

Student/Parent Handbook



St. Anthony of Padua Catholic Elementary School

Manchester, New Hampshire 03103

603-622-0414

www.stanthonyschool-nh.com

*It is necessary to form strong, generous and upright consciences
that know how to apply the Gospel to life
without compromise or hesitation.*

*Pope John Paul II
Address to Catholic Educators 12/28/85*

SAINT ANTHONY OF PADUA SCHOOL

St. Anthony of Padua School was founded in 1904 by the Sisters of Holy Cross. It is a parish elementary school, Pre-Kindergarten through Sixth Grade, located in the southeastern corner of Manchester, New Hampshire. The school operates under the auspices of the Roman Catholic Bishop of Manchester.

The existence of St. Anthony of Padua School is credited to the foresight and dreams of Bishop Georges Guertin. He first arrived at St. Anthony Parish on October 2, 1890 and immediately began the task of building for the future. His wisdom and forward looking leadership were contributing factors in two separate land purchases that insured the further development and growth of parish institutions.

Under the present leadership of Jerry Bergeron, the principal, and the support of Reverend Richard H. Dion, the pastor, St. Anthony of Padua School continues to grow and prosper. With the addition of a Community Center which is shared between the school and the parish, many more school and parish functions can be accommodated.

St. Anthony School offers an ethnically and demographically diverse educational environment for its approximately one hundred and sixty students. The staff and students collaborate within a school culture that is rooted in Catholic faith and traditions and strong academic pursuits. Faith formation, values, and morals are at the core of the educational experience offered. Experienced state certified teachers provide the students with a strong classic curriculum in a safe and wholesome learning environment.

Families are welcomed from all of Manchester and the surrounding communities. Parents are invited to volunteer and to take an active role in the school community and their child's educational process. Strong parental involvement cultivates better behavior, increased academic achievement, and greater confidence in the student's ability to meet expectations and experience success.

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Section 1

GENERAL INFORMATION

ASBESTOS MANAGEMENT

On October 22, 1986, President Reagan signed into law the Asbestos Hazard Emergency Act (AHERA, Public Law 99-519). The law required EPA to develop regulations, which provide a comprehensive framework for addressing asbestos problems in public and private elementary and secondary schools. On October 30, 1987, EPA published the Asbestos Containing Materials in School Rules (40 CFR Part 763 Subpart E). This rule requires all public and private schools to inspect the friable and non-friable asbestos, developing asbestos management plans that address asbestos hazards in school buildings and implement response actions in a timely fashion.

In accordance with the above rule, we are officially notifying you that the inspection of our school by an accredited inspector takes place every six months, and an accredited Management Inspector has developed a management plan. This plan is available for public inspection during school hours in the office of the principal as well as at the Diocesan School Department. The school is complying fully with the requirements of the above cited rule. Should you have any questions, please do not hesitate to contact the principal.

BULLYING STATEMENT

Our school has as one of its missions the fostering of a safe and caring environment for our students. We understand that the children are works in progress; however we have to eliminate any bullying that we may have in our school; therefore it will not be tolerated in any form. Those forms include verbal taunting, including exclusion, or any physical bullying. (See page 29)

FOOD SERVICE PROGRAM

The Food Service Department offers a nutritious and balanced hot lunch program for our staff and students. St. Anthony School participates in the federal hot lunch program and this enables low income families to avail themselves of free or reduced lunches for their children. Each lunch includes milk and offers generous servings based on federal guidelines. (see *Lunch Accounts*, page 14)

NON-DISCRIMINATORY POLICY

St. Anthony of Padua School admits students of any race, color, sex, religion, national and ethnic origin, and grants all rights, privileges, programs and activities generally accorded and made available to students of the school. St. Anthony School does not discriminate on the basis of sex, race, color, national or ethnic origin in the administration of its educational policies, scholarship programs, athletics, or any other school administered activity.

SCHOOL DAY SCHEDULE

7:00	Morning drop off
7:25	Students proceed to homerooms
7:35	Warning bell Community Center entrances are locked Student drop offs continue using the main school entrance
7:40	Late bell - students are marked tardy if not in their seats Morning prayer and announcements
7:45	First Period
8:26	Second Period
9:06	Morning Break
9:18	Third Period
9:59	Fourth Period
10:40	Fifth Period
11:00	First lunch and recess
11:20	Sixth Period Second lunch & recess
12:05	Seventh Period
12:46	Eighth Period
1:27	Ninth Period
2:07	Homeroom
2:12	Afternoon prayer and announcements
2:15	Dismissal

SCHOOL OBJECTIVES

The faith oriented and educational objectives of St. Anthony School strive to:

- develop in our students a sensitivity to the needs of others enabling them to live meaningful lives that will be consistent with the gospel values of peace, justice, love and freedom. They are further prepared to live faith-filled lives by being taught that life is sacred, that all individuals must be accepted for who they are, that each person must be respectful and considerate of others, and that maintaining a daily prayer life is central to one's faith.
- assist our students to become self-motivated and conscious of their individual talents as they are guided in their acquisition of the basic learning skills of reading, written and oral communication, problem solving, and mathematical, scientific, and critical thinking.
- provide each student with the confidence and convictions necessary to develop individual creativity in thinking and reasoning, artistic abilities, and the independence and willingness to act according to sound Christian values.

STUDENT & SCHOOL IDENTITIES

The school reserves the right to use pictures and videos of students while involved in school life unless a parent notifies the school in writing that permission is not given for such use. The use of student pictures would involve the school website, school publications, and publicity or reporting of school related events. Student names would be withheld unless express permission is given by a parent in each instance.

No individual may post any school event information or pictures on the Internet without the express permission of the administration (i.e phone photos, videos, etc.).

The school name, logo, seal or any other identifying item may not be used on clothing, sportswear, promotional items, or any advertising without permission of the school administration

WEBSITE: www.stanthonyschool-nh.com

Check for calendars, information regarding coming events, teachers' voice mail listing, sports information and more. Contents of the Wednesday communication packets are also kept current on the website so that parents may refer to the information on-line.

Section 2

GUIDELINES AND POLICIES

ADMISSION

As a Roman Catholic Parochial School, St. Anthony of Padua School exists primarily to serve families deeply committed to their faith, especially families belonging to St. Anthony of Padua Parish and surrounding parishes in the region. We are a school community that is proud of its Catholic tradition and identity.

Re-registration for all returning students is held in January. Returning students are given the first opportunity to enroll for the following school year, as well as their siblings. All financial accounts must be current in order to process returning student registration forms for the next school year. If financial considerations are desired and necessary, a returning family must meet with the principal to make arrangements.

St. Anthony of Padua School follows the entrance requirements of the State of New Hampshire regarding age, inoculations, and physicals.

Registrations of new families are accepted for any grade until that grade's quota is met (usually 25 students). Provided all admission criteria have been satisfactorily met, priority consideration will be given in the following manner:

1. Siblings of students presently attending St. Anthony School
2. Active Catholics from St. Anthony of Padua parish and regional parishes
3. Family members of staff personnel
4. Children of alumni/ae
5. Children recommended by present school families or alumni/ae
6. Catholic families from the region
7. Non-Catholic families from the region

For new students, a copy of the child's birth certificate, baptismal record, immunization record and a record of the child's physical examination by a physician are necessary. When a student registers from another school, a copy of the student's records must be requested from the previous school.

