

# St. Anthony of Padua Grade School



## Family Handbook 2025-2026

1715 W. 9<sup>th</sup> Street  
(*Father Roberto Balducelli Way*)  
Wilmington, DE 19805  
Office: 302-421-3743  
Fax: 302-421-3796  
Counselor: 302-421-3743 ext. 215  
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Website: [sapgs.org](http://sapgs.org)  
E-mail: [office@stanthonynet.org](mailto:office@stanthonynet.org)

Dear Parents and Students,

Welcome to St. Anthony of Padua Grade School! I believe you have made an excellent decision. In choosing St. Anthony's, you have demonstrated a commitment to the values of a Catholic school education. We hope to form your child's faith, while providing them with a challenging curriculum and a nurturing environment.

The faculty and staff look forward to working with you as partners, to help us live our mission with your children. This year we will continue to reinforce the Salesian message, "Be who you are and be that well." At every age level, we will teach the children to be their very best, never compromise their values, and to use their God-given talents to reach their potential.

Our Diocesan theme for this school year will be **"By Name You are Called"**. The passage from *Isaiah 43:1* reminds us that we are not alone. I personally love the message in this passage and look forward to teaching that we are truly loved, called by name, and never alone, even when we suffer or experience challenges in our lives. Everyone wants to be seen. We will teach the children about the Spiritual Works of Mercy: Counsel the Doubtful, Instruct the Ignorant, Admonish the Sinner, Comfort the Sorrowful, Forgive offenses willingly, Bear wrongs patiently, and Pray for the Living and the Dead.

Please read this document carefully and sign the attached agreement, which states that you understand and agree to follow the policies of St. Anthony of Padua Grade School during the 2025-2026 school year.

Thank you for entrusting me and my staff with your most precious gift from God, your child. I am looking forward to another amazing year. I consider myself truly blessed to begin my 25th year here at St. Anthony's, my alma mater.

Blessings,

Mrs. Judith Jakotowicz White, M.A., Class of 1984

Principal

## **GENERAL INFORMATION**

**St. Anthony of Padua Grade School** is a three-year old preschool through 8<sup>th</sup> grade Catholic School under the direction of the Catholic Diocese of Wilmington.

The curriculum stresses academic achievement within a Christian community where the children feel that they are loved and respected by peers and teachers.

We recognize each student's individual gifts and strive to help them reach their potential with academics and opportunities for service and extracurricular activities. A life in Christ, according to the Gospel, is at the heart of all that we do here. United with each other in meaningful liturgy and prayer, the students can further come to an understanding of the Catholic Christian life. At St. Anthony's, we are attempting to "teach as Jesus did".

The Diocesan curriculum guidelines, consistent with the State of Delaware guidelines, are followed for the teaching of all secular subject areas. The curriculum is marked by current content, technology, and fresh approaches to methodology. It focuses on individual strengths. We strive to offer a program that makes use of a wide variety of audio-visual and technology tools, as well as problem solving, discussion, and cooperative group work.

St. Anthony of Padua Grade School is accredited through the Middle States Association of Colleges and Schools: Commission on Elementary Schools.

### **St. Anthony of Padua Grade School Mission Statement: (revised 2022)**

St. Anthony's Catholic School serves diverse learners while supporting academic, spiritual, and social-emotional growth. We value responsibility and compassion as the foundation of students' lifelong faith formation and service to society.

### **Belief Statements (revised 2022)**

1. We believe that each individual is a child of God and is deserving of love and respect.
2. We offer a rigorous curriculum recognizing diversity in learning, using technology, and including the benefits of special education services.
3. We believe that our Catholic education nurtures the whole child, focusing on their social and emotional learning.
4. We are a community of people that are committed to preserving our past and incorporating new traditions in the future.

## **Our Parish History & School Community**

The Parish of St. Anthony of Padua began in 1924, under the direction of the Oblates of St. Francis de Sales, with the Reverend J. Francis Tucker as the first pastor. One of his early decisions was to give special attention to the education of the children of the parish. Father Tucker sought the assistance of the Franciscan Sisters from Glen Riddle, Pennsylvania, to develop and plan the philosophy and curriculum for the children attending the new school.

The Sisters arrived in January of 1938. They began their ministry in the old Number 11 school building, which had been renovated by Father Roberto and his crew of volunteers, and has since been torn down. With the growth of the school's population during the 1940's and 50's, the Number 11 school building became inadequate. Once again, Father Roberto and his hundreds of volunteers generously gave of themselves with service and contributions to build a new school. The crews worked nights, Saturdays, and holidays for over five years to complete the new building.

The dedication of the new school on May 29, 1958 was more than a ceremony placing a cornerstone; it was a testimony to the men, women, and children of St. Anthony's who made their parish a very special part of their lives. Today, students of different personalities, intellects, and abilities attend St. Anthony of Padua Grade School. The teaching staff serving those students includes lay personnel who participate in mentoring and are licensed and certified through the Delaware Department of Education. Our support staff manages the offices, cafeteria, and building.

In the 2006-2007 school year, a Preschool program was initiated to serve students 3 and 4 years of age. This academically based program introduces our youngest learners to a school setting, teaches them social skills, and encourages emotional development in a warm and loving environment.

In the 2016-2017 school year, a Special Education Program was initiated to help serve those students who require academic accommodations and/or a modified curriculum. A full time Special Education teacher is available for curriculum planning, small group instruction, individual 1:1 instruction, and co-teaching as deemed necessary. Due to growing demand, a second full time teacher was added in 2023.

St. Anthony's community includes four square city blocks. The Church at 9<sup>th</sup> & DuPont Streets offers a beautiful worship space for students. Two schoolyards between Scott and Lincoln Streets offer facilities for recreation and sports. Additionally, students may take advantage of a second gymnasium, Fournier Hall, on Howland Street. The school itself boasts computer and science labs and a fully digital library. St. Anthony of Padua Grade School strives to meet the needs of all students and their families in the community.

### **Admission Information and Non-Discriminatory Policy**

All Catholic schools admit students of any race, color, religion, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. St. Anthony of Padua Grade School does not discriminate on the basis of race, color, religion, national or ethnic origin in the educational policies, admissions policies, scholarships and loan programs, athletic or other school-administered programs.

Children entering Preschool must be three (3) years of age by August 31.

Children entering Kindergarten must be five (5) years of age by August 31. Five year old students will be conditionally accepted into Kindergarten with full acceptance contingent upon displayed readiness.

At the time of registration, all new students seeking admission to St. Anthony of Padua Grade School (including those transferring from another Catholic school in the Diocese of Wilmington) are placed on the basis of current standardized test scores and report cards and after review of academic, attendance, and behavior records from the sending school.

Requirements include:

- ❖ Health Records
- ❖ Immunization Records
- ❖ Birth Certificate (original)
- ❖ Baptismal Certificate (Catholic applicants only)
- ❖ Report Cards
- ❖ Standardized Test Results

Parents of students applying for admission in grades 1-8 must present a copy of the current report card and standardized test results. These will be reviewed to determine whether the program at St. Anthony of Padua Grade School will meet

the educational needs of the student. An interview with the student may be part of the admission process. Testing in some academic areas may be held for new incoming students in grades K-8 to ensure placement in the appropriate classes.

All new students will be given a trial period in which to adjust to the school, both socially and academically. If, during this trial period, there are any problems, the parents may decide to withdraw. St. Anthony of Padua Grade School reserves the right to determine whether we are able to meet the student's needs. Families must notify the school in writing if a student is withdrawn from the school.

