, or some other advantage over the targeted person.
- Bullies intend to harm, humiliate, or embarrass their targets. "Intent" may include situations in which a bully should have known that his or her conduct was likely to harm, humiliate, or embarrass the targeted student.
- Bullies repeat their bullying behavior.
- The victim of bullying sees the actions of the bully as unwanted.

One or more students may be deemed to have participated in the bullying if they suggest or encourage the bully to engage in questionable behavior. Bullying is not always physical. A bully may assemble a group of students to target another student and humiliate, isolate, or embarrass the victim. We believe it is the responsibility of each student at St. Anthony School to behave in a manner that does not threaten, interfere with, or deprive students of their right to an education. We also believe that the expected behavior of the students of St. Anthony School is a combination of common courtesy, respect for others, and safety considerations.

St. Anthony School reserves the right to discipline students for off-campus conduct which, based upon the process set forth above, is determined by the school to have been intended to make another student feel uncomfortable or unsafe while at school, and/or to prevent students from learning or enjoying the school environment.

The administration also reserves the right to use discretion in determining the appropriate consequence(s) in individual harassment and bullying situations.

PLAYGROUND GUIDELINES

"PLAY IT SAFE"

RESPECT OTHERS:

- KEEP HANDS AND FEET TO YOURSELF

STAY IN DESIGNATED PLAY AREAS:

- ON BLACKTOP AND GRASS AREAS
- USE MEDIA CENTER DOOR TO EXIT TO THE PLAYGROUND
- STAY OFF STEPS, WALLS, AND FENCE AREAS

RESPECT NATURE:

- LET TREES AND WOODS GROW WITHOUT YOU DESTROYING LEAVES, BRANCHES, AND ROOTS

ONCE YOU ARE OUTSIDE, STAY OUTSIDE

GET INVOLVED:

- PLAY A DESIGNATED GAME WHERE EVERYBODY HAS A CHANCE TO PLAY

RESPECT THE GAME GUIDELINES:

- FOLLOW ALL DIRECTIONS OF THE ACTIVITY AND WHEN IN DOUBT, ASK THE TEACHER ON DUTY

CAFETERIA GUIDELINES

BE POLITE:

- LISTEN
- SAY: YES, NO, PLEASE, AND THANK YOU

BE CONSIDERATE:

- CLEAN UP YOUR AREA AND PUSH IN YOUR CHAIR
- TALK QUIETLY AND ONLY WHEN YOUR MOUTH IS EMPTY
- KEEP HANDS AND FOOD TO YOURSELF

BE NEAT

- CLEAN UP SPILLS ON TABLES AND FLOORS
- BRING TRASH TO GARBAGE CAN AREA

BE PATIENT:

- WAIT IN LINE, PAY ATTENTION
- STAY SEATED

BE PREPARED:

- ANSWER THE SERVERS RIGHT AWAY

BE HEALTHY:

- EAT NUTRITIOUS FOODS FIRST
- WALK TO CORRECT PLAY AREA

SCHOOL GUIDELINES

1. Respect others

2. Cooperate with others
3. Come prepared for class
4. Listen
5. Use good manners
6. Follow directions

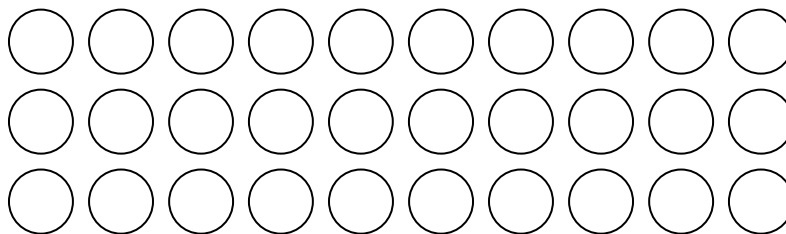
You may want to keep these guidelines in a safe place.

If you or you choose not to follow these guidelines, then the following consequences may be used as they apply to each situation.

