



St. Anthony Catholic School

2536 Hoffmeyer Road

Florence, SC 29501

843-662-1910

www.saintanthonycatholic.com

**Parent/Student Handbook
2018-2019**

THIS BOOK BELONGS TO

Name _____

Address _____

City _____ **Zip Code** _____

Telephone _____

Homeroom Teacher _____ **Grade** _____

Welcome to St. Anthony Catholic School!

The purpose of this handbook is to inform you of the policies, procedures and rules that help ensure our school is a safe and positive learning environment for all.

It is very important to read and share this information with your child. It is our sincere hope that this book will serve as a practical guide to you and thus strengthen the bond between home and school.

ADMINISTRATIVE AUTHORITY

Pastor: Rev. Robert Morey

Principal: Mr. Tracy Hamner

Administrative/School Support Staff

Deacon: Rev. Mr. Bruce Fortnam

Deacon: Rev. Mr. Reginald Armstrong

Deacon: Rev. Mr. Michael Woodall

Custodian: Rickett Gregg

Bookkeeper: Ann O'Donnell

Extended Care: Darlene Neel

Cafeteria Manager: Teresa Goffio

Custodian: Jean Griebel

Instructional Staff

3K: Talitha Seeber

4K: Annamaria Shockey

5K: Margie Sestito

1st: Natalie Knight

2nd: Carol Cibock

3rd: Ann McLeod

4th: Meghan Terry

5th/Science: Lee Pasley

6th/Math: Tammie Richey

7th/Soc Stu: Patti Odom

8th/English: Cris Lekovich

Student Success: Darlene Stowe

Spanish/Band: John Cipollina

Library: Kathleen Mazick

Music/Chorus: Susan Gerth

PE: Davis Guerriero

Technology: Alisa Muir

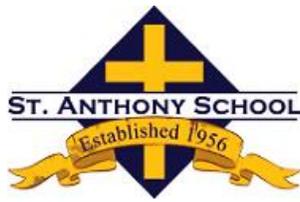


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Mission

St. Anthony Catholic School is committed to educating the whole child, by providing a learning environment that promotes academic excellence, spiritual growth, and moral development – building a solid foundation for today's youth to succeed in tomorrow's world.

- † Faith
- † Family
- † Knowledge
- † Service



Goals

- *To develop an awareness of God's love within the child and an understanding of his role within the church through daily prayer, religious instruction, and worship through liturgies and Para liturgies with individual classes and the total school community.*
- *To provide stimulating academic opportunities through the development of the course of studies made available by the Diocese and State Department of Education, so that the child's placement in our highly technical society will be one made with confidence and ease.*
- *To provide opportunities for the student to work with his/her teachers and peers for the development of meaningful personal relationships, human communication, Christian witness and service, and leadership through classroom activities and extracurricular activities.*
- *To assist the child in accepting maturely and confidently the challenges of today's world and changes for the future.*
- *To enhance the child's appreciation for cultural events through field trips and "hands-on" activities, when appropriate.*
- *To assist the child in understanding his/her worldwide Christian and social responsibilities and to encourage them to fulfill their obligations.*

ACCREDITATION

All of South Carolina's 31 Diocesan Catholic schools have received a national accreditation for their commitment to continuous improvement. The Diocese of Charleston, which covers the entire state, received district accreditation from AdvancED. The process involved three components: meeting high quality standards; implementing a continuous process of improvement; and engaging in quality assurance through internal and external review. The Diocese's accreditation is for a five-year term with regular monitoring of its progress and reporting. Officials with the Diocese called the accreditation a "nationally recognized mark of quality."

CURRICULUM

Religion

The students at St. Anthony School receive direct Catholic religious instruction daily using materials approved by the United States Conference of Catholic Bishops with a focus on scripture, prayer, and faith community experiences. Both faculty and students are expected to model Christian behavior, embrace Christ's message of infinite love to all, and rejoice in the privilege of the Mass. Students lead weekly liturgies and participate in prayer services, religious presentations, and service projects. Sacraments of First Reconciliation, First Communion and Confirmation are celebrated within the home parishes.