## **Parents as Partners**

As partners in the educational process at St. Anthony of Padua Grade School, we ask parents:

- ❖ Have your child/children arrive at school on time and attend school regularly.
- ❖ To send the student to school healthy
- ❖ To participate actively in school activities, such as Home & School meetings and parent-teacher conferences
- ❖ To understand that the student is responsible for any school books or property used
- ❖ To notify the school with a written note when the student has been absent or tardy
- ❖ To notify the school office of any changes of address, email, or important phone numbers as soon as possible
- ❖ To meet all financial obligations to the school
- ❖ To inform the school of any special situation regarding the student's well-being, academic needs, safety, and health
- ❖ To promptly complete and return to school any requested information
- ❖ To read school notes and newsletters and to show interest in the student's total education
- ❖ To support the religious and educational goals of the school
- ❖ To support and cooperate with the discipline policy of the school
- ❖ To treat teachers with respect and courtesy in discussing student problems
- ❖ To set rules, times, and limits so that your child:
  - Gets to bed early on school nights
  - Arrives at school on time and is picked up on time at the end of the day
  - Is dressed according to the school dress code

- Completes assignments on time
- Has lunch packed or lunch ordered online
- Has a healthy snack and water bottle each day

## **POLICIES AND PROCEDURES**

### **Absence**

When a student is absent from school, a parent should call the office by 8:00 A.M. each day of the absence. If the office does not receive a call, we will contact the parent. This policy is for the protection of our students. A written note for the absence or tardiness must be submitted upon the student's return. **Students should be fever free for 24 hours before returning to school from a sick day.** When a student is absent for three or more days due to illness, a parent may call the school office before 9:30 AM to arrange for homework assignments, which can be picked up in the office at 3:00 PM. **For absences of fewer than three days, please check the teachers' websites for information.** Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken within one week of the original test date. **Teachers are not required to give make-up tests or assignments for absences due to vacations.** The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times.

Excessive absence or tardiness may be a cause for retention and/or refusal of acceptance into high school. An absence of twenty (20) days or more during the school year may be used as one factor in the determination to retain a student. Teachers will contact parents in order to schedule a conference to address repeated tardiness or absence of a student.

Students needing medical appointments during school hours require a written note from the parent. Parents are required to sign their child out. If the child returns to school during the same school day, he/she must be signed back into school in the office. Students who are away from school for an appointment for 3½ hours or more will be counted as absent for ½ a day.

### **Arrival and Dismissal Procedures**

To ensure student safety, strict procedures must be followed during morning arrival and afternoon dismissal. Teachers are not available to meet individual parents at these critical times.

- ❖ **Arrival:** Preschool students will use the side door entrance on Scott Street. Kindergarten through Grade 8 will enter the building using the front doors of the school. Parents are expected to pull up as far as possible on West 9<sup>th</sup> Street. Children exit on the driver side of the car (not the street side). Parents should depart immediately to ensure the efficient flow of traffic in this drop-off only area.
  - **If a parent chooses to exit their car to escort a child, they must park in the parking lot or on Scott Street.** Please proceed to the corner of 9<sup>th</sup> and Scott Streets to cross with the aid of a Crossing Guard.
  - **Parents dropping off in front of the school on 9th street MAY NOT exit their car. This location is for immediate drop off only.**
  - **Anyone crossing the street should use the crosswalk at the corner of 9<sup>th</sup> and Scott Streets. The front of the school is a drop-off area only. No parking is permitted in front of school or across the street in the bus stop.**
- ❖ **Dismissal:** Dismissal for Preschool students (2:50 PM) will be from the same doors used for morning drop-off on Scott Street. Dismissal for students in Kindergarten - 8<sup>th</sup> Grade is at 3 PM. Students in Kindergarten - Grade 2 will line up with their teacher in the Kindergarten courtyard and await the arrival of their parents. Parents will park in the lot and cross at the corner of 9<sup>th</sup> and Scott Streets to get their child. (An older sibling may pick up the child with written parental permission.) Students in Grades 3 - 8 will exit through the front doors. **Anyone crossing the street should cross at the corner of 9<sup>th</sup> and Scott Streets.**

We ask that all parents observe these procedures to ensure the safety of the children. For safety reasons, please refrain from entering the main lobby between 2:45PM and 3:10PM to ensure dismissal can occur in a timely manner. Early dismissals must be scheduled prior to 2:30PM (2:15PM for preschool). The last period of the day is academic time. Calling into classrooms for a student is disruptive to the entire learning environment and will be reserved for emergencies.

## **Attendance Policy**

Catholic schools comply with attendance requirements established by the State of Delaware and the Superintendent of Schools for the Diocese of Wilmington. Attendance of one hundred eighty days is a diocesan requirement for all students.



Students risk retention as a result of frequent absences and tardiness.

## **Communication**

St. Anthony of Padua School maintains a website – [sapgs.org](http://sapgs.org). The calendar on the St. Anthony of Padua website will be updated daily for parental convenience. Parents are asked to check the website calendar regularly.

We will be relying primarily on electronic communication via Bright Arrow email. The Principal's letter, **Tiger Talk**, will be emailed monthly during the school year. **Paw Print**, used to give reminders and important dates, will also be emailed throughout the school year. Official school-wide communications are sent using Bright Arrow. Follow our Facebook account "*St. Anthony of Padua Grade School Families, Alumni, & Friends*" for daily fun!

**Wednesday** of each week is designated for communication with parents. Communication envelopes containing any written correspondence are sent home on Wednesdays and should be returned the following day.

Every teacher has an individual website (or Google Classroom) that can be monitored daily for homework assignments. E-mail addresses are available for every teacher and staff member. Simply type the first initial and last name, followed by @stanthonynet.org

Parents may contact a teacher by email, by telephoning the main office, or through a written request. **Please expect a response within 24 hours.** Please do not rely on email to communicate changes to transportation. Teachers are teaching during school hours and are not required to check email until after dismissal. Parents are encouraged to meet with teachers. An appointment must be made in advance. Teachers are not available to meet with individual parents during teaching time, between the hours of 7:30AM and 3:30PM, unless an appointment has been scheduled in advance. Classroom coverage must be planned in advance.

After meeting with a teacher, the parent/guardian may follow up by contacting the principal.

## **Conduct and Discipline**

In accordance with our school mission statement, we follow a program of positive discipline that encourages the development of life skills. We want the students to be involved not only in their own education, but also in creating the kind of environment that will help them to thrive. This can be accomplished through mutual respect and by establishing a relationship where teachers empower students to take responsibility for their behavior.

The purpose of discipline in Catholic schools is to enable students to move from externally imposed discipline to self-discipline to discipleship. Cooperative effort by all faculty and staff is necessary for consistent and effective discipline. The joint collaboration between parents and school in the disciplinary process is necessary to realize the goals of Christian education. St. Anthony of Padua Grade School offers opportunities to help students grow in self-discipline and develop responsibility for their own behavior. Each grade develops classroom rules. On the first day of the school year, students meet in grade levels with the principal to review the behavior referral process. Written behavior referrals serve as communication to parents about misbehavior in the primary grades. Parents are asked to sign and return the referral as acknowledgement of the behavior concern. In the Intermediate and Middle School levels, these referrals serve as a first written warning for the student. The following series of steps will take place when an inappropriate behavior occurs:

1. Students will be given at least one verbal warning as a reminder to follow the rules.
2. If misbehavior continues after the verbal warning, a discipline referral notice will be sent home. Parent signature is required.
3. If this is a Level A referral, the behavior is minor. Therefore, the student will be given another chance to correct the behavior. If the child earns a Level B referral (more serious offenses), the parent will be notified and the student will serve an in-school detention during the recess/lunch period. 2 Level A referrals will warrant the same in-school detention.
4. Following 2 Level B referrals (having already served 2 detentions), the next offense will warrant a suspension at home. At this point, a meeting with the student and parents must occur prior to the student's return to school. This meeting will be an attempt to formulate a behavior plan for the child.