The non-refundable registration fee is \$175.00 per student and is paid at the time of registering a child for the new school year.

All new students are accepted on a thirty day probationary period. If false information is given on an application or is information about a candidate that would impact a student's academic performance is omitted, parents may be asked to withdraw the child.

ATTENDANCE

Regular attendance is very important to a child's success in school. Absenteeism can have a direct bearing on academic success and a student's sense of responsibility.

1. Absence

When a student is not in class for any reason, that student is considered absent. Any student who is absent from school may not participate in or attend any extracurricular activity after school (i.e. sports events, club activities, etc.)

2. Early Dismissal

If a student must be dismissed early, a note should be sent in with the child. The note should include the child's name and homeroom, the time the child will be picked up, and the telephone number where the parent can be reached if necessary. The reason for early dismissal should be clearly stated and should be limited to illness or family emergencies. No child will be called out of class before the parent arrives for pick up. In all cases, the parent must come to the school office to sign out the child. If someone other than the parent is picking up the child, this should be stated on the note. Picture identification will be required if the individual is not known to the staff. Due to bus and car traffic at the end of the school day, early dismissal may not be requested for a time after 1:45 pm.

Once dismissed at the end of the school day, a student may not return to the classroom to retrieve forgotten items without permission from the principal or his designee. This is intended to teach our students life long organizational skills and personal responsibility from the earliest ages.

3. Excessive Absenteeism

Frequent absences can place a student in academic jeopardy. A student who has missed school for several days becomes the concern of his/her teachers and of the administration. In such cases, the school nurse will communicate with the parent to determine the status of the student. An accrual of twenty (20) or more absences in a school year may result in retention.

4. Family Vacations

School vacations are scheduled to allow students to avail themselves of recreational and educational opportunities. The school strongly discourages alternative vacation periods for students. Classroom instruction, discussion, media presentations, hands-on activities and special classroom or school-wide events cannot be made up by paper assignments alone. Instances when a family trip or vacation must be scheduled during the school calendar are rare and should not occur on a yearly or regular basis. When parents choose to create alternative vacation times, they must assume full responsibility for their child's missed instruction. All work missed must be made up in a timely fashion to receive credit.

5. Missed Academic Work

It is the student's responsibility to request missed work when returning to school after an absence. For each school day missed, the student will be allowed two school days to complete the work and receive full credit. Particular arrangements will be made with the teacher if a student is absent for three or more consecutive days. All missed work must be made up to avoid an incomplete grade for the academic quarter.

6. Professional Appointments

Except for emergencies, medical and dental appointments should be scheduled outside of school time. When this is not possible, the student must request missed work upon returning to school.

7. Reporting Procedures

If a student is going to be absent or tardy, a parent should notify the school by 7:45 am. If the school is not notified of an absence, a call will be made to the home to confirm the child's absence. This procedure is put in place to ensure the safety of our students.

Each absence from school requires a note from the parent or guardian. The note should contain the student's name, class, date of absence, the reason for being absent, and the parent/guardian signature. The note should be given to the homeroom teacher.

8. Tardiness

Punctuality is a sign of respect for others and a positive trait that we must cultivate in our students. When a student arrives after morning exercises have begun, it is very disruptive for the entire class. There are circumstances beyond anyone's control that result in tardiness (i.e. late buses, traffic congestion, weather, etc.) and a student will not be marked tardy when these occur. Excessive tardiness will be called to the attention of the administration for warranted consequences. Students are considered tardy if they are not in their homeroom by the beginning of morning exercises at 7:40 am.

CELL PHONES AND ELECTRONIC DEVICES

The cell phone has become a tool of convenience and is available to many of our students. It is understood that a student may need a cell phone for after school transportation issues or change of plans. So long as the school office is open (until 4:00 pm on most days), a student must use the office phone when a call needs to be made. Under no circumstances is a student allowed to use a cell phone during the school day. Cell phones must be turned off at all times and kept in a student's back pack or school bag.

Cameras and other electronic devices are not allowed in school except when approved for an educational project.

Any violation of these policies will result in the cell phone or electronic device being confiscated. In such cases, the confiscated item can only be redeemed by a parent.

COMMUNICATION

Effective and frequent communication between the home and school is vital to your child's educational process. You are urged to avail yourself of all communication sources that are in place to help you be fully informed of school happenings.

1. School & Family Communication

➤ Wednesday Folders

Communication packets are sent home with the youngest child in the family every Wednesday. This packet includes monthly calendars of school events, information about school issues, lunch tickets, etc. Please take the time

to review the information with your child each week, then sign and return the folder to school.

When paying with a check, please use the "memo" section to list your child's name and classroom (KH, 1M, 4L, etc.) and what the payment is for (gym clothes, lunch/milk, ASP, etc.) Please use an envelope for payments, so that payment does not get separated from the identifying paperwork.

➤ **School Website**

The school website has been constructed as a source of information and communication for the entire school community. It contains timely information, the school calendar, monthly activity calendars, lunch menus, etc. Teachers post current assignments and provide information pertaining to your child's class work. Various forms and permission slips are posted for your convenience. You should make it a habit to check this communication source regularly.

2. **Parent & Teacher Communication**

Good parent/teacher communication is an important part of fostering an educational climate that is conducive to your child's academic success. Specific communication procedures vary at different grade levels but certain communication policies apply throughout the school.

- All communication should be conducted in a mutually respectful manner.
- Teachers may be reached by calling the school office, leaving a message on the teacher's voice mail, or sending a note requesting a conference or a phone call.
- Teachers should not be interrupted while on duty. It is very distracting to try to speak with a parent while maintaining a proper level of supervision. The teacher's most important responsibility while on duty is the safety of the children.
- Teachers and parents should make contact whenever a misunderstanding or problem arises. Parents are always encouraged to contact a teacher if they have concerns or are confused about some matter regarding their child. If the parent and/or teacher are not satisfied with the results of the conference, the issue should be brought to the attention of the administration.
- A teacher should not be called at home.

CUSTODY ISSUES

If there are issues regarding child custody, we are required to keep copies of any legal paperwork in the main office. St. Anthony School abides by NH State law on these issues. If we have no paperwork to indicate otherwise, then we will assume that either parent may act on the child's behalf on all school concerns. If separate Wednesday communication folders are needed for each parent, arrangements may be made with the main office.

EARLY DISMISSAL

Early dismissal from school normally requires a written request from the parent or guardian. These requests should be sent to the teacher who will notify the school office personnel. Reasons for early dismissal should be limited to illness or family emergencies. The parent or guardian is expected to meet the student in the school office at the requested time. Due to bus and car traffic, students should not be dismissed after 1:45 for early dismissal. Students may not be dismissed after a school event held during school hours without the administration's permission.