Academics

Instructional strategies are developed by St. Anthony teachers to address the curriculum set by the Diocese of Charleston and the Curriculum Standards of the South Carolina Department of Education. Additionally, teachers incorporate work that reflects higher order thinking and reasoning skills to challenge the mind, inspire the heart, and nurture the soul.

Homework

Homework is given to reinforce learning that has taken place and to foster independent study habits. Teachers establish homework expectations and communicate them to the students and parents at the beginning of the year. Parents at all grade levels are asked to check on assignments as well as the quality of work that is completed by students each evening. Parents are asked to help their child accept this responsibility.

A suggested time period for homework is:

Grade 1	30 minutes per night
Grades 2-4	40 minutes per night
Grades 5-8	60 minutes per night

Service

One of our responsibilities as a Catholic school is to assist our children in understanding the importance of helping others. Throughout the school year we will have various service projects and charity fund raisers the students will support.

EXTRA-CURRICULAR ACTIVITIES

Participation in these programs is by selection and/or election. Students must remain in good academic standing to participate. Eligibility will be reinstated if standards are met in subsequent weeks. In addition, each student participating in extra-curricular activities must have a current (within one year), valid medical clearance on file with the school. The day after an away game, regular and prompt school attendance is required. Good sportsmanship is a trademark of Catholic schools and should be observed at all times. The group sponsor/coach and the principal will make decisions for selection and dismissal of students.

Academic Competitions

These may include, but are not limited to: Math Meet; Spelling Bee (grades 3-8); Literary Meet – One act play, Extemporaneous Speaking, Storytelling, Debate, Oral Interpretation, and Essay (grades 2-8); Science Fair (grades 6-8); Middle School Choral Clinic; Middle School Academic Quiz Bowl; Middle School Mock Trial; Battle of the Books; We the People; and Lt. Governor’s Writing.

Athletic Activities

These may include, but are not limited to: Volleyball, Soccer, Basketball, Tennis, Golf and Track teams.

Field Trips

Field trips are planned only as an extension of the educational program. They are carefully planned with learning objectives and follow-up activities. Prior notification of the details of all field trips will be sent home with a permission slip, which must be signed and returned for each trip. Failure to meet academic and/or behavioral requirements may result in loss of field trip privileges. Any child who has been suspended may not participate in a field trip. Parents need to keep students at home if they will not be participating in the class field trip. If parents are asked to drive on a field trip, they must fill out a “Driver Information Sheet” and have it on file in the school office. They must take the route given by the teacher and may not detour (going for a drink, ice cream, gas, etc.) either to or from the scheduled event. No younger siblings are allowed on Field Trips, because as a chaperone, the parent is responsible for the students put in their care and might be distracted if caring for an infant or toddler. All volunteer drivers must have completed the Safe Haven training and be screened.

EVALUATION

Grading Scale (1-8)

A+= 98-100	B+= 89-91	C+= 80-82	D= 70-73
A = 95-97	B = 86-88	C = 77-79	F= <70
A-= 92-94	B-= 83-85	C-= 74-76	

Progress Reports/Report Cards

Report cards for Gr. K - 8 are sent home at the end of each quarter. 3K and 4K progress reports are issued in January and May.

Weekly progress reports along with grades from the previous week will be sent home in a folder. Parents are to go over the report and papers with their child, initial each paper, and sign and return the report folder the next day. Tests in grades 5th-8th are kept by the teacher but may be viewed at any time by parents. All tests are reviewed with students.

Grade Changes

If a parent wishes to request that a grade be reviewed for change, the request must be put in writing and given to the teacher within five days of receiving the grade.