5. Expulsion is always a last resort and the decision to do so is made in consultation with the Pastor and/or Superintendent. If it is deemed that a student is a threat to themselves or others, a recommendation for withdrawal may occur.

Since each child is an individual and each situation unique, consequences may be adjusted to encourage positive behavior and to reflect the seriousness of the student's actions. *There are times when counseling may be recommended or mandated.* There are several instances when the above steps may be skipped and a suspension may be given immediately. Use/possession of drugs, possession of a weapon, hands-on behavior, threatening or fighting on school property, and cyberbullying are a few examples. Administrators may notify the local police in such instances. Students at all grade levels have reviewed the discipline referral form and are aware of the consequences. Our goal is to provide our students with the tools necessary to develop socially acceptable behaviors and be successful.

***The Principal reserves the right to amend this procedure.***

**\*\*A sample Discipline Notice/Referral is provided on the following page.**

**St. Anthony of Padua Grade School**  
 1715 W. 9<sup>th</sup> Street  
 Wilmington, DE 19805

**DISCIPLINE  
 NOTICE/REFERRAL**

Date \_\_\_\_\_

To the Parents of: \_\_\_\_\_  
 Homeroom Teacher: \_\_\_\_\_

**Notice to Parents**  
 Please discuss with your child the importance of following classroom and school rules. Your child should be aware that the rules are designed to create a positive learning environment for all students.

Your child chose not to follow a school or classroom rule during \_\_\_\_\_ class. He/She engaged in the following behavior(s):

<b>Level A offense:</b>	<b>Level B offense:</b>
Eating at inappropriate times.	Abusive/inappropriate language.
Uniform/dress code violation.	Fighting/physical aggression.
Failure to return signed discipline notice.	Defiance/disrespect/non-compliance.
Failure to turn in an assignment; to return homework, signed quiz, or test.	Harassment/bullying.
Electronic device not stored properly.	Cell phone/electronic device use.
Excessive talking/restless/inattentive.	Disruption of learning environment.
Gum chewing.	Dishonesty (forgery/plagiarism/self-cheating)
Inappropriate behavior at lunchtime.	Violation of the iPad/Technology Policy
Inappropriate behavior at liturgies, assemblies, school functions.	Destruction of school property
Other _____	Other _____

Teacher signature \_\_\_\_\_ Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Comments/Action Plan:

White- Parents      Pink- Principal      Yellow- Homeroom Teacher

## **Dress Code**

St. Anthony of Padua Grade School fosters a dress code that is designed to be modest, appropriate, professional, and to promote a learning environment. The principal reserves the right to make decisions regarding the uniform regulations. Parents may be called to bring in a proper uniform or change of clothing should the principal feel the attire is not in accordance with school policy or conservative in appearance.

### **October through May:**

- **PRESCHOOL – BOYS AND GIRLS**
  - Khaki colored dress pants recommended. Any khaki colored pants are acceptable.
  - RUSH Uniform Navy blue logo shirt (optional). Any navy blue shirt is acceptable.
  - Solid white sneakers, solid black sneakers, or solid tan boat shoes (ex. Sperry)
  
- **BOYS GRADES K-8 AND GIRLS 6-8**
  - RUSH Uniform Navy blue logo shirt (Must be purchased from Rush Uniform) - all shirts must have the banded bottom or be tucked in and worn with a belt.
  - Khaki uniform dress pants - may be purchased from Rush
  - Sperry-type boat shoes in either solid brown or solid black OR solid brown or solid black non-slip dress shoes will be required. No sneakers, slippers, UGG-type slipper shoes, or boots will be permitted. Shoes should have ties or may be Velcro for the younger students.
  - Optional RUSH Uniform sweater, cardigan, or sweater vest. Official orange and black gym sweatshirts are also permitted. **(No hoodies including St. Anthony's athletic hoodies or sweaters with zippers are permitted).**
  - Solid white, black, or navy blue ankle socks (must cover ankle bone)
  
- **GIRLS GRADE K - 5 ONLY**
  - In addition to the above, a khaki skort is an option

### **May through September/warm weather uniform option:**

- **PRESCHOOL – BOYS AND GIRLS**

- Khaki colored shorts
- BOYS AND GIRLS Kindergarten - Grade 8
  - Navy blue uniform shirt (RUSH Uniform) - all shirts must have the banded bottom or be tucked in and worn with a belt.
  - Khaki colored knee length uniform shorts
  - Sperry-type boat shoes in either solid brown or solid black OR solid brown or solid black non-slip dress shoes will be required. No sneakers, slippers, UGG-type slipper shoes, or boots will be permitted. Shoes should have ties or may be Velcro for the younger students.

### **Gym Uniform – All Year:**

- PRESCHOOL – GRADE 8
  - Official St. Anthony's orange and black gym uniform purchased at A Stitch in Time.
  - Must wear matching athletic shoes (two of the same shoe); any color.

**\*For safety reasons, please have long hair pulled back in a ponytail on gym days.**

### **Hair**

Hair must be kept neat, clean, and predominantly of a natural color. Subtle highlights or accents are allowed, but the overall appearance should remain natural. No facial hair is permitted. No lines, designs, or cuts are permitted. Hair decorations should be small and coordinate with the uniform.

### **Jewelry**

- Students may wear one or two small earrings in each ear; hoop earrings no bigger than a nickel may be worn.
- One small ring is permitted.
- Apple watches (or internet/photo capable watches) are not permitted in school.
- One watch may be worn on the wrist.
- Only one bracelet or band may be worn.
- One religious medal, cross, or crucifix, on a thin silver or gold chain may be worn.
- Fingernails should be kept neat, trimmed, and free of artificial nails.

(Only exception is 8th grade girls in May - Graduation month)

- Perfume/cologne, hats, or sunglasses are not permitted during the school day.

Students who repeatedly violate the uniform policy will be denied participation in the next dress down day and/or face disciplinary action.

**Regular uniforms are purchased from:**

**Rush Uniform**

101 West Harrison Street  
Wilmington Manor  
New Castle, De  
302-328-5444

**Gym Uniforms from:**

**A Stitch in Time**

101 West Harrison Street  
Wilmington Manor  
New Castle, De  
302-395-1306

**Dress Down Days**

Clothes worn on dress down days must be school appropriate. Sneakers or uniform shoes are the required shoes for a dress down day. Students are not permitted to wear clothing with political messages or offensive [language/ideas/images](#).

Dress down days are a privilege. Children who violate or challenge the dress down policy will notify a parent/guardian and ask for a change of clothing to be brought to school. Students may miss field trips/special events if not dressed appropriately.

## **Harassment or Bullying**

The Catholic Schools in the Diocese of Wilmington, in accordance with Title VII of the Civil Rights Act of 1964, will not tolerate acts of harassment of its employees or students. Harassment is unwelcome verbal or physical conduct directed at an individual because of age, race, color, national origin, sex, religion, or disability, which unreasonably disrupts or interferes with that individual's work or school activities, or which creates an intimidating, offensive, or hostile environment. This policy applies to all students, employees, and volunteers. This harassment may include verbal, written, e-mail, Internet, social media, and telephone means. Harassment or bullying via social media, both on and off school property, will result in consequences including, but not limited to, suspension. The school administrators reserve the right to notify authorities to intervene as necessary.