Note: Usually, students may not return to their classroom after dismissal to retrieve personal items or homework materials. If a staff member determines that a student has a legitimate need to retrieve an item, the student may be granted an exception to this norm. In such a case, the student will report to the principal the following morning to explain the exception.

EMERGENCY INFORMATION

An Emergency Information Form must be completed and returned to the school on opening day. In the event that a child becomes ill, it is imperative that school personnel be able to reach a parent/guardian. The school office must be notified of any changes in the information submitted on the form so that emergency information can be kept current throughout the school year.

When circumstances arise which may pose a danger to students and faculty (i.e. severe weather, heat failure, flooding, etc.), the school reserves the right to dismiss the student body. Notification of parents will be attempted via phone and public means. The Superintendent of Manchester schools determines the need for emergency dismissals unless the emergency is specific to St. Anthony School.

EXTENDED CARE PROGRAM

The Extended Care Program is offered to accommodate working families and those parents who may occasionally have need of a safe and reliable environment for their child.

1. Before School Drop Off

Students may be dropped off at the Community Center lobby between 6:30-7:00 AM. They will be supervised in the cafeteria until their teachers escort them to the classrooms.

2. After School Program (ASP)

The After School Program is open from 2:15-5:30 PM.

Children have after school snack time and then outside recess time. Older students have quiet study or homework time while the younger students are engaged in age appropriate activities. When students finish their homework, they may play board games or return outside for supervised play time.

Parents picking up children should report to the cafeteria to sign children out. Students will only be released to adults listed on the ASP registration form for pick-up.

Please note: all policies and rules for the school day apply to students in the ASP. Although much of the time is less structured, the expectations for behavior remain the same. Likewise, students should be dressed in uniform clothes, or may bring a change of clothes that would be acceptable for dress-down days. Children may not bring toys from home, since we cannot be responsible for those toys.

3. ASP Cancellation

If weather conditions become worse during the school day, our after school program cancellation will be carried on the radio and TV stations, as well as on our school website. Even if we do remain open despite inclement weather, please pick up children no later than 4:00 p.m., so that our staff can get home safely.

FUNDRAISING

St. Anthony School raises 5% of its operating income through fundraising. The St. Anthony School Family Guild oversees and coordinates this effort that helps to keep tuition rates as low as possible. The true cost of educating a child is greater than the annual tuition cost set each year. It is expected that each family will participate and actively support our school wide fundraising efforts to help the school achieve the annual goal.

1. FAIR SHARE PROGRAM

In addition to tuition, each family is responsible for generating \$275.00 toward the school fundraising goal set each year. This can be accomplished in a number of ways.

- pay \$275 instead of participating in the optional fundraisers,
- participate in one or more of the optional fundraisers (e.g. Yankee Candles Candy Bars, etc.). These efforts benefit parents directly by applying most of the proceeds to the Fair Share balance of participants. Participation is voluntary.
- a combination of the two options (participate in optional fundraisers to some extent, then pay the remainder of the \$275 balance)

2. SCHOOL WIDE FUNDRAISERS (all families participate)

During the year, three school-wide fundraising efforts are undertaken by the Community Family Guild. These are set with the recommendations of the Family Guild and the Community Affairs Coordinator and are subject to change from year to year. At present, the established school wide fundraisers are the following:

- Craft Fair in the fall
- Basket Raffle in the winter
- Walk-a-thon in June

FINANCE POLICIES

1. Diocesan Support

The Catholic School Support Policy of the Diocese of Manchester recognizes that Catholic schools are an important ministry of the Church. In order to help support this ministry, the diocese assesses a portion of each parish's income and uses these funds to help finance a Catholic education for Catholic families who meet the following criteria:

- registration in a New Hampshire parish or mission
- contributor of record in a New Hampshire parish or mission
- active participation in the life of a New Hampshire parish or mission

During the month of January, the school sends a list of currently supported families to each pastor. The pastor determines whether or not these families meet the criteria to remain on the list and returns the approved list to the school.

New enrollees, as well as current student families who do not receive the supported tuition rate, need to obtain a *Supported Student Form* during registration. Parents must obtain their pastor's signature with the parish seal to demonstrate that they meet the criteria. It is then each parent's responsibility to return this form to the school by March 15th. Once the budget has been set, it is impossible to change a family's status from non-supported to supported. For this reason, new enrollees who register after March 15th are not eligible for the supported rate during their first year at the school.

It is important for families receiving tuition support that they continue to maintain active participation in their parishes. If families move to a new parish, they should be diligent about registering in the new parish and should use parish envelopes for their contributions. They should also introduce themselves to the new pastor and become active in the parish. Families who have a change in their financial situation and find themselves unable to contribute to the parish should speak to their pastor and explain the situation to him. St. Anthony School has no role in determining whether a family is supported or non-supported. It is the family's responsibility to maintain a good relationship with the pastor so that he will recognize the family as one that meets the criteria of being a registered, active and contributing parish family.

2. Tuition

As a tuition-based institution, St. Anthony School depends on the timely payment of tuition and fees in order to meet its financial obligations when due.

- Student tuition rates and fees are set annually by the principal and School Advisory Board and must be approved by the Diocesan Finance and Catholic Schools Offices before being published.
- Tuition is payable in ten (10) monthly payments beginning in July and ending with the April payment of each school year. The collection of tuition is handled by the FACTS Tuition Collection Program.
- Families experiencing difficulty in making tuition payments are advised to contact the Business Office immediately. Every effort will be made to work out a mutually satisfactory arrangement.
- All financial obligations must be settled by the final day of the school year. Parents will be referred to the Business Office for delinquent accounts.

3. Financial Aid

Limited funds are granted each year in the form of financial aid to families who otherwise would have difficulty meeting their full tuition obligations. Financial aid forms are available in the business office and on the website.

- No application for financial aid can be considered unless the applicant has completed the registration process for the school year of application.
- Applications must be completed in full and must include a current tax form 1040/1040A.

- All information submitted is maintained in a confidential file.
- Financial aid allocations are determined by an outside consultant (FACTS) on the basis of need.
- Financial aid forms must be completed each year.
- Families receiving financial aid are expected to remain current with their portion of the financial obligations (tuition, fees, incurred expenses)
- Families receiving financial aid are expected to volunteer their time to help the school community.

4. Tuition Management Program

In addition to Financial Aid for qualifying families, St. Anthony School offers the following tuition discount incentives:

- Tuition Lump Sum Payments
 - Pay in full before July 1st and receive a discount of \$150.00
 - Pay one half before July 1st and the balance before December 1st and receive a discount of \$50.00 with each payment.
 - Pay one half before July 1st with ten monthly payments for the remainder and receive a discount of \$50.00 with the July payment.
- Scrip Gift Card Purchases

We have over one hundred and fifty businesses in the greater Manchester area participating in this program. When you obtain gift cards through St, Anthony School to pay for your purchases from these businesses, the school earns discount credits which are applied to your tuition and other school fees.
- Referral Credits

The most effective means of bringing new families to St. Anthony School is the personal contacts and testimonies by our present families. When you are responsible for recruiting a new family to St. Anthony School within a given year, the following tuition discounts are applied:

 - one new family: 10% of one child's tuition
 - two new families: 25% of one child's tuition
 - three new families: 50% of one child's tuition
 - four new families: 100% - free tuition for one child
- Optional Fundraising Efforts

During the year, the school holds three school-wide fundraising events and all families are asked to participate. These school-wide fundraisers help us to keep the tuition rates as low as possible.