Promotion/Retention

A student is promoted if he/she has successfully completed grade level requirements. Religion, Math, Language Arts, Reading, Science, Social Studies, and Spanish constitute major (core) subjects. Students may be retained if any of the following conditions exist:

- For Grades K - 5 failure in Reading, Math, or two or more major (core) subjects
- For Grades 6 - 8, failure in 2 or more major (core) subjects
- The student is socially, emotionally or physically immature

Diocesan Policy #5040: A student is promoted if he/she has successfully completed the requirements of the grade. Students may be retained if either or both of the following conditions exist: the student has not adequately completed the grade work or the student is socially, emotionally or physically immature.

Diocesan Policy #5041: When a student's report card and daily papers consistently show failing marks, regular conferences with parents should begin. No later than April 1, the Principal and teacher should discuss the student and should confer again with parents about the proposed retention. The Principal makes the final decision regarding retention.

Standardized Tests

MAPS testing will be given to all students in Grades 3-8 each Fall and Spring. Results of the testing will be discussed with parents/guardians at a parent/teacher conference in person or via phone. Grade 8 students also take the Preliminary Scholastic Aptitude Test (PSAT) in October.

ADMISSION

St. Anthony Catholic School welcomes all who are interested in a Christian education, regardless of gender, race, creed, or national and/or ethnic origin.

In accordance with South Carolina Law, students must meet the September 1st birth date cut-off in order to be enrolled in these grade levels:

- 3K children must be 3 years old and toilet trained*
- 4K children must be 4 years old and toilet trained*
- Kindergarten children must be 5 years old
- First grade children must be 6 years old

*Toilet-trained means the student is able to meet all of their bathroom needs on their own. In case of an accident, the parents will be called to come to the school to change the child.

****Some exceptions may be made to the age cut off date for 3K and 4K students only.

Requirements for Entrance

Parents of a new student must provide the following:

- A birth certificate
- A South Carolina Certificate of Immunization with all recommended shots and vaccines up-to-date
- A Certificate of Baptism (if Catholic)
- Reports and records from previously attended school
- Payment of a nonrefundable registration fee
- A physical examination by a physician is required for all new students.

Special Needs

The school is aware that some children may have been diagnosed with special needs prior to applying to St. Anthony School. It is the parents'/guardians' responsibility to provide documentation and information to the principal, prior to registration, regarding personal conditions which may require special services by the school. In these cases, the documentation will be evaluated to determine the extent of services that can be offered by St. Anthony Catholic School and communicated to the parents prior to any enrollment decisions.

Transfers Out of St. Anthony

The parent or guardian must sign a "Release of Records" form before any records can be transferred. All textbooks and library books must be returned, and all fees and tuition must be paid in full before records can be transferred.

Registration

Registration for the following year, takes place in February/March. The announcement of the dates is made in the Church bulletin and through the school. Notice is also placed in the newspaper. Children from other faiths are also accepted in the school. To assure a student's space in the next grade, parents are asked to fill out a form and pay a nonrefundable registration fee. (See Appendix A for fees)

Administrative Request

A partnership is made between the school and parents in order to educate a child. Just as a parent has the right to withdraw a child, the administration also reserves the right to require that a student be withdrawn if the administration determines that this partnership has been broken and is irreconcilable.

TUITION

School year tuition must be paid by one of the following options:

- The entire amount in one payment must be made by August 1st.
- 2 payments. The first payment is due on August 1. The second payment is due the first week in January.
- 10 monthly payments. In order for the school to remain in sound fiscal condition, it is necessary to collect tuition on time. Tuition is due on the 1st of each month; tuition is late by the 10th of each month. First monthly payment is due on August 1. A \$25.00 late fee is charged for tuition coming in after the 10th of the month.
- A \$25.00 service fee will be charged for returned checks.

It is very rare that late tuition becomes a problem; however, to be fair to all, the Advisory Board has developed a policy of notification, if it occurs. It applies to both parishioners and non-parishioners. However, parishioners may request a conference with the pastor to explain extenuating circumstances. Report cards may be held for late payment.

- 30 day late period – Letter of notification from Principal
- 60 day late period – Conference with the Principal
- 90 day late period – Request of withdrawal of student

Each family is required to sign an enrollment contract, which insures all tuition fees. All fees are nonrefundable.