## **Sexual Harassment**

Sexual harassment is a type of harassment which refers to unwelcome conduct based on an individual's gender or which is of a sexual nature. This includes unwelcome sexual attention, sexual advance, and requests for sexual favors. It also includes unwelcome verbal, visual, or physical contact directed at an individual because of gender. This policy applies to all students, employees, and volunteers. This harassment may include verbal, written, e-mail, Internet, social media, and telephone means.

## **Curriculum**

### **ART**

Visual Arts is an opportunity for creative expression where students explore their creativity through a variety of hands-on activities, materials, techniques, art appreciation, history, and cross-curricular projects.

### **FOREIGN LANGUAGE**

World languages and cultures are taught in Preschool - grade 3 once per week and in grades 4 and 8 twice per week. Students are introduced to Spanish and Italian culture. The world language program is growing this year to expose students to multiple languages and customs.

### **INSTRUMENTAL MUSIC**

Grades 3 to 8 may pay to enroll in an independent instrumental music program. Lessons take place during the school day and after school.

### **TECHNOLOGY INTEGRATION**

Grades 6, 7, and 8 utilize Chromebooks 1:1 that are taken home to use on nights and weekends to complete projects, assessments, and assignments. These items are used across curriculum areas. Our Middle School curriculum fully integrates technology and is designed to make learning fun and interactive. Grade 5 utilizes Chromebooks under closer teacher supervision. These chromebooks remain in the classroom at night and on weekends unless the teacher decides students may take them home. Grades 1, 2, 3, and 4 utilize 1:1 iPads with close teacher supervision. These iPads remain in the classroom at night and on weekends. Preschool and Kindergarten students use iPads for centers and with teacher supervision.



**These items are school property and families will be responsible for damages caused to them while in students' possession.** Students' online use will be monitored through the use of Apple Classroom, Securely, and Bark, programs that will alert the teachers/school to inappropriate websites, posts, or searches on school iPads/Chromebooks.

## **KINDERGARTEN**

The full day curriculum includes Religion (stressing the love of God as Father), mathematics, and the Wonders Reading Program, which enables children to develop their penmanship and vocabulary skills, as well as developing proper speech. The children also have classes in art, music, physical education, computers, library, science and social studies. This class has a full-time assistant.

## **LANGUAGE ARTS**

Reading, English, Spelling, Vocabulary, Written Expression, Handwriting, and Appreciation of Literature

The English program concentrates on the mastery of spoken language as well as written language. The program provides direct instruction in writing through grade 5. Middle School has the same focus but utilizes technology in addition to the English textbook.

The Reading program provides skills instruction in decoding, vocabulary, comprehension, as well as life and study skills. Instructional activities before, during, and after reading help students integrate and apply their skills. The result is a comprehensive program that offers explicit strategies to teach students to comprehend our written language. A more intense focus on literature is presented at the Middle School level.

Spelling in grades 1 and 2 is a vital part of the phonics program. Grades 3 through 5 use a text designed to aid the student in developing and improving spelling skills. Vocabulary is taught across curriculum areas for children in Middle School. As part of Literature, they have vocabulary lessons designed to increase their knowledge of and proficiency in the English language.

Students in grades 1 through 5 are taught cursive writing using *A Reason for Writing* series. All assignments in grades 3 through 8 should be completed in cursive writing. Middle School students will use cursive writing on all

written assignments handed in to the teacher. However, the increased use of the iPads/Chromebooks, Google Classroom, and interactive technology will decrease the number of handwritten samples collected at the Middle School level.

### **DIGITAL LIBRARY/21<sup>st</sup> Century Classroom and Maker Space**

With the addition of our Digital Library, there is no longer a weekly scheduled library period. The Digital Library will have open periods that allow teachers to schedule a particular class for research or for individual students to do research work. Computers are available in the Digital Library for independent and small group research. The Digital Library Computer lab (established 2019) is available for whole-class instruction.

### **MATHEMATICS**

#### Mathematics skills, Pre-Algebra, and Algebra I

Mathematics is taught in self-contained classrooms for Preschool through grade 5. In order to allow teachers to meet students' individual needs in mathematics instruction, students in Middle School are placed into math groups. Pre-algebra and algebra are taught in 7<sup>th</sup> and 8<sup>th</sup> grade, offering two levels per grade, appropriate to the individual student's abilities. 7<sup>th</sup> grade students will receive the standard math curriculum or be challenged with Pre-Algebra. 8<sup>th</sup> grade students will receive the standard curriculum (Pre-Algebra) or be challenged with Algebra 1. Access to technology programs provide extra skills practice. Online reinforcement is utilized as well, primarily through IXL Learning. [Kindergarten through grade 5 use the Sadlier Math Series](#). Middle School uses Pearson Middle School Common Core Series.

### **MATH SPECIALIST**

A math specialist is available five days per week to allow homogeneous grouping in Math for Middle School. Accelerated math groups are taught pre-algebra and algebra in grades 7 and 8.

### **MUSIC**

Preschool - grade 8 attend weekly music classes, taught by a music specialist. Through sequential curriculum activities, they develop singing and listening skills. Students learn to interpret musical notation and study music history through various activities. Many different aspects of music are

addressed and taught throughout the year, including preparations for occasional performances. A school choir, the Antonians, is also available for students in grades 3 - 8.

## **PHYSICAL EDUCATION**

A physical education teacher provides a complete physical fitness-oriented curriculum. Curriculum is designed to meet the expectations of all ages, Preschool - 8<sup>th</sup> grade, with a combination of sports, dance, exercise, yoga, and other elements of physical fitness. Every grade participates in a weekly class.

## **PRESCHOOL**

A full day and half day program for three and four year old students is provided. Curriculum balances academics and social development. Students enjoy the benefits of the school setting including regular Liturgy attendance and after care options. The preschool language arts curriculum includes daily story time, exposure to the alphabet, and the building of vocabulary through literature and thematic units.

## **RELIGION**

Catholic doctrine and tradition, Bible study, social justice, preparation for the reception of the Sacraments of Reconciliation, Eucharist, and Confirmation

Liturgical services are held for the entire school community the first Friday of the month and/or on Holy Days of Obligation, class liturgies, and prayer services. Other devotions include the Stations of the Cross, Eucharistic Adoration, and the May Procession. Students have the opportunity to receive the Sacrament of Reconciliation.

The Religion program is designed to provide a holistic approach with graduated learning experiences from Preschool to grade 8. Children prepare and participate in liturgies. Children in grade 2 prepare for the Sacraments of Penance and Holy Eucharist. Students in grade 7 begin preparation for the Sacrament of Confirmation to be completed and received in grade 8.

Sacramental preparation includes the involvement of parents, students, teachers, clergy, and the parish community. Parents are required to be active partners in the preparation of their children for the Sacraments of

Reconciliation, Eucharist, and Confirmation. These Sacraments are only conferred on students baptized in the Roman Catholic tradition. It is expected that parents nurture the sacramental life of their children by attending Sunday Mass.

## **SCIENCE**

### **General Sciences and Laboratory Experiences**

Our Pearson Science program implements the Next Generation Science Standards. This Science program presents opportunities for learning the scientific method and process skills through experiments and hands-on activities. Science concepts are enriched through cross-curricular links and appropriate books related to science topics. Interest in various science areas is enhanced through computer software. These computer programs allow for the implementation of critical thinking skills and the application of the scientific method. A science lab is utilized by students from Preschool through grade 8.

## **SOCIAL STUDIES**

### **History, Geography, and Current Events**

The Social Studies curriculum provides the opportunity for each student to acquire knowledge and develop skills necessary for social, political, and economic participation in a diverse, interdependent, and changing world. As our program is implemented in preschool through grade 8, students build their understanding of the past, people of different communities and regions, our nation, and the world. Geography is integrated in all grades with a strong emphasis on map and globe skills. The Pearson/McGraw Hill Social Studies Series allows us to integrate technology into History, Geography, and current events.