In addition, we offer some optional fundraising efforts that are totally voluntary (i.e. Yankee Candle, Candy Bar Drive, etc.) for those families that wish to participate. Most of the funds realized from these individual efforts are applied to the Fair Share or tuition accounts of the participating families.

5. Lunch Accounts

- Our food service department provides nutritious and affordable hot lunches. Daily lunch regularly features a main course, vegetable, fruit and milk. The cost of lunch is \$3.25 per meal. Extra servings of the main course are available for an additional \$1.00. A wide selection of ice cream treats is also available to students for separate purchase.
- Lunch order forms are sent home during the last week of the month for the following month. The completed order form must be returned in a timely fashion along with full payment for the month.
- Financial assistance is available for qualified families. To receive this federal assistance, a *Free and Reduced Lunch Assistance Application* must be completed. These forms are sent home at the beginning of the school year and should be returned to the Food Services Director.

6. Fees and Incurred Expenses

In addition to tuition, families may incur other fees and expenses. These vary from family to family and include the Fair Share assessment, expenses for food service or extended care programs, extra-curricula activities, field trips, transportation, or any other school sponsored activities with related fees or expenses.

HEALTH ISSUES

The good health and safety of the students is a primary concern. There is a nurse available each school day to attend to the medical needs of the students and staff. The health office and health records are maintained in accordance with regulations set forth by the State of New Hampshire Department of Health and Human Services. This Department periodically inspects the student medical records to verify that we are in compliance with state regulations.

1. Illness or Accident

When ill or injured during the school day, a student is to notify the classroom teacher or the teacher on duty. With teacher permission, the student is to report to the Health Office for evaluation. Parents will be called as deemed necessary.

When a child wakes up with a fever or an upset stomach, the child should be kept home. When symptoms are less clear-cut, the child may be sent to school with a reminder to frequently wash hands and/or use the hand sanitizer that is available in every classroom.

2. Medication

St. Anthony School complies with state regulations regarding the administration of medication to children. When possible, a medical regime should be scheduled at home so that the child will not require medication during school hours. However, whenever a child needs to take medication at school, dispensing such medication must be according to the provision of RSA 541-A, which reads as follows:

“Any pupil who is required to take, during the school day, a medication prescribed by a licensed physician, shall be assisted by the school nurse or another member of the school staff, so designated by the principal.”

In accordance with the State of NH (RSA 541-A 1/74), a medical doctor must prescribe all medications that need to be dispensed during school hours. This includes over the counter drugs (i.e. Tylenol, Motrin, cough syrups, etc.). Medical Release Forms are available at the school office and on the website. These must be signed by both the prescribing physician and the parent. The form must include the name of the drug, the dosage, and the time of day the medication is to be taken. The medication must be submitted to the health office in the original prescription container and the first dosage must always be given at home.

3. Stipulations

- The school must be notified of allergies or medical problems.
- Any student with an elevated temperature will be sent home.
- Any student who has vomited will be sent home.
- Parents will be notified of any injury to the head.
- Minor foreign bodies in the eye will be washed with isotonic eyewash. If that treatment is ineffective, parents will be notified.
- All cuts will be washed with soap and water.
Ointment will be used if the cut is considered deep or dirty.
- Any student who is unable to participate in gym class for more than one week must have a written directive from a physician. When a student is to be excused from a single gym period, a parent must send a written note.
- The school should be notified if a student develops a new medical condition during the school year or if a child is ill with a communicable disease (except a routine cold or flu).
- Parents should call the Health Office if they have any questions about policies or procedures or if they need special accommodations for their child.

4. Personal Hygiene

Basic personal hygiene (i.e. routine showering, hair shampooing, nail cleaning and clipping) is expected of all students. As students mature, deodorant should be used as needed, especially on Physical Education days. Perfume, cologne and scented lotions are not permitted.

INCLEMENT WEATHER

St. Anthony School follows the Manchester School District calendar as much as possible. To learn of a school cancellation or delay, one should listen to the Manchester radio (WZID, 95.7 FM) or TV (WMUR, channel 9) stations. Closings and delays are also listed on the web sites for WZID and WMUR. If the Manchester public schools are closed, St. Anthony School is also closed.

1. Parental Discretion

Parents make the final determination as to whether a child should attend school on an inclement day. Although St. Anthony School discourages absence from school, there is no school obligation that is worth risking anyone's safety. Consideration needs to be given to the location of the family home and to the condition of roads in that area. The type and condition of the vehicle to be driven and the driver's comfort level in difficult weather situations also need to be considered. Unless the Manchester School Superintendent has cancelled school for the day, it is always a parent's decision whether

or not to send a child to school during inclement weather or when a major storm is predicted to begin during the school day.

2. 90-Minute Delay

When a 90-minute delay is called, there is no early drop-off adult supervision available. No child may be dropped off before 8:45AM. The late bell will ring at 9:10 AM.

3. Mid-Day Storms

- Parents should be alert to weather predictions of daytime storms and, on days when there is the possibility of inclement weather, parents should frequently check the weather and the Manchester School District Website for reports of early dismissal. Parents are asked to check the school Website for early dismissal and not to call the school office.
- Parents may pick up their children at any time during a storm. We request that the school office not be called in advance. Office personnel will page students when parents arrive. No child will be allowed to go home with another adult unless there is parental authorization.
- Students using the St. Anthony School bus will be sent home early if it is determined that the roads present a hazard. If the St. Anthony School bus is dispatched early, parents will be notified by phone so that students can be met at the normal drop-off locations.
- St. Anthony School has no control over the Manchester buses. If they are sent to the school early, bus students will be dismissed accordingly. Parents will not be called and notified. Parents should tune to WZID 95.7 FM or check the Manchester School District Website for early dismissal announcements.
- Children should know what to do in the event of an early dismissal. A note should be sent giving a new number or giving permission for the child to stay in the After School Program (ASP) or to go home with another parent. If no note is sent and a parent cannot be reached, the child will be placed in the ASP. During a storm, the ASP will close at 4:00 PM. Parents of students normally in the program will be called.

Planning ahead is key to avoiding problems during inclement weather days. All St. Anthony School personnel are concerned with the safety of the students and make every effort to ensure that safety. Parents can help by making plans for dealing with problems caused by inclement weather, by discussing those plans with their children, by notifying the school of those plans and by sending to the school all needed information.

Unless otherwise stipulated by the Manchester School District, students will be credited with a full school day when inclement weather causes them to be dismissed early.

PARKING LOT and SCHOOL TRAFFIC

The St. Anthony School parking lot, with its limited space and access, and the school's location on the corner of two busy city streets, create traffic challenges for our entire school community. Many arrival and dismissal procedures have been tried over the years. Safety officers from the city of Manchester have been consulted and proposals have been tried resulting in the following procedures that have produced a safe and efficient traffic pattern to accommodate buses, car line drop off/pick up, and student walkers.