Catholic Tuition

To be eligible for Parishioner's rate, parish families must fill out a Parish Membership Verification Form. Tuition for participating Catholic parishioners is significantly less than the real cost of educating a child at St. Anthony School. Therefore, in order to qualify for the reduced Catholic rate as a St. Anthony parishioner, the family must be registered for at least 6 months, regularly attend Mass on Sundays and Holy Days of Obligation and regularly contribute to the Church by using their offertory envelopes. If you move into the area, a letter from your former parish would be needed to achieve active Parishioner status. Failure to meet the above criteria for both old and new families will prevent them from receiving the discount.

Financial Assistance

Financial aid may be awarded to qualifying Catholic families who have children in Kindergarten (5K) through eighth grade. The amount of money available for the financial assistance program is stipulated each year by the Pastor and Diocese of Charleston. Families needing more information or wishing to apply for financial aid need to contact the Principal at (843) 662-1910.

ATTENDANCE

Regular and prompt attendance is expected and required for a student to be successful. St. Anthony will abide by the South Carolina Educational Improvement Act of 1984, which states: Student absences may be excused only under the following conditions:

1. Illness - If absences exceed three consecutive days, a doctor's verification is required
2. Serious illness or death in the immediate family
3. Recognized religious holidays of their faith

1. 180 days per year is the minimum attendance requirement for each child, by South Carolina Law and Diocesan policies. Absences exceeding 10 days could result in failure for the year. A written note from a parent or guardian is required the first day a student returns to school, after an absence.

If a student is going to be absent for a prolonged period of time, the school office should be notified at least 1 day in advance. In addition, any communicable disease a student may have had should also be reported to the school office. After ten (10) absences, a doctor's excuse will need to be submitted for each subsequent absence. Parents/guardians may request a child's work by calling the school office before 9:30AM. This will allow teachers time to organize the missed assignments. Assignments may not be available if requested later in the day. Parents/guardians may then pick up assignments after 3:00PM in the office.

Assignments must be made up within two school days of returning and tests will be made up within two days and/or at the discretion of the teacher

**Please note that "Perfect Attendance" means 180 days in attendance without arriving late or being signed out early.

Illness

Parents are not permitted to bring their child to school sick. Parents will also be notified if their child becomes sick and will be expected to come and pick the child up. Students should be fever-free for 24-hours before returning to school. Students who are sent home during the school day with a fever will not be allowed to return to school the next day as this would not allow for the 24 hour protection of the entire school community. Children shall also be excluded when they exhibit the conditions listed in the South Carolina Department of Health and Environmental Control Exclusion Policy, State Law 1976, Code Section 44-1-110, 44-1-140, and 44-29-10. Staff shall be excluded when they exhibit the conditions listed in the SC Department of Health and Environmental Control Exclusion Policy, pursuant to Section 4-1-110, 44-1-140, and 44-29-10 of the SC Code Ann. (2002).

Communicable Diseases

Any student having evidence of communicable diseases should have a physician diagnose the disease and prescribe suitable treatment and notify the school. For these, or other communicable diseases, the principal may require a written note from the student's family doctor or public health department for a student to return to school. Common communicable diseases (some listed below) automatically result in exclusion from school and school-related activities for the designated period of time.

<u>Disease</u>	<u>Exclusion from School</u>
Chicken Pox	7 days after eruption
Fever	24 hours after it breaks w/ no medicine
Impetigo	After 24 hrs. of antibiotic
Conjunctivitis	After proper treatment
Lice	Until nits are all gone
Vomiting	24 hours after last episode

Tardiness

Students arriving AFTER 8:10AM must report to the office for a tardy slip before being admitted to class. Excessive tardiness shows a lack of respect for the educational process. In addition, tardiness is cumulative and becomes a part of the student's permanent record.