## **SPECIAL EDUCATION**

The special education teacher works with pupils in Preschool through grade 8, with a focus on Kindergarten through grade 5. This enables the students to have more individual attention to help them learn, attain skills, and complete lessons. The special education teacher provides parallel instruction, teaching the same material as the homeroom teacher, but at a different pace and with varied assessments. Co-teaching and small group direct instructions are also utilized. A full time assistant was hired for the 2023-2024 school year to

help provide services in the area of special needs. A student must have a documented learning disability on file in order to be eligible for these services. No accommodations or curriculum modifications can occur without proper documentation of need.

## **TECHNOLOGY**

Weekly computer skills classes offer students the opportunity to enhance the language arts and math curriculum in Preschool through grade 3. Students in grades 4 through 8 begin to utilize technology across all curriculum areas with 1:1 iPads, Chromebooks, and the use of Google Apps.

To meet the needs of an ever-changing, ever-increasing technological world, guidance regarding Internet usage and responsibilities is presented and discussed. All classrooms are equipped with SMART technology. The Digital Library Computer Lab is available for all to use. The Digital Library provides a 21<sup>st</sup> Century learning environment that is used by all students.

## **Support Services**

### **Food and Nutrition**

We have partnered with Cafe Napoli for lunch delivery. Parents may choose to order hot lunch for their students or to pack a lunch. Please be aware that if you drop your child's lunch off during the school day, classrooms will not be interrupted at that time. All students missing a lunch should report to the main lobby at their designated lunch time to collect their lunch or call home. Designated lunch times for each grade are as follows:

- Preschool - 2nd grade: 11:30
- 3rd - 5th grade: 12:10
- 6th - 8th grade: 1:00

❖ **DoorDash Deliveries and fast food deliveries will not be accepted. This is a disruption to the learning environment and unfair to the other students in the classroom. If you wish to deliver DoorDash items, they must be in an unmarked container and delivered directly from parents. We will not accept any outside food deliveries as we have options for purchase on campus.**

❖ **Students with any kind of fast food will be required to eat in the main office.**

## **COUNSELOR**

A school counselor is available 4 days a week to work with students who are experiencing difficulties - emotional, educational, and/or behavioral. The counselor works closely with teachers, staff, parents, administrators, and outside professionals to maintain a healthy learning environment. The counselor makes planned classroom presentations on various topics using the Second Step Program. Social emotional learning is a top priority. The counselor meets with individual students and holds group sessions as needed. Services are available to all students and their parents when necessary. Our school counselor owns a certified therapy dog who will come to school on occasion to provide comfort and support to students.

## **EXTENDED CARE**

After school care is available from 3:00PM until 6:00PM. The cost for this service is \$15 for an individual student or \$20 for multiple students (in the same household) per day. Payment options are as follows (1) pay for services daily, (2) pay for services at the end of each week, or (3) pay for a certain number of aftercare days in advance. An additional charge of \$15 will be imposed when children have not been picked up by 6:00. This fee must be paid on the day it is incurred.

## **RELIGIOUS ACTIVITIES**

Activities include Mass leadership, Antonians (children's school choir), Christmas Pageant, May Procession, Via Crucis, Friday and Holy Day Masses, and liturgy planning. These activities broaden a student's realization and celebration of God's presence.

## **SPECIAL ACTIVITIES**

In addition to several sports and religious activities, other extra-curricular activities are offered to students. These activities include Antonians, Declamation, It's Academic, Geography Bee, Spelling Bee, Student Advisory Board/Enrichment Group, Yearbook, Girls on the Run, and various service projects.

## **TEACHING ASSISTANTS**

Assistants are assigned to aid teachers in Preschool through grade 2.

## **FIELD TRIPS**

- ❖ Field trips are designed to correlate with teaching units and to achieve curricular goals.
- ❖ All grades do not always have the same number of field trips.
- ❖ Field trips are permissible for all grades when advanced planning, location, and the experience ensure a successful learning opportunity.
- ❖ Students will be transported to field trips using a school bus unless parents are told otherwise.
- ❖ Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
- ❖ A written official permission slip, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission cannot be accepted meaning a telephone call will not be accepted in lieu of the proper field trip permission slip. .
  - Note: A fax does not take the place of an original signature.
- ❖ Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.
- ❖ Students who are participating in the field trip must ride the bus to and from the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for the day.
- ❖ All monies collected for the field trip are non-refundable.

## **Financial Obligations**

The tuition account is deemed to be delinquent if the tuition payment is past due thirty days. The parent must then contact the Parish Finance Manager to make payment arrangements. After sixty days, the tuition account will become seriously delinquent. If parents have failed to contact the Parish Finance Manager or default on the payment arrangement made, the child/children may be subject to removal from classes. Late payments will be subject to fees.

## **For the Sake of God's Children**

For the Sake of God's Children is a program in the Diocese of Wilmington focused on the continuous development of a safe environment in our communities. The program has three major components:

- Conducting Background Checks for Church Personnel
- Ethical and Behavioral Standards for Church Personnel
- Safe Environments

St. Anthony of Padua Grade School and parish adhere to this program. For more information please visit: <http://cdow.org/FSGC/index.html>

## **Confidentiality**

We require written parent/guardian permission before we will disclose any of your child's information to others. Our staff members who work with your child will only receive the necessary information regarding your child to ensure your child's needs are met. Preschool parents, please note that employees of the Office of Child Care Licensing and those with other duties related to the health, safety, and well-being of children, will be given access to your child's information for official use.

## **Questions and Complaints**

We understand how important your child is and know that questions and possibly concerns or complaints may arise. If you have a question, please speak with your child's teacher. If you have a concern or complaint, please speak to the child's teacher first, unless you do not feel comfortable doing so. If that is the case, please speak with the principal, Mrs. White. If your child's teacher does not handle your concern or complaint in a satisfactory manner, please contact Mrs. White. We want you to feel comfortable speaking with all of our staff members. Please know that your questions, concerns, and complaints are very important to us and will be addressed to the best of our ability. Mrs. White is almost always available. Please call the main office to reach her.

## **Gifts/Parties**

Students are not permitted to exchange individual gifts at school. Party invitations are to be sent to the homes of students via the U. S. Mail unless an invitation is being given to every student in the entire grade. No party information will be distributed at school. Church buddies may participate in a small gift exchange, with the teacher's permission and specific instruction. This often occurs around sacramental times.



## **Grading System**

The primary grades (Preschool - grade 2) and Specials subjects use the grading scale as follows:

	<b>Achievement Codes</b>
P	Demonstrates Proficiency
G	Very Good Progress
S	Satisfactory
I	Improvement Needed
N	Not Yet Demonstrating
NA	Not Applicable at This Time

Grades 3 through 8 use the grading scale as follows:

	<b>Subject Marking Codes</b>
A	93—100
B	85—92
C	77—84
D	70—76
F	0—69

### **Report Cards**

Report cards are important tools for communication. Report cards will be given three (3) times during the academic school year or every thirteen (13) weeks. Guardians may access report cards for grades 3 through 8 directly through the PowerSchool website.

### **Parent-Teacher Conferences**

Parent-teacher conferences are held each year. A parent-teacher conference at the middle of the first trimester is mandatory for all students. Conference schedules are prepared and issued by the homeroom teacher with parental input, in advance of the scheduled date. Parents may be invited to a conference at mid-term of the second and third trimester if necessary. Parents requiring additional conferences during the school year are encouraged to make arrangements with individual teachers.