MORNING ARRIVAL

1. Cars enter the school yard from Silver Street, proceed to the upper school yard to make a U-turn and proceed to the Community Center lobby entrance, advancing as far forward as possible to the handicap parking. When cars advance forward in this manner, we are able to allow several cars to drop off students at the same time, thus moving traffic more quickly and safely.

Students may get out of the car once it is stopped in this drop off zone which extends from the handicap parking to the school yard entrance. Do not allow your child to disembark in any other part of this moving traffic area. Students should be ready to disembark when the vehicle stops. Students enter through the lobby and go directly to the cafeteria to wait for their teacher.

For the safety of students, please wait until all children in front of you have disembarked and are safely in the lobby entrance area before advancing your vehicle. Do not pass around a vehicle that is stopped in the drop off zone. Stay in the line of traffic until you leave the school grounds.

The lobby entrance may be used until 7:35 AM. After 7:35 AM, parents must drop off on Belmont Street and students enter through the main entrance.

2. Buses drop off students on Belmont Street at the Community Center entrance until 7:35 AM. After 7:35 AM, students enter through the main entrance.

AFTERNOON DEPARTURE

1. PK thru 2nd grade parents enter the church parking lot via Harvard Street and proceed to the school yard. The child's family name must be prominently displayed on the left side of the windshield. The staff members on duty will call the students from the building and direct them to your parked vehicle. Vehicles exit the school yard through the Somerville yard entrance and must turn right onto Somerville Street at the direction of the staff member directing exiting traffic.
2. 3rd thru 6th grade parents park on Belmont Street in front of St. Anthony of Padua church. The students exit the school through the Belmont Street Community Center entrance and are escorted down Belmont Street to the parked cars. While buses are in front of the school loading students (until approximately 2:25), pick-up vehicles departing from the front of the church should turn left onto Silver Street. Buses always have the right of way on Belmont Street until all students are picked up.

3. All bus students exit through the main entrance and are picked up in front of the school building on Belmont Street.
4. Walkers must be signed out and picked up in the school office by a designated adult and exit through the main entrance.

SCHOOL SECURITY

1. Security Measures

All school entrances are kept locked during the school day. Anyone wishing to gain admittance at any time must do so at the main entrance. Upon entering the school, everyone must sign in at the reception desk and be issued a pass that is to be worn in a visible manner.

There are times when an entrance may be unlocked for a specific reason (i.e. a community center door is unlocked in the morning to allow students to enter). An unlocked entrance is always monitored by a staff member and should not be used by visitors to gain entry into the school.

Students are never allowed in hallways and classrooms before or after school unless they have been specifically granted permission by a staff member. Students who are attending an after-school activity or sports practice/event are not allowed in any part of the building except the gym or activity room.

These precautions are taken to maintain the safety of our students and to provide for the accountability of persons within the building at all times.

2. Emergency Drills

In case of an emergency during school hours, it is imperative that staff and students know how to respond. In order to ensure a state of preparedness, practice drills are held throughout the year in compliance with state and local laws and guidelines.

Emergency exit routes are posted in every classroom and a Crisis Plan is in place. Emergency drills are held under the supervision of the administration and unannounced fire drills are carried out in the presence and at the direction of the Manchester Fire Department.

The following guidelines will prevail for all emergency drills:

- Everyone within the building (including visitors, parish staff, volunteers, etc.) must take part in the drill. There can be no exceptions to this directive.
- All must remain silent and attentive to directives.
- Teachers and staff must be familiar with and must adhere to Emergency and Crisis Plan procedures.
- An emergency drill is not ended until a signal is given by an Administrator. Only then may normal activity be resumed.

3. Parent Guide to Emergency Procedures

If an emergency situation were to occur in the area, or specifically at St. Anthony School, local safety officials would quickly take over and would direct whatever actions had to be taken to respond to the uniqueness of the situation. In such an event, it would be important for parents to follow the guidelines listed below so that they could be safely reunited with their children. Parents are reminded that information on each student's emergency card could be crucial and that it should be complete and up-to-date.

- Parents should remain calm and they should not call the school.
- The same radio and television stations used for reporting school closings during inclement weather would carry news of the event and would offer directives for parents.
- In the event of an evacuation, parents would be told where to pick up their children. It would be important to bring a picture ID and to follow directions of local officials at the pick-up location.
- In the event of a lockdown or sheltering in place, parents would not be allowed to pick up their children until the incident is resolved. In such an emergency, nobody would be allowed to enter or leave the building. Faculty and staff would do everything possible to keep students safe and comfortable. Once the emergency situation has been terminated or brought under control, safety officials would direct the reunion of parents and students. A picture ID may be needed.
- In any emergency event, local safety officials will be in charge and the administration will follow their directives.

TRANSPORTATION

Riding a school bus is a privilege. Respect for the bus driver and proper behavior are expected at all times.

Students living in Manchester beyond the established walking limits of the school area are eligible for free bus transportation. The Manchester Transit Authority (MTA) coordinates with the Manchester City School District and the Principal in arranging for student bus transportation. If you have any questions regarding the bus, please call the main office. All changes to Manchester bus service between home and school must be initiated in the school, so please do not call the school district or the MTA to make changes.

St. Anthony School has a school bus that transports students to/from exits 3 and 5 on Rt. 101 for Raymond and Candia area residents. There is a fee for this bus. Please make arrangements with the business office. During winter, the St. Anthony bus will run whenever our school is open, unless parents are notified by phone. Proper behavior and respect are expected on this bus. Serious misconduct may result in suspension or exclusion from the bus.

Food and drink are not permitted on the bus.

Bus Behavior Code:

- Remain seated at all times
- Talk at a reasonable level
- Do not throw things
- Look after your possessions
- Do not touch things that are not yours
- Be considerate of other people
- Never be a bully
- Keep the bus clean and tidy

VISITORS

All visitors, including parents, are required to report to the main office. Arrangements must be made with the teacher before visiting a classroom. All visitors must enter through the Belmont Street main entrance, sign in and wear a visitor badge while in the building.

VOLUNTEERS

All parents/guardians are encouraged to participate in their child's education. Before anyone can serve as a volunteer, arrangements must be made for a police background check and a fingerprint check. Pending approval, the volunteer may work with children provided she/he is supervised by an authorized person. All volunteers must report to the school office before entering any classroom, and wear a volunteer badge while in the building.

Section 3

ACADEMIC LIFE

BOOKS

Most books issued to students at the beginning of the school year remain the property of St. Anthony School and will be used by other students in future years. Students must care for these books and must keep them covered at all times. Students are responsible for any damage to these books. If a book is damaged to the extent that it cannot be used again, or if it is lost, the student will be charged the full replacement cost of the book. If the book is still usable, a Damaged Book Fee will be assessed.

Consumable books are those that cannot be used a second time. These books are purchased by the school and issued to students. They must be kept neat and usable and should be covered to prolong the life of the fragile cover. If a consumable book is lost or damaged beyond use, the student will be charged the full replacement cost of the book.