Checking Students Out Early

To ensure your child's educational progress, we ask that you schedule dental and medical appointments after school hours or on days when school is not in session. No child may leave school early without a note from the parent (note must be turned in to the homeroom teacher in the morning), and subsequent permission from the office. Parent/guardians picking up a child must report to the office and sign the child out. A member of the office staff will call the classroom for the student to report to the office. A child will not be released to a parent/guardian without notification from the office. If you need to pick up your child early, it must be done before 2:45 pm to not disrupt afternoon dismissal.

Release Of Children To Authorized Persons

St. Anthony will not release children to unauthorized persons. Parents must provide, in writing, a list of persons who are authorized to pick up their child from this facility. We will not release children to anyone whose name is not on the child's designated pick up list that is located in the child's file. Persons picking up a child may be required to provide a picture ID.

Family Vacations

Family vacations should be scheduled during the provided school breaks. If parents/guardians have no other option for taking a family vacation, prior approval from the principal must be obtained through a written or e-mail request, submitted at least one week before the anticipated absence. The principal will respond to the parent/guardian within one day and also notify all of the child's teachers, if approved. Parents/guardians are asked to help students meet the responsibility to complete all assignments for absences when the student returns. Written work cannot take the place of classroom learning.

CHAIN OF COMMUNICATION

It is imperative that effective communication takes place in order for our students to grow. In this regard, parents/guardians should communicate directly to the teacher or staff member first with any issues concerning their child. If the issues are not resolved with the teacher/staff member, then the parents/guardians should contact the principal. If the issue is still unresolved, it will proceed to the pastor for final review. If there is a concern regarding a financial situation, the parents/guardians should first contact the bookkeeper to resolve the issue. If the issue cannot be resolved, the parent/guardian can contact the principal.

Conferences with the principal may be requested at any time. Please call the school office to schedule ahead of time. The principal is not available for conferences from 8:00 to 8:30am and 2:30 to 3:30pm. These times are needed for opening and closing announcements and prayers.

Email

The faculty, staff and principal can be contacted directly through email from our school web page, www.saintanthonycatholic.com. An updated staff e-mail list will be sent home to all families the first week of each school year.

Parent/Teacher Conferences

Formal conferences are scheduled in the fall, or at any time during the year when a need arises. If you are concerned about your child's academic progress, please contact the teacher involved. Regular updates also allow parents/guardians the opportunity to review each child's progress daily. Parents/guardians are encouraged to communicate regularly with their child's teacher(s) regarding the success of their child. Parents/guardians should make appointments to see the teacher by email or written note. Please do not try to have a conference with a teacher during drop-off or pick-up, on the playground, or during class time. Teachers are responsible for supervising students and cannot give parents/guardians their full attention during these times.

Newsletter

A weekly newsletter is sent home via e-mail to all families in order to keep the school families and friends informed.

Teachers

Teachers send home newsletters to keep parents up-to-date with reminders, classroom news, and assignments. Teachers also communicate through email and the school planner. These should be checked regularly. Grades 5th-8th do not send newsletters; grades and information will be posted on RenWeb weekly.

Tuesday Folders

The school office, PTO and teachers send home information and papers for parent/guardian review. Folders need to be signed by the parent/guardian and returned to the homeroom teacher on the following day. Papers should be returned to the teacher only upon his/her request. All attempts are made to communicate information from the school (flyers, etc.) through the Tuesday Folder and the weekly newsletter that is emailed.

Telephone Messages

The school phone is used primarily for business. Students may use the phone in cases of emergency, at which times the principal will grant permission. Only incoming messages of vital importance or emergency will be relayed to pupils during class hours. All other incoming messages will be relayed to students at the end of the day.

If parents/guardians wish to speak to a faculty or administrative staff member and they are unavailable when you call the school, please leave the following information with the office personnel:

- Your name
- Phone number where you can be reached
- When you can be reached

Every effort will be made to return your call within 24 hours. Please do not call the teachers at home. If your call is about an emergency, please indicate this to the office personnel.