### **Power School Online Grading System**

All parents (Grades 3 through 8) are given individual access codes to view

the daily progress of their children. Homework is also available online on the individual teacher websites.

### **Promotion Policy and Retention Policy**

Promotion depends on successful completion of all subject areas based on a student's daily performance, test results, and recommendations of teachers. When a student is in danger of failing, an improvement plan may be developed that addresses areas of concern. Teachers may recommend the repetition of a grade, tutoring, or summer school classes as a requirement for promotion. A summer school course (20 hours) must be completed with a passing grade for each subject area of concern or the child will not qualify for promotion. A student may be placed on probationary promotion which requires that the student meet conditions for promotion recommended by the Principal, Counselor, and current teacher. Students who fail one or more subjects may be placed on academic probation during the school year. This will restrict participation in school and athletic activities.

### **Developmental and Educational Goals For Preschool**

Our staff members follow lesson plans for preschool-age children that are posted in each classroom for your convenience. Each plan has activities listed to support your child developmentally or educationally in the areas of physical, social-emotional, language/literacy, and cognitive development. Lesson plans are created to be age appropriate and children in our preschool program will participate in special weekly activities that include music, gym, Spanish, and art. In addition to the lesson plan, each classroom will follow a daily schedule that is posted in each classroom.

### **Assessments and Concerns for Preschool**

Within the three months of beginning care, preschool-age children will receive a report card related to age-appropriate developmental and educational goals. Throughout the year, teachers will record developmental milestones, accomplishments, and concerns. If we have concerns or your child is not meeting his or her developmental potential, we may refer you to request additional support from Child Development Watch or the Division of Prevention and Behavioral Services. At any time, please speak with your child's teacher, if you have questions about these assessments or want information about your child's accomplishments or needs.

## **Health/ Medications**

St. Anthony of Padua Grade School employs a full time nurse who will be responsible for medical treatment of all students. She may be reached directly by dialing (302) 421-3745. Health care forms and information are also included on the website [www.sapgs.org](http://www.sapgs.org) on the Nurse's page and under *Forms*. Emergency forms are completed at the beginning of the year, and MUST be returned immediately for the safety of your child. The form contains pertinent information, including instructions for contacting parents/guardians in emergencies. Please contact the office if any information changes.

Diocesan policy states that children are not allowed to bring any form of medicine to school to administer to themselves. This includes aspirin, throat lozenges or any type of over-the-counter medication. Non-prescription medications can be administered only if the proper school form is submitted, giving the parent/guardian's consent.

### **Prescription medications at school**

Any prescription medication administered by personnel of St. Anthony of Padua Grade School must be accompanied by written permission from both the child's parent/guardian and a licensed healthcare provider. The medication must be in a clearly labeled prescription bottle with specific instructions (Pharmacies will provide bottles for school use) and delivered to the school nurse personally by the parent/guardian. Over the counter medications may be administered by the school nurse when in the original container and accompanied by a parent note. For their safety, no student may carry any type of medication at any time.

### **Food Allergy Policy**

St. Anthony of Padua Grade School recognizes that life threatening food allergies are an important condition affecting many school children. In order to minimize the incidence of life threatening allergic reactions, St. Anthony of Padua Grade School will maintain a system-wide procedure for addressing life threatening allergic reactions and maintain an Emergency Action Plan for any student(s) whose parent/guardian, and physicians have informed the school in writing that the student(s) has a potentially life threatening allergy.

## **Physicals**

All new students entering St. Anthony of Padua Grade School (Preschool through 8<sup>th</sup> Grade) are required by the Diocese of Wilmington to have a physical examination performed by a licensed practicing physician prior to entering school. A physical examination form is given to all new incoming students to be completed by the current health care provider and returned by the first day of school to the Health office. Parents must make arrangements for physicals before school opens. Children entering a Delaware school must be up to date on all immunizations as required by law. Students not in compliance after a 14-day period from the first date of attendance shall be excluded from school until requirements are fulfilled. Please contact the school nurse for health care forms and additional information.

## **Accidents, Injuries, and Serious Incidents**

- If your child becomes injured, is bitten, or involved in a physical altercation with another child, emergency action will be taken to protect your child from further harm and you will be notified.
- If your child receives a serious injury, you will be notified immediately. A serious injury includes any impact to a child's head. Therefore, if your child falls and bumps his/her head, lips, mouth, or face, you will be notified immediately.
- Parents of preschool students will be notified of less serious accidents/injuries before your child is released at the end of the day. Less serious injuries include bumps, scrapes, and scratches.
- If your child has a life-threatening injury or illness or a serious medical incident such as a seizure, allergic reaction, burn, drowning, etc., you will be notified immediately after an ambulance is contacted and you will receive an incident report.
- You will be required to sign the report as proof that you were notified of the accident/injury/serious incident.

## **Emergency Health Policy**

In the event of a medical emergency involving your child:

- An ambulance will be notified in the event of a life threatening accident, injury, or illness.
- You will be notified immediately by phone if your child becomes seriously ill or injured while in our care.
- If you are unable to be reached, your child's emergency contact listed on the information card will be notified.

### **Communicable/Contagious Disease or Condition Policy**

Children with a reportable communicable disease will not be admitted for care, unless your child's doctor provides documentation stating your child has been evaluated and presents no risk to himself/herself or others or the Division of Public Health (DPH) has advised the school nurse that your child presents no risk to others. For information regarding reportable communicable disease, please view DPH's website, <http://www.dhss.delaware.gov/dhss/dph/dpc/rptdisease.html>. If your child's doctor states your child may return but DPH states that your child may not, our staff will follow DPH's instructions. If your child is exposed to a communicable/contagious disease or condition while in our care, you will be notified and given information on the symptoms of the disease or condition.

### **Reminder from the School Nurse-- When to keep your child home from school:**

- ❖ Temperature over 100 degrees in the last 12-24 hours. If you suspect that they may be sick, please check their temperature with a thermometer before sending them to school. If they have a fever, it is not appropriate to send them to school, even if you give them Acetaminophen or Ibuprofen, and their fever breaks. They will still be contagious to other children and will also not be feeling well enough to learn. State policy requires students to have a temperature within normal range (97.6 to 99.6 orally; axillary temperatures will run one degree lower than oral) for 24 hours without an antipyretic (i.e. Acetaminophen, Ibuprofen).
- ❖ Vomiting or diarrhea in the last 12-24 hours
- ❖ An unexplained rash
- ❖ Red or crusty eyelids or drainage from eyes
- ❖ Headache, cough, sore throat, or congestion severe enough to interfere with attention to school work
- ❖ Flare ups of asthma that would make it difficult to work in school

### **Home and School Association**

The mission of the St. Anthony of Padua Home & School Association is to provide our children educational excellence by creating and maintaining an environment which allows our children to grow mentally, spiritually, emotionally, physically, and individually through a partnership of parents, faculty, and parish.

The organization aims to raise and disburse funds to support the school, in order that tuition costs may be maintained at a reasonable level. The Home and School

Association is an excellent fund-raising organization. The profits of these activities have been used to purchase educational material for the school and to assist in the physical improvements made to the building (ex. air conditioning, technology, and security).

The dates for all Home and School functions are included on the school's website calendar. Parents are encouraged to attend the meetings to meet new friends and become acquainted with members of the school community.

## **Homework**

The faculty supports the concept of meaningful homework assignments for students. Teachers assign homework to reinforce skills taught in class and to foster habits of independent study. Homework includes studying, as well as written assignments, and is designed to help students take responsibility for their learning. Assignments are given in class, as well as being posted on the teacher websites. If any problem or question arises, refer to the subject area teacher. Children in grades 1 through 8 are issued an assignment book to record daily assignments. Homework is also posted in the classrooms and on the teacher websites. Although teachers will post homework in the classrooms, as well as on their individual websites, it is the responsibility of the student to record and turn in assignments in a timely manner. **Lateness with assignments will be reflected in a student's effort grade.** PowerSchool, Google Classroom, and teacher websites are tools to help achieve success but are not substitutes for a student's responsibilities.