- Conference with parents, teacher, and/or student and principal
- Brief note explaining situation may be sent home to be signed
- Loss of some recess/recesses
- Detention

KINDERGARTEN **EARNING D.O.T.S.**

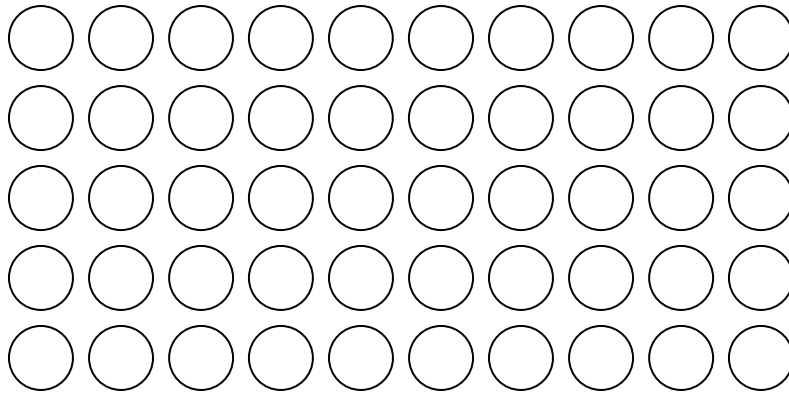
You will earn teacher signed Dots by acting Christ like and by following school and classroom guidelines. Your teacher will give you a **D.O.T.S.** card like the one below:



When you have earned 30 or more teacher signed Dots, you may exchange them for a reward from the following reward list:

GRADES 1 -2 **EARNING D.O.T.S.**

You will earn teacher signed Dots by acting Christ like and by following school and classroom guidelines. Your teacher will give you a **D.O.T.S.** card like the one below:



When you have earned 50 or more teacher signed Dots, you may exchange them for a reward from the following reward list:

GRADES 1-2
HOMEWORK GUIDELINES

1. A name must be written on all papers.
2. Homework must be turned in on time (the next day unless otherwise indicated).
3. Homework must be neat.
4. Homework will be checked daily.
5. Graded assignments or assessments without a name will result in a 2 point deduction on the child's grade.
6. When absent, teacher will gather the student's work. It is the responsibility of the parent to contact the office to let the school know who will be picking up the work. Students will be given the number of days missed to complete assignments missed due to illness.

All Traffic Tickets must be signed by a parent or guardian and returned to the teacher the next day.

GRADES 3-8
SCHOOL AND CLASSROOM GUIDELINES

1. When you come to class every day, bring your textbook, notebook, pen or pencil, markers, and crayons along with whatever materials we are using at the time.
2. Pay attention. Listening is a valuable tool for learning.
3. Honor other people's possessions. Teacher possessions are to be left alone.
4. Respect other people's rights and property.

5. Be seated and ready to work at the beginning of each class.
6. Allow people to finish speaking before speaking yourself. This includes call-outs.
7. Follow all handbook policies.
8. Supplies will be checked at the beginning of each trimester.
9. When visiting a classroom, knock first and wait for teacher's acknowledgement.

Of course, if you choose not to work and/or behave, there will be consequences. These, too, will be followed at all times. Listed below are some of the consequences that may be followed.

--friendly warning

--parent phone call

--conference with parent, teacher, principal, and student

--development of a behavior/academic contract may utilized

--in-school or out-of-school suspension

--conference with the pastor to discuss your future at St. Anthony

GRADE 3/4

HOMEWORK GUIDELINES

1. All assignments must be completed according to teacher's directions.
2. Handwriting must be neat and legible.
3. Homework is due the following class period unless otherwise indicated. Homework will be checked daily. Students will receive a **Responsibility Point** if an assignment is not completed at all or is incomplete. Students who have this point signed and return the work completed the next day, will receive some credit. Students who do not have the point signed and the completed assignment may receive a zero. During each trimester, for every 5 Responsibility Points or Behavior Points, a student will receive an hour of detention. If parents provide a note explaining a legitimate reason for missing homework, the excuses will be accepted at the teacher's discretion (examples: hospital visits, death in the family, etc.).
4. Graded assignments or assessments without a name may result in a point deduction from the student's grade.
5. It is the responsibility of the student in cooperation with the teacher to obtain information, copies of assignments, and record assignments that he/she missed while absent from school.

6. Students will be given the number of days missed to complete assignments missed due to illness. If an assignment is due on the day of the absence, the assignment will be due upon the child's return.