Special Occasions and Parties

It is the school policy not to disturb instruction for birthdays and special occasions. We ask that flowers and/or balloons are not sent to the school for children. This hurts feelings and is disruptive to the classroom. Parents planning a birthday celebration must plan for all children in the class and make arrangements in advance with the teacher for a celebration during recess. Invitations to personal parties may only be given out at school if all students in the class are included.

CONFIDENTIALITY OF RECORDS

A child's record, emergency information, photograph and other information about the child or family and information that may identify a child by name or address is confidential and may not be copied, posted on a website or disclosed to unauthorized persons, without written consent from the parent. Staff records shall also remain confidential.

The school will provide the non-custodial parent access to academic records and other school information. If the non-custodial parent is not to be given such information, the custodial parent must provide the school with a court-certified copy of the court order.

Any information given to a teacher or administrator will be held in the strictest confidence unless it will put one's life, health or safety at risk. Parents will be notified immediately if concerns of this nature arise.

LEARNING COMMUNITY

With the Administration, the following groups are responsible for building the learning community of St. Anthony Catholic School.

Students

These young people are the reason for the existence of the school. God gifts them with talents and skills to develop and share with others. Their job each year is to be the best student each day, modeling Jesus to one another.

Parents/Guardians

As the prime educators of their children, parents/guardians work in collaboration with school personnel. Nothing that St. Anthony Catholic School wishes to accomplish as an institution can be achieved without the complete cooperation and positive support and involvement of parents/guardians. The following is a list of parental responsibilities:

1. Maintain regular communication with school personnel concerning their child's progress and conduct.
2. Be aware of the fact that obedience has to be taught; it cannot be learned at school if it hasn't been taught and practiced at home. The school personnel want to reinforce what you are teaching and practicing at home.
3. Be honest and objective with their child's capabilities. Children will be successful if they are encouraged to perform to the best of their ability at all times.
4. Teach respect of people and property.
5. Encourage good study habits and supervise homework. Children should do their own homework unless it is observed that work is being done improperly. Children should discover and correct their own mistakes so they can accomplish the same within a classroom environment.
6. Monitor television viewing both in time and content of programs, computer/electronic game playing, and telephone use. Encourage active participation in family activities.
7. Provide a good Christian example through family prayer and regular attendance at Mass/church services as a family. Use appropriate language at all times and practice Christian examples for their child to observe.
8. Attend parental conferences upon the request of school personnel.
9. Supply the child with the basic resources he/she requires to complete class work.
10. Ensure daily and on-time attendance and supply the student's teacher with written explanations of all absences or tardiness. Avoid the scheduling of vacations and appointments during school time.
11. Ensure the student's good health, neatness, and cleanliness. Immediately notify the school of any problems or conditions adversely affecting (or potentially affecting) your child, other children, or the school staff.
12. Discuss assignments and report cards with the child.
13. Review with and discuss the school's disciplinary code and policies with the child.
14. Pay tuition and fees on time and make financial restitution for any damage done by the child to the school, school property, or school materials.
15. Attend (at least one adult member of the family) all scheduled PTO meetings.

School Personnel

Assist parents/guardians in the learning process by creating an environment conducive to learning, where each child can learn and succeed at his/her level.

School Advisory Board

The St. Anthony Catholic School Advisory Board follows the guidelines established by the Diocese of Charleston. According to the guidelines established for the Board, the purpose of a Catholic School Board is to provide broad direction in compliance with the school's mission, to assist in developing the school's strategic plan, and recommend policy.

Parent/Teacher Organization (PTO)

The Parent/Teacher Organization is comprised of the pastor, principal, teachers, mothers, fathers and/or guardians of children who attend St. Anthony Catholic School. The primary purpose for this organization is to encourage cooperation and support between the home and school both financially and spiritually. They help to ensure effective communication among parents, faculty and staff members, and to encourage volunteer participation. PTO planning and events provide information and generate enthusiasm about school activities and

programs. They stimulate interest in and raise awareness of school needs, and increase support for school goals.