Homework can be expected regularly in all grade levels, **Kindergarten - Grade 8.** As a baseline, we recommend a standard of ten minutes per grade level with respect to nightly homework. For example, a student in 3<sup>rd</sup> Grade can expect 30 minutes of homework per night, whereas an 8<sup>th</sup> Grade student may have approximately 80 minutes of homework per night. These amounts may vary.

## **Italian Festival**

All families of Preschool through 8<sup>th</sup> Grade students are required to be involved with St. Anthony's Italian Festival. The proceeds from the festival help with the operating costs of the school. This is a wonderful opportunity to strengthen our community and have fun working together.

## **Lost and Found**

Any items found in the school building or on the school grounds will be placed in

the lost and found basket. Unclaimed items will be donated to charity at the end of each trimester. **Labeling all personal items will reduce loss.**

## **Preschool Licensing Regulations**

Our preschool is licensed by the state of Delaware's Office of Child Care Licensing. In order to be licensed, a licensing specialist conducts an annual unannounced compliance review to verify that we are following the DELACARE: Regulations for Early Care and Education and School-Age Centers. A licensing specialist will also visit the center if the Office of Child Care Licensing receives a complaint. If you would like to review these regulations or our compliance reviews, please speak with Mrs. Miller.

## **Registration**

Registration for Preschool and Kindergarten (full day program) is held during the month of February in the grade school office. To be eligible for Kindergarten, children must be five (5) years old by August 31<sup>st</sup>. A readiness test may be given to the children who have registered for Kindergarten and Child-find testing will be done by the state.

Students seeking entrance into First Grade must have completed Kindergarten satisfactorily.

Parents registering their children for Preschool, Kindergarten and First Grade must submit:

- ❖ A completed registration form (last 4 digits of Social Security Number are required)
- ❖ A birth certificate and baptismal certificate (unless baptized in St. Anthony Church)
- ❖ A record of immunization dates
- ❖ A parish envelope number, if parishioner of St. Anthony's
- ❖ A registration fee (\$75 per family)

Parents registering children for grades 2 through 7, in addition to the five items listed above, must present the latest report card, standardized test results, and certificates of any Sacraments already received.

Students coming from another Catholic school must present a form completed by the sending school stating that the child is financially and academically in good

standing.

Students already attending St. Anthony's Grade School in grades K through 7 can re-register during February. Financial obligations must be current to re-register.

Copies of all schedules are available on the website ([sapgs.org](http://sapgs.org)) or upon request through the main office.

## **Right to Amend**

St. Anthony of Padua Grade School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via email.

## **Schedule**

Preschool to grade 5 are taught in self-contained classrooms. Students in Middle School follow a departmental schedule. School begins promptly at 7:50AM with dismissal at 3PM for grades K through 8. Each class has a schedule posted in their classroom.

At St. Anthony of Padua Grade School, we work in partnership with parents to enable each child to develop as an independent learner. Children should enter the school building on their own.

The school doors will open for students at 7:30AM. There will be no supervision for students at the main entrance prior to 7:30AM. Please do not leave a child unattended prior to 7:30AM when the front doors open. This is considered a safety issue and may be reported. Students report immediately to their homeroom, beginning at 7:30AM. Morning prayer and announcements begin at 7:50AM. Students will be marked tardy after 7:50AM. Afternoon prayer and announcements take place at 2:55PM each day. Dismissal is at 3:00PM. Early dismissal is at 12:00PM

The monthly calendar is posted on the St. Anthony of Padua Grade School website and updated on an ongoing basis. Please check the calendar for early dismissal days.

Excessive tardiness may have a direct impact on a student's academic evaluation and promotion to the next grade. Repeated tardiness is addressed in the discipline policy.



## School Hours

- ❖ The school office is open on all school days from **7:30AM– 3:30PM**
- ❖ Preschool hours: 7:30AM –2:50PM.
- ❖ Grades Kindergarten through 8th: 7:50AM– 3:00PM.

St. Anthony of Padua Grade School begins each day with prayer and morning announcements at 7:50AM. Students not in their homeroom at 7:50AM are considered tardy. Please have your child arrive at school on time. Entering the classroom once the school day has started is disruptive to the teaching environment and creates stress for the child who is arriving late. Please note that if your child arrives after the school day begins and classes have started they may be required to remain in the lobby until the bell rings and the next class begins.

## School Visitors/Appointments with Teachers

For the safety of all students and staff members, school visitors are not permitted. **For safety and security reasons, any non-employee is required to sign in at the office, leave a valid photo ID, and get a visitor badge if he/she plans to go past the main lobby for any reason.**

## Sanitation

All teachers are trained in proper hygiene practices, which include hand-washing procedures, standard precautions, cleaning, sanitizing, disinfecting, and safe-food handling. Each classroom is thoroughly cleaned and disinfected according to regulations. To prevent the spread of infections and viruses, equipment and toys used by preschool and aftercare are to be cleaned and disinfected daily. The non-porous toys and play equipment in the other classrooms are cleaned with soap and water and then disinfected weekly or more frequently if needed.

## Safety

Safety is very important to our school. Our staff members are thoroughly screened, highly trained, and have successfully completed a comprehensive criminal background check. Our building has a safety plan in place to ensure unauthorized people do not have access to your children. Our classrooms are set up to be kid friendly and hazard free.

## **Snacks**

Teachers will allow students to have a mid-morning snack. Acceptable snacks are *healthy foods* such as bite-sized crackers, cut up fruit or vegetables (please provide utensils), pretzels, or granola bars. Snack should be a finger-food which can be eaten quickly and with no mess so as not to disturb the flow of the school day. Cookies, candy, chips, or spoon snacks are discouraged. Snack does not take the place of a healthy breakfast.

## **Physical Activity**

Students are given multiple opportunities for physical activity each day. Weather permitting, each day all students will be taken outdoors for recess to play, exercise, and to run around. In addition, each class has a weekly 50 minute gym class. Please ensure your child has outdoor clothing that is appropriate for the weather.

## **Screen Time for Preschool**

Preschool students with written parent/guardian permission use SmartBoards in their classrooms to view and interact with educational programs. The program will be age-appropriate and limited to one hour or less. We do not permit gaming devices, tablets, smart phones, etc. to be used and are not responsible if they are lost or stolen.

## **Photographs and Videos**

We take photographs regularly and all of our special events are recorded. These pictures may be posted in the center or displayed on our website or Facebook page. We require written parent/guardian permission to post photographs or videos of your child.

## **Benchmark Testing**

In 2017, we began assessing students in Grades Kindergarten through 8 using Renaissance STAR Testing. Students will be tested four times throughout the school year (September, December, March, and May). Students will be assessed in the areas of Math and Reading. Renaissance STAR Testing is benchmark testing that will provide teachers with immediate feedback and allow them to provide individual learning plans for each student, based on their developmental needs. This testing format provides opportunities for individual growth throughout the school year, rather than the once-a-year standardized test that was used before. All schools in the Diocese of Wilmington use this test, and it is used nationwide. It provides the school with a wealth of information in a timely manner. As additional

tests through the College Board become readily available, students may be introduced to news forms of testing. Parents will be informed about these changes.

## **Student Records**

St. Anthony of Padua Grade School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. Records of students transferring to other schools will only be sent through the U.S. Mail. No records will be given to parents to transport to the new school.

