



ST. ANTHONY  
—DE PADUA—  
CATHOLIC SCHOOL

*St Anthony  
de Padua  
Catholic School  
develops  
life-long learners  
who live their  
faith through  
stewardship and  
are committed to  
Catholic virtues  
and academic  
excellence.*

2310 E. Jefferson Blvd.  
South Bend, IN 46615  
school.stasb.org  
574.233.7169

December 11, 2018

Dear St. Anthony Families,

As part of our commitment to excellence, we continually examine our practices and procedures. This includes reviewing and advancing the safety within our building. I am writing today to share an important change to our morning arrival procedure. This is necessary to ensure a secure building and to limit distractions to the faculty and staff as the day begins.

Effective 1/7/19:

- Visitors, including parents, will no longer be walking children to their classrooms in the morning.
- Preschool parents will be admitted to escort preschool children, but should refrain from visiting other classrooms.
- We will be closing the “upper” door entrance. This will be an “emergency only” exit.
- Should a parent need to visit the school in the morning, he/she will need to let the faculty member standing at the lower entrance know so the office can be notified.

Parents are more than welcome to walk students to the school building and say goodbye outside. We will have a designated “kiss and go” area outside for parents and children to say goodbye for the day. Our goal is to limit the number of ‘non-students’ in the building. This allows faculty and staff to immediately know and respond to someone who is unknown or uninvited in the building. Limiting building access to students and only having one entrance ensures no unknown persons slip by us.

As you may know, our school board has a sub-committee dedicated to reviewing and improving the security of our campus. After reviewing practices at other schools, consultation with law enforcement, and in consultation with the administration, these protocols were developed and agreed upon. Other initiatives of our safety committee include upgrading the locks on the classroom doors and working to improve our communication systems on campus.

As a reminder, students may be dropped off beginning at 7:40 each morning. Students may exit the cars at any point alongside the orange cones to walk in the safe walking area. Additionally, cars may exit the line to the left to make their way to Ironwood once children are out of the car. Please check out this [link for a map](#).

Please consider joining us for a “Coffee Talk”. Our administrative team will be available Wednesday, December 19th from 7:15 AM - 8:00 AM in the gym lobby and Thursday from 11:00 AM - 12:30 PM in the library. This time is reserved for us to meet and chat with you. We can discuss your feedback and ideas, or we can just spend some time getting to know one another. Please reach out to me with any questions.

- Mrs. Karen Bogol, Principal