Volunteers/Visitors

Saint Anthony Catholic School depends upon the generosity and giving spirit of volunteers. It is expected that all parents will take their turn as volunteers throughout the year to support the school and to raise money for school projects. Volunteers are required to check in with personnel in the office upon arrival and check out when leaving. No volunteer is to go directly to the classroom. They must sign in at the office and have a badge on them to be on the school property. All volunteers working with students must be background checked and go through VIRTUS training. There are many opportunities for service, including:

- Office, cafeteria, and library volunteers
- PTO Officers and volunteers
- Room Parents, if applicable
- Field trips, class and school activities
- Book Fair Helpers
- Fundraising
- Gardening/Landscaping

STUDENT RESPONSIBILITIES

Library

The library contains over 8,000 volumes and participates in the Reading Renaissance program. The number of books checked out varies by grade, and is at the discretion of the librarian. The replacement of lost or damaged books is the responsibility of the parent.

Textbooks

Textbooks are the responsibility of each child. All hardback textbooks must be covered. If any books are damaged or lost, students will be charged the cost of replacement.

Cell Phones

Students using or having cell phones or telecommunication devices visible or audible during normal school hours inside of the school building or on the school grounds shall have their cell phones or communication device confiscated. A parent may pick the device up from the front office. Students found to be in violation of this policy may be subject to additional disciplinary action at the discretion of the principal or designee. Any exceptions to this policy must be approved by the principal. School personnel are not responsible for the loss or damage of any cell phone or telecommunication device brought onto school property.

Harassment

Harassment is prohibited. Students should report any type of harassment to a teacher, support personnel, or principal. Harassment includes threats, persistent name calling, intimidation, hazing, inappropriate touching, gestures, symbol or picture display, or verbal/nonverbal/written communication that makes a student feel emotionally upset or physically unsafe. This includes harassment of a racial, sexual, or nonsexual nature. This policy is not intended for minor embarrassment or discomfort, or for isolated student-to-student disputes or acts of disrespect, which are also not accepted in the Christian environment, but applies to serious or frequent breaches of student behavior. The principal will make the final determination on whether actions are harassing.

School staff members are mandatory reporters under this policy. Observed harassment or a harassment report made by a parent or student shall be promptly reported to the principal. Students who engage in any form of harassment will be disciplined based on the severity of the offense. This will involve a notice of concern to the parent(s) from the principal pastor and may include issuance of a detention, suspension, evaluation by a licensed professional counselor at the parent's expense, expulsion, and/or referral to the appropriate police authority. Any student making a false accusation of harassment will likewise be subject to similar disciplinary action. Since any reprisal or retaliation against a person who reports an act of harassment, intimidation, or bullying is also prohibited, any student participating in these acts will also be subject to similar disciplinary actions.

Threats

All students attending St. Anthony School are to use language and actions free of threat toward others and self. If any child should make a threat, he/she will be removed from the environment immediately. If the student is allowed to return, he/she will have to meet the requirements of a discipline review committee (consisting of the pastor, principal, and a faculty member) which may include evaluation by a licensed professional counselor at the parent's expense. St. Anthony School reserves the right to notify appropriate civil authorities for any offense deemed a threat to the safety of individuals, school teachers and staff, and/or the community at large.

Money at School

Whenever possible, payments should be made by check. Payments should be placed in an envelope with the child's name written on the envelope as well as the amount enclosed and the purpose of the payment. Neither the teacher nor the school can be responsible for lost or misplaced money.

Student Internet Use Policy

- Students are responsible for good behavior on school computers just as they are responsible for following the school's behavior plan.
- Students will use computer Internet time for education purposes only, not playing or talking or using chat rooms, bulletin boards, etc.
- Students will report to the teacher or administrator when someone is trying to access and inappropriate site. Students will not deliberately attempt to access inappropriate sites and materials.
- Students will get permission before printing information from the internet.
- Students will get permission before downloading information onto the computer's hard drive.
- Students will comply with the copyright laws by giving credit to the authors when using downloaded information in his or her work.
- Students will record the hyperlinks of the Internet sites used for researching information.
- Students understand that the Administration may review computer files and communications at any time to ensure proper usage and to maintain system integrity.