## **Student Information**

You must inform the school regarding basic information on your child - name, address, and other personal information. If you change your address or telephone number, you must notify the office immediately for the safety of your child. A parent (or designated family member) must be available to take a phone call during the school day.

## **Telephone Use/Electronic Devices**

- ❖ Students may keep cell phones turned off and in their book bags.
- ❖ Students may not carry cell phones or other electronic devices on their person while in school.
- ❖ All devices (Preschool - grade 5) must be turned off at the beginning of the day, kept in the student's backpack, and remain off until the student leaves the building.
- ❖ Students can use the phone to call home in the main office, nurse's office, or counselor's office.
- ❖ We are not responsible for lost or damaged cell phones or electronic devices. It is recommended that they are left at home for safekeeping.
- ❖ AirPods or other Bluetooth enabled headphones are not permitted in school.
- ❖ Apple watches are not permitted in school.

## **Transfers**

Students moving out of the parish or transferring to another school are required to return iPads/Chromebooks, chargers, all books, and school material to the appropriate teachers. Parents must sign a release form so that we may send health records and transcripts to the new school.

## **Tuition Policy**

FACTS Tuition Management Company is the tuition agency for St. Anthony of

Padua Grade School. There are three payment plans for tuition payment:

- ❖ **Plan A:** Pay tuition in full by July 5th by check, cash, or money order to the School or Business Office. Deduct \$100 from the total cost of tuition. A late payment will incur a \$100 late fee.
- ❖ **Plan B:** Pay tuition in two payments. The first is due July 5th, by check, cash, or money order, to the School or Business Office. The second is due November 5th, by check, cash, or money order, to the School tuition Office. Deduct \$50 from the total cost of tuition if you choose Plan B. If the July 5th payment is late, a \$25 late fee is assessed. If the November 5<sup>th</sup> payment is late, another \$25 late fee will be assessed.
- ❖ **Plan C:** Pay tuition in eleven monthly payments via automatic debit. You can choose to have your account debited on the 5<sup>th</sup>, the 20<sup>th</sup>, or the 5<sup>th</sup> and 20<sup>th</sup> of the month. If funds are not sufficient at the time of debit, a \$30 NSF (non-sufficient fund) fee will be automatically assessed from FACTS.

The tuition account is deemed to be delinquent if the tuition payment is past due thirty days. The parent must then contact the Parish Financial Manager to make payment arrangements. After sixty days, your tuition account will become seriously delinquent. If parents have failed to contact the Parish Financial Manager or default on the payment arrangement made, the child/children would be subject to removal from classes. Late payments will be subject to fees.

#### ❖ **EDUCATION FOUNDATION**

Parishioners in good standing who need tuition assistance can request applications and submit them between January 15<sup>th</sup> and March 30<sup>th</sup>. All forms are necessary for your application to be considered. Application may also be made to the Diocesan Foundation, Sharing the Vision.

#### ❖ **SHARING THE VISION**

Financial assistance is available from this Diocesan program. Please contact the school office for more information.

### **Weather Emergencies**

If it should be necessary to close the school because of weather conditions, a message **will be posted on our school website, Facebook page, and** sent to the home phone or cell phone that was submitted to the Bright Arrow system. **We will**

post on Facebook first and then to emails and phone numbers you have provided. Please be sure to accept emails from Bright Arrow and notify the office of any changes. The diocese also provides this information on their website [www.cdow.org](http://www.cdow.org).

### **Youth Activities Council (YAC)**

The Youth Activities Council is composed of parents and coaches who organize and supervise the sports program and scouting programs for students in the school and parish. Meetings are held monthly and all parents are encouraged to attend. Please visit the school website for more information at [www.stanthonyyac.com](http://www.stanthonyyac.com)

### **Mandated Reporters of Child Abuse and Neglect**

We are required by law to report suspected child abuse and neglect to the Division of Family Services in the Department of Services for children, youth, and their families. Our first priority is to make sure your child is safe and his or her needs are met. Our staff members have each been trained to recognize signs and symptoms of child abuse and neglect.

Signature page to return to school

## *Student/Parent Signature Page*

We have read the St. Anthony of Padua Grade School Family Handbook in its entirety and agree to follow the school policies and procedures as stated. Information in **green text** indicates a new change for the upcoming school year.

Please Print:

STUDENT NAME \_\_\_\_\_

GRADE \_\_\_\_\_

\_\_\_\_\_  
Parent signature

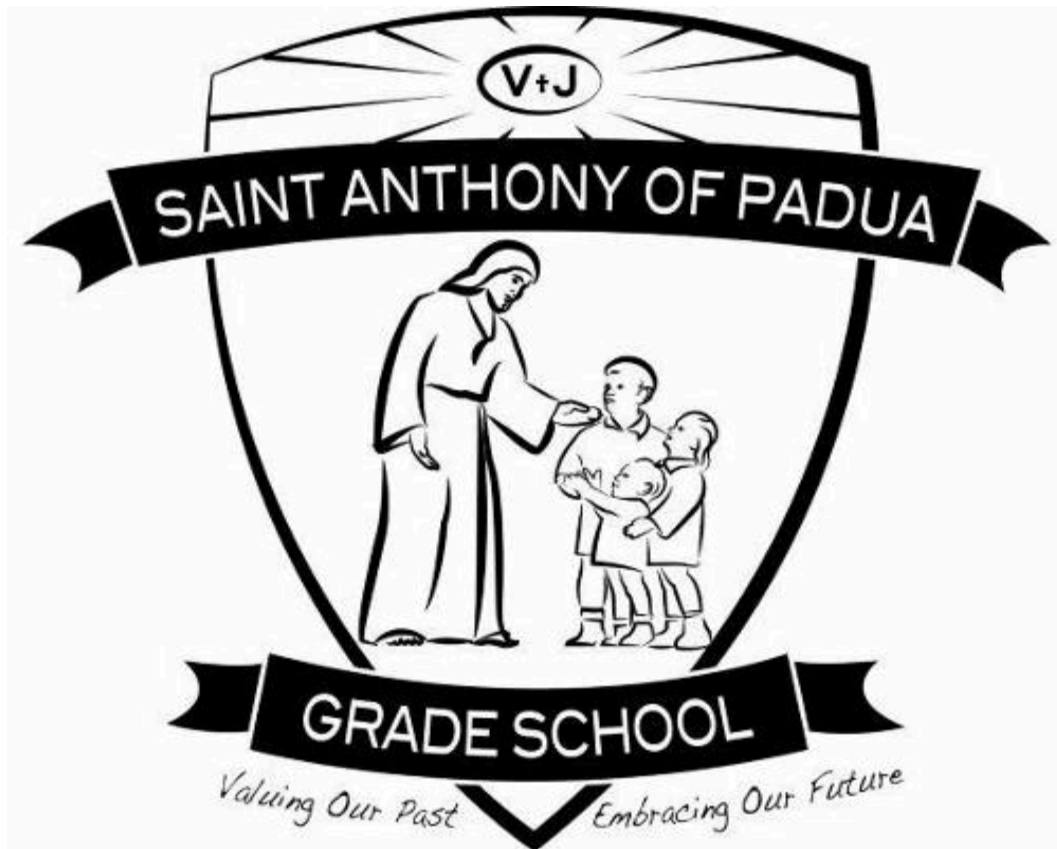
\_\_\_\_\_  
Date

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Student signature

\_\_\_\_\_  
Date

**PLEASE FILL OUT ONE FORM FOR EACH STUDENT, PRINT, AND  
RETURN TO THE HOMEROOM TEACHER.**

To view the full handbook,  
please visit [sapgs.org](http://sapgs.org)



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