Care must be taken when covering books. Paper or stretch covers are acceptable. The best cover remains the brown paper bag. If it is properly applied, it can stay in place for the entire year. A clear or colored contact paper can be applied to the brown paper to reinforce it and to extend its durability. Covers that have adhesive on the backing are forbidden. Many of these covers have a disclaimer saying that the adhesive does not damage the book and can easily be removed. This has not proven to be the case, and books are often damaged by this kind of cover.

CURRICULUM

St. Anthony School offers a well balanced and challenging academic program that is faith-based, traditional in its emphasis on structure and accountability, and designed to prepare students from their earliest academic years to undertake future studies in their school of choice.

The classic curriculum is complemented with the religion curriculum that combines instruction in Catholic doctrines with Christian behavior, service to others, and participation in prayer and the sacramental life of the Church. Study and organization skills along with personal responsibility are taught at all levels.

The traditional elementary school subjects taught are:

Religion	Social Studies	Reading	Science
Mathematics	Language Arts	Technology	French
Music	Physical Education	Art	Library

FIELD STUDIES

Educational field studies are planned to supplement the curriculum and to allow students to experience learning in a more relaxed manner. These field studies are a student privilege, not a right. They are considered to be an important part of the learning experience and are not optional, nor left to the discretion of the student as to whether or not to participate.

Parents/guardians must sign the appropriate Field Study Form before a student may attend a planned, school sponsored field study. If a student does not submit the necessary signed forms and fees associated with a particular field study, that student will not be allowed to participate. Financial concerns should be addressed with the administration. Absence from a field study is considered an absence from school. At the discretion of the teacher, an appropriate written assignment must be completed by any student who misses a Field Study experience.

Students are not allowed to bring cell phones, I-pods or any other type of electronic equipment on field studies.

GRADING

The grades received by students reflect their success in meeting the teacher requirements and expectations within a particular area of study. These include grades earned in effort and conduct.

A. Conduct Grades

The conduct grade is reflective of how students conduct themselves. Any major infraction of conduct, even an isolated, one-time incident, will adversely impact a student's conduct grade as will more frequent disruptive behavior and a disregard for stated rules.

B. Effort Grades

The effort grade is reflective of how students apply themselves to the learning process. A student's failure to complete assigned work or failure to do so by stated deadlines, to pay attention during class time, or to follow directions are but a few circumstances that may result in a low effort grade.

C. Academic Grades

Academic grades are based upon several factors. Among those factors are objective and subjective evaluation by the teacher, test and quiz scores, assigned papers, projects and homework.

HOMEWORK

Homework is assigned to reinforce skills and understandings learned in the classroom, to develop independent work/study habits, to encourage creativity and to foster a sense of self-discipline, personal responsibility, and independent thinking..

Diocesan Policy Handbook for Catholic Schools (2001)

In compliance with the above statement, St. Anthony School teachers assign homework on a regular basis. This homework may be to prepare students for new content, to deepen understanding of a lesson just taught, to sharpen skills or review material previously learned. At all grade levels, homework teaches responsibility, fosters good study habits, and helps students realize that learning is an on-going process that does not only take place at school. Homework is usually assessed in some way, but it is not always graded. Missed homework may impact a student's grade, especially at the intermediate level. A student's effort grade will always be impacted by missed or late homework.

All students have agendas in which they write their daily assignments. It is important that a parent checks the agenda daily and insures that all homework is completed. A parent should sign the agenda on a schedule determined by the teacher. The agenda is an effective means of communication between each parent and the teacher. The agenda facilitates communication between home and school for the benefit of the student.

Parents can play an active role in homework and can help their children foster good work habits. The following guidelines will help insure that the effectiveness of homework is maximized:

- There should be a set time for doing homework so that it becomes part of an expected routine.
- A quiet space should be provided. This space should be large enough to accommodate the books and papers a child will be using. It should be sized so that the child can be comfortable and can write properly.
- Supplies should be readily accessible. There should be a stock of paper, pencils, etc.
- Parents should insist that their child use the agenda to insure that directions are being followed. In turn, parents may use the agenda to monitor assigned work.
- A timer is a useful tool for any child who is a dawdler. A goal can be set for a certain amount of work to be completed before the timer rings. For a child who works best in short spans of time, a short break can be scheduled at the ring of the timer.
- Parents should be accessible to help and to answer questions, but they must be careful to maintain the child's responsibility for the work. It is ideal if parents can schedule some homework of their own at this time. Bill paying, reading, answering email, etc. are non-distracting and quiet activities which complement the work being done by the child and teach that homework is a part of life.

HONOR ROLL

Students in grades 5 & 6 will be eligible for Honor Roll each quarterly marking period if they meet the following requirements:

Principal's Award:	all grades, all subjects are 95 or above.
First Honors:	all grades, all subjects are 90 or above.
Second Honors:	all grades, all subjects are 85 or above.
Honorable Mention:	all grades, all subjects are 80 or above.

All Conduct and Effort grades must be Satisfactory (3) or better.

PARENT/TEACHER CONFERENCES

Either parents or teachers may request a conference to further the student's learning experience and accomplishment. Parents who request conferences should must do so either by leaving a message on the teacher's voice mail or sending a note to the teacher. The teacher will arrange a conference at a time convenient for all parties.

PROGRESS REPORTS

Notices of Improvement or of Deficiency are mailed home at mid-quarter. The purpose of these reports is to advise parents of a significant increase or drop in the student's academic, effort or conduct grade since the last report card. Any student who is showing a grade below a C will receive a Notice of Deficiency. Parents are urged to sign these and return them to the school in a timely manner.

REPORT CARDS

Report cards are distributed four times a year. The first quarter report card is distributed at a parent-teacher conference. They are sent home with students on the dates stipulated on the school calendar. Parents are urged to contact teachers if they have any questions or concerns. Parents are asked to sign the report card and to return it to school in a timely manner.

RETENTION

If a student is likely to be retained in the same grade level, the teacher will inform the parent or guardian and the principal of this possibility by the end of the second marking period. A recommendation to retain is made by the school and the final decision is left to the discretion of the parent. Should the parent decide not to retain the student, placement will be indicated on the report card as "assigned" rather than "promoted".

SPECIAL EDUCATION SERVICES

St. Anthony School does not have the personnel or the financial resources to accommodate all Special Education needs. The Manchester School District is responsible for testing children and for determining the scope of their learning disabilities. St. Anthony School personnel will guide and assist parents throughout this evaluation process and will work closely with the Special Education Team. In some cases, a child needs only minor accommodations that the staff at St. Anthony School is able to provide. In other cases, it is in the child's best interest to transfer to a school that can provide needed services. The child's best interest is always our main concern and always takes priority over all other considerations.

TECHNOLOGY USE POLICY

Technology has become an important tool of learning for students at every age level. Beyond the academic life of our children, we see its influence in many other aspects of our lives. It is here to stay and the impact it has on all our lives will only increase with time. As part of St. Anthony School's mission to challenge our students to develop their individual gifts and attributes in preparation for higher education, we strive to instill responsible, ethical, moral, and effective use of technology. We will do whatever possible to prevent the exploitation of our students by those who have improper or unethical intent or values that are not acceptable to our community.