GRADES 5-8

HOMEWORK GUIDELINES

1. All assignments must be completed according to teacher's directions.
2. Handwriting must be neat and legible.
3. Homework is due the following class period unless otherwise indicated. Homework will be checked daily. Students will receive a **Responsibility Point** if an assignment is not completed at all or is incomplete. Students who have this point signed and return the work completed the next day, will receive some credit. Students who do not have the point signed and the completed assignment may receive a zero. During each trimester, for every 5 Responsibility Points or Behavior Points, a student will receive an hour of detention. If parents provide a note explaining a legitimate reason for missing homework, the excuses will be accepted at the teacher's discretion (examples: hospital visits, death in the family, etc.).
7. Graded assignments or assessments without a name may result in a point deduction from the student's grade.
8. It is the responsibility of the student in cooperation with the teacher to obtain information, copies of assignments, and record assignments that he/she missed while absent from school.
9. Students will be given the number of days missed to complete assignments missed due to illness. If an assignment is due on the day of the absence, the assignment will be due upon the child's return.
10. Students generally know a week in advance about an assessment. Therefore, students will be expected to take assessments upon their return to school. It is the **responsibility of the student** to speak with the teacher upon their return to school about making up any missed assessments. Teacher discretion will be used for extenuating circumstances.
11. Extra credit can be earned by reworking assignments in some classes. Additional opportunities may be given at teacher's discretion.
12. All student work should be the original work of that student. Any ideas or words that are used from another source should be cited appropriately. In addition to a 10 point violation and two automatic detentions, plagiarism, cheating, or dishonesty could result in a 0 on an assignment or test. Depending on the circumstances, other measures may be taken.

GRADES 3-8

DISCIPLINE POLICY

The goals of the discipline policy in grades 3-8 are:

- to reduce the incidence of inappropriate conduct in order to conserve learning/instructional time
- to distinguish degrees of misconduct and attach proportional sanctions
- to liberate well-behaved students from the distractions caused by others
- to assist in spreading a Christian attitude throughout the school community

To accomplish these goals, grades 3-8 will follow a violation system. This system tracks any student misbehaviors and assigns a point value based on the seriousness of the misbehavior. Consequences will occur for accumulated points. At the end of each trimester, each student will start over with zero points. The points will be tracked on violation cards which will be included within each student's homework notebook. When an inappropriate behavior occurs, the supervising teacher or adult will issue points and mark the student's violation card accordingly. Parents are encouraged to check this record regularly.

Violation points are charged for poor behavior as well as lack of responsibility. Following is a list of the possible violations. These will be included on the violation papers in the student homework notebooks.

BEHAVIOR VIOLATIONS

1 Point Violations

- 1a. Eating Gum/Food
- 1b. Excessive talking
- 1c. Not on task
- 1d. Lack of cooperation
- 1e. Inappropriate language or behavior of a minor quality
- 1f. Failure to adhere to dress code

5 Point Violations(Automatic Detention)

- 5a. Disruptive behavior
- 5b. Disrespect/Argumentative
- 5c. Name calling/Profanity
- 5d. Minor damage to property
- 5e. Unnecessary Roughness

10 Point Violations(Two Automatic Detentions)

- 10a. Failure to serve a detention
- 10b. Blatant refusal to follow directions
- 10c. Inappropriate use of

- technology
- 10d. Dishonesty/Cheating/Plagiarism
- 10e. Violation of basic safety rules
- 10f. Forgery
- 10g. Fighting

15 Point Violations

- 15a. Verbal assault toward an adult or student
- 15b. Deliberate hurtful act
- 15c. Theft
- 15d. Sexual Harassment
- 15e. Sexual Misconduct

*Persistent violations in either category may result in doubling the consequences at the discretion of the teacher

RESPONSIBILITY VIOLATIONS

1 Point Violations

- R1a. Uniform violation
- R1b. Not prepared for class
- R1c. Failure to return signed communication

5 Point Violations

- R5a. Lost violation card or homework notebook

****Consequences****

After a student accrues 5 **Behavior Points or Responsibility Points**, a detention will be issued. Notification of the detention will be written on a detention slip that must be signed and returned by the next school day to avoid further consequences. During detention, the student will be responsible for a written assignment.

If there is an ongoing problem or the principal and/or teacher believes that it is warranted, a conference with the parent and student may be organized in order to develop an action plan to improve behavior and/or responsibility.

POINTS DO NOT CARRY OVER FROM ONE TRIMESTER TO THE NEXT.