The use of technology by our staff and students is to support our educational mission at all levels of learning. The use or access to any material in violation of any federal or state regulation is prohibited. This includes, but is not limited to, copyrighted material and threatening or obscene material. Electronic material such as Email, Web Pages, Bulletin Boards, and similar tools must receive administrative approval prior to being circulated or posted.

Stipulations and Guidelines

- A *Student User Agreement Form* as well as a *Parent Permission Form* will be provided to each student and must be signed and returned to the Technology teacher.
- We have a filter system to safeguard our internet environment. Occasionally, students might still access some objectionable materials. It is each student's responsibility to immediately alert the technology teacher or supervising adult if this occurs. Language or photos which are inappropriate or threatening in any way will not be tolerated.
- The Children's Internet Protection ACT (CIPA) ensures that schools block access to unsafe content. St. Anthony School achieves CIPA compliance through the use of a DNS cloud based web security program. This service allows us to filter sites that are undesirable or inappropriate for a learning environment and protects the students from unsafe content.
- Students should have no expectation of privacy or confidentiality regarding electronic communications or other computer files sent and received on the school network computers or stored in student files. St. Anthony School reserves the right to access, at any time, personal files or information placed in computer or networking resources that

our students might encounter. This includes the right to monitor, capture, and filter any transmitted information on our technology network.

- Also in place is a classroom monitoring and management appliance that utilizes a vigorous set of tools based on screen-sharing and remote control technology. A log of each workstation's internet history and all other activity is recorded. Each student is held responsible for any activity traced back to his/her assigned station. By utilizing these tools, the teacher can better supervise assignments, control computer use, limit distractions, guide learning and achieve educational goals.

Section 4

STUDENT LIFE

ACADEMIC PROBATION

Academic Probation is used when a specific area of academic concern has been identified and a student needs to give priority to addressing that area of concern. The aim is not meant to be punitive, but rather to eliminate distraction and motivate a student in academic peril to divert time and energy toward academic pursuits. Academic probation involves the removal of a student from any extracurricular school sponsored activities (e.g. sports, clubs, dances, etc.). It is applicable to the intermediate grade levels.

1. Confidentiality

The status of Academic Probation is confidential and is to be treated as such. Students, parents, parent volunteers, and staff are asked to respect each student's privacy.

2. Criteria

Academic Probation is warranted when a student's grade in any subject area falls below 70%. A student may also be placed on academic probation for conduct or effort which merits an unacceptable grade according to the criteria established for the report card. Determination of academic probation is always done with the best interest of the student in mind and is clearly within a teacher's scope of practice. The principal must approve all academic probations.

3. Notification and Duration

A student may be placed on academic probation whenever his/her academic, conduct, or effort performance is deemed unacceptable. Teachers will notify the student and parents when an academic probation is pending.

Once a student is informed of a pending academic probation, the student will need to meet with the subject teacher(s) to discuss necessary adjustments to the student's academic routine and/or to arrange time for extra help. It is the student's responsibility to keep in contact with the subject teacher(s) until sufficient academic improvement has been demonstrated.

4. Grace Period

When a student is notified that an academic probation is pending, the student will be given a two week grace period to improve his/her subject grade average and demonstrate to the subject teacher the desire and capability of maintaining acceptable academic performance. The student will not be placed on academic probation when such improvement is achieved. A student may continue to participate in activities during the grace period.

5. Removal from Academic Probation

When the teacher who has placed a student on academic probation indicates that sufficient improvement has been made by the student, the student may be removed from academic probation and may resume active participation in extracurricular activities.

BEHAVIOR and DISCIPLINE

St. Anthony School embodies values of the Catholic faith and expects all members of the school community to promote personal and academic integrity. The learning process is a personal undertaking and challenge. It allows students to grow and mature within the school's established mission of assisting in the formation of the whole person. Dishonesty, cheating and plagiarism greatly diminish and undermine a student's sense of pride, accomplishment and personal integrity.

1. Cheating

Cheating is presenting or assisting someone else to present another person's ideas, words or information as one's own. Acts of cheating include, but are not limited to:

- Copying another student's homework or any other work assigned by a teacher, whether the entire assigned work is involved or just a few words.
- Providing answers or questions to a test previously taken by other students in an earlier class period.
- Talking to another student or looking at a book, notes, or another student's paper during a quiz or test.
- Helping another student to cheat in any way, such as writing a paper for someone else, providing answers or allowing another student to copy homework.
- Plagiarizing or presenting information as one's own without giving credit to the source.

2. School Rules

School rules are established to provide safety, security, and Christian support to all students. When accepted and followed in a caring and diligent manner, these rules assist in character formation and development, help to insure the orderly functioning of the educational process, and provide students with a level of safety, security, and support as they interact within the school community. A school-wide personal behavior policy makes students aware of expectations. These expectations exist in the classroom, the hallways, the cafeteria, the bus, and the playground. The expectations also exist during field study trips and extra curricular activities at home or away. The partnership of parents, teachers, administration and staff who ideally model Christian behavior creates an environment conducive to learning where all students feel safe and protected.

3. Inappropriate Student Behavior

There are many student behaviors that may fall under the category of inappropriate. Some are minor infractions that can be dealt with easily. Others demand the involvement of the administration. Still others are extremely serious, may be illegal, and may demand the involvement of local law enforcement personnel. Students found guilty of behaviors in the latter category will be subject to serious disciplinary action and may face suspension or expulsion from the school. Listed below are some, but not all, of the behaviors that fall under this category.

- Controlled Substance and Drug Abuse Violations: In accordance with the Drug Free School and Communities Act, St. Anthony School prohibits the possession and/or use of drugs or alcohol on school grounds or at any school related activity.
- Weapons: It is unlawful for any student to use or possess a firearm, explosive device or weapon while on school property or at a school related function. Weapons include, but are not limited to the following: guns, knives, slingshots, clubs, throwing stars, brass knuckles and any type of martial arts weapons.
- Theft: Theft is a serious violation against another person or against the school community. It will not be tolerated and it will be fully investigated.

BULLYING and OTHER INAPPROPRIATE ACTIVITY

St. Anthony School fosters a safe and caring environment for all members of our school community. Students are responsible for recognizing and respecting the rights and human dignity of fellow students. A strict hands-off policy is enforced. Students must always respect the personal space of others. We have to eliminate any behavior in our school that does not recognize and respect the rights and human dignity of all students, staff, and guests. Bullying, retaliation, teasing, or harassment activities are unacceptable and will be seriously addressed.

1. BULLYING

The term *bullying* may be applied to a single significant incident or pattern of incidents involving a written, verbal, or physical act or gesture directed at another student that results in physical harm, causes emotional distress, or interferes with a student's educational opportunities. It may be activity that is motivated by an imbalance of power based on a student's actual or perceived personal characteristics, behaviors, or beliefs, or activity motivated by the student's association with another person or group of persons.

2. RETALIATION

The term *retaliation* as used here is conduct directed against a student for reporting an incident, cooperating in an inquiry subject to this policy, or taking action consistent with this policy.

3. TEASING

In the case of younger children, verbal bullying may often be called *teasing*. When confronted, young children will often respond that "we were just kidding." However, it is not "kidding" when it is one-sided and involves an imbalance in numbers or power. Hurt feelings need to be addressed and a peaceful resolution sought.

4. HARASSMENT

Harassment refers to bullying behavior that is motivated by prejudice based on real or perceived characteristics: race, color, ethnicity, disability, gender, sexual orientation, religion.

5. CYBER BULLYING

This activity involves willful and intentional harm using an electronic device such as a cell phone or computer. Cyber bullying often occurs on social networking sites found on face book, you tube, instant messaging, email, chat rooms, and cell phone multimedia

and text messaging. Although cyber bullying does not take place in school, targets of cyber bullying are most often also targets of more traditional bullying at school. In such circumstances, the situation becomes a concern of the school.

DISCIPLINE CODE

Safety Code

- Never leave the school without permission
- Behave in a quiet manner; always walk around school
- Ask permission before leaving the room
- Obey fire regulations
- Never stay in a classroom at play or lunchtime without an adult
- Use the toilets properly, and remember to wash your hands

Playground Code

- Stay in the safe part of the playground
- Show consideration for all children
- Play safely at all times
- Never throw any object at another child
- Line up when the bell rings and walk into school in an orderly line

Behavior Code

- Care for each other
- Keep the school and grounds tidy
- Remember manners
- Learn and accept that we are all different; do not make comments about a person's mental or physical ability
- Come to school wanting to learn
- Look after each other's possessions as well as your own
- Never deliberately hurt or upset another person
- Listen to and respect all adults in school, such as volunteers, cafeteria monitors, teachers, etc.
- Always be honest and tell the truth

Consequences of breaking a rule

- Verbal warning
- Time out from classroom
- Withdrawal of privileges
- Teacher call home
- Administrative intervention

GUM, CANDY, FOOD, and DRINKS

Gum chewing is not allowed anywhere in the school. An appropriate consequence will be incurred for each offense.

During indoor breaks or recess, snacks are to be eaten in the classroom. No food or drink is allowed in the hallways.

Water bottles may be allowed in the classroom at teacher's discretion.

PERSONAL PROPERTY

The only personal property students should have in school is items needed for academic or school activities. Personal property of a sentimental or monetary value should not be brought to school. St. Anthony School assumes no responsibility for loss of any student items. Items of clothing that may be removed at school, lunchboxes, and easily forgotten items should be marked with the student's name.

RESPECT STATEMENT

St. Anthony School Board policy addresses human dignity and harassment. Briefly, the human dignity policy states the importance of recognizing and valuing diversity and the importance of respecting others. The harassment policy states that students and staff have a right to a non-threatening, non-intimidating school environment. Students who choose to engage in disrespectful and/or inappropriate behavior also choose the consequences of their behavior, up to and including suspension or expulsion from school. Please help us by discussing the importance of respectful and appropriate behavior with your child.

Each teacher, during the first few weeks of school, will review school rules with their students. They will also teach the concept of "respect" using high quality instruction including modeling, practice and review. After this instruction is complete we will expect every student to engage in respectful behavior at all times.

Further, we have developed a set of expectations for students' behavior in the classroom. The purpose of these expectations, which will be taught to and expected of all students, is to see that every St. Anthony School student benefits to the greatest extent possible from the classroom instructional program. These include attention to instruction, listening to the speaker whether it be the teacher or another student, and active engagement in learning.

UNIFORM and DRESS CODE

While in school, students are expected to be neat, clean and attired in a manner consistent with accepted community standards of good taste, decency and safety. Dress or appearance that is disruptive to the learning process will not be tolerated..
Diocesan Policy Handbook for Catholic Schools (2001)

In accordance with diocesan policy, students are expected to be well groomed and neatly dressed in the uniform of the day.

1. Guidelines

- Shirts are neatly worn; if properly fitted, they may be worn un-tucked.
- Pants and shorts are secured with a belt (grades 2-6) and worn at the waist.
- Shirts and shorts are the appropriate length.
- Shoes and sneakers are laced

2. Daily Uniforms

- PK -3rd Grades: maroon plaid jumper or khaki dress pants
- 4th-6th Grades: skirt or khaki dress pants
- Shirts are maroon collared polo or white oxford (pointed collar for girls and button-down style for boys); white turtlenecks may be worn in cold weather
- Khaki walking shorts may be worn in September, October, May and June
- Maroon sweater, pullover vest or crew neck sweatshirt
- Socks or tights worn with jumpers or skirts are maroon or white
- Footwear - dress shoes (non-marking soles) or sneakers; all shoes must have backs and low or no heels; clogs or step-in shoes are not permitted. Socks are mandatory with all shoes.
- Belts must be worn with dress pants or shorts (grades 2-6)

Specifications:

- Uniforms must be ordered through Educational Outfitters, our uniform company. There is a store in Nashua, or you may order by phone or online. For any questions, call 880-3800. Visit their website at www.educationaloutfitters.com.
- Dress pants and walking shorts are zipper front cotton twill with belt loops.
- Walking shorts, as well as uniform jumpers and skirts, should be no more than 2 inches above the knee.
- Sweaters or sweatshirts worn inside in cold weather must be ordered from the uniform company.
- No hooded sweatshirts, zippered sweatshirts, hooded vests or fleece vests allowed for inside wear.

3. Gym Uniforms

Gym uniforms sold by Educational Outfitters are mandatory for all students. They are to be worn on the day the student has gym class.

- navy sweatpants or wind pants (uniform gym shorts may be worn Sept., Oct., May or June, or under sweatpants on other gym days)
- maroon long or short sleeve t-shirt
- maroon sweatshirt (optional). These may be worn on gym days or with the school uniform as an alternative to a sweater.
- Sneakers are required for gym days.

4. NU Days (Non-Uniform Day)

As the name implies, NU Days are days when students are allowed to come to school in non-uniform clothing. On those days, students may choose to dress in a dressier or more casual manner than usual.

Guidelines regarding sizing, neatness, appropriateness, modesty, make up, jewelry, perfume, etc. continue to apply on NU Days. Clothing that is too tight, too baggy, suggestive, revealing, sloppy, torn, or is in any way considered inappropriate for our school setting may not be worn. If sandals are worn, they must have back straps. All footwear must be appropriate and safe for playground wear and for use on stairs.

5. Make Up, Perfume and Jewelry

Make up, perfume, and cologne are not allowed. Girls may wear simple jewelry and may not wear more than two small earrings per ear. All jewelry must be conservative in style and size. No oversized or large items are to be worn at school. Expensive jewelry or jewelry with great sentimental value should not be worn to school. St. Anthony School assumes no responsibility for personal items. Boys may wear a small chain.

6. Hair Styles

Hair must be kept neat and clean. It must be trimmed above the eyebrows. It may not be bleached or dyed to non-natural colors. Spiked hair, long side-burns, and non-conventional or faddish hairstyles are not permitted. Boys' hair must be above the shirt collar and must not fall below the earlobe or eyebrow.