Consequences for infractions of these terms and conditions will be determined at the discretion of the Administration.

Use of Computer Resources and/or Internet

Computer Resources and the Internet are provided by St. Anthony School for the students and staff for instructional purposes and are a privilege, not a right. Independent access to these educational resources is provided to students with the understanding that they act in a responsible manner. Teachers and administrators may review any and all computer files and communications to maintain system integrity and to ensure responsible use of the system. No files on St. Anthony technology equipment or on individual discs on school property are private. Computer use will be monitored and users will be held responsible for any misuse of school computers. Personal computers used at school are also subject to review.

UNIFORM POLICY/ DRESS CODE

All students in grades 5K – 8 are required to wear the school uniform beginning the first day of school. The uniform should be kept clean and neat at all times. Children should report to school well groomed. Hair should be neatly groomed (out of the eyes) and natural in color. Boys' hair should be cut above the collar and above the eyebrow and no longer than mid-ear on the sides. Clear nail polish may be worn. Earrings on boys will not be allowed and girls are not to wear earrings that dangle. Uniform blouses and shirts must be worn inside skirts, shorts (skorts), or trousers for students in Grades 1-8. Belts are required for garments with belt loops.

Our uniform company is James Formal Wear, www.jamesformalwear.com, or similar items (except the school plaid) may be purchased at local merchandise distributors such as J.C. Penney, Wal-Mart, K-Mart, Belk, or Target. Shirts and sweatshirts with the St. Anthony logo may be ordered at Champion ESP www.championesp.com.

St. Anthony School deems acceptable dress for grades 5K-8th as follows:

- Polo Shirts - solid white or navy, long or short sleeve.
- Turtle Neck - solid white or navy.
- Dress Shirts - solid white, button down Oxford collared shirt.
- Sweaters - solid white or solid navy. No hoodies or zippers.
- Sweatshirts - solid white or solid navy. No hoodies or zippers.
- Blouses - white, button-down Oxford or Peter Pan collar.
- Ties - solid navy or school plaid (may have St. Anthony's emblem). (Bow Ties- only for 7th and 8th grade)
- Slacks - Dress cut - solid khaki or navy, dress-cut cotton twill with inside pockets. No jeans or sweats, no rivets and no outside stitching.
- Shorts - Dress cut - solid khaki or navy, (no more than 2" above the top of the knee cap).
- Socks - solid white, black, grey or navy; anklets or knee socks. Socks must be visible above top of shoe.
- Hose/tights - solid navy or white. No leggings.
- Shoes - athletic canvas or leather (The predominant color of the shoe may be black, brown, white, grey or navy. no lights, neon colored or "fad" shoes). Grades 3K - 4 - no heels. Shoes must be laced and tied at all times. No sandals or open toe shoes for safety purposes. Black, brown, navy boots – Dec to Feb. No cowboy boots.
- Jumpers – St. Anthony's blue plaid, navy, or khaki, open bib or A-line (no polo dresses)
- Skirts/Skortts - solid khaki, solid navy or uniform company's plaid. No shorter than to the top of the knee cap - no slits.

Additional Notes:

- Students reporting to school without the proper attention given to personal cleanliness or appropriate dress may be sent home to be properly prepared for school.
- On Mass days, boys must wear long pants, white dress shirt and tie. Girls must wear either a jumper or skirt with a blouse. There may be exceptions made by the Pastor for extreme weather temperatures. 3k and 4k students are asked to dress in church attire on Mass days.
- Shorts or skortts may not be worn during the months of December, January, or February. A child may not stay inside because he/she is not dressed properly.
- Hats, jackets and coats are not to be worn in buildings. Sweaters and sweatshirts are not to be tied around the waist.
- Accelerated Reader, or any St. Anthony tee shirt may be worn on any Monday.
- Clothing and personal property should be identified with the child's name.
- Exceptions to the uniform code may be made on special occasions announced by the administration.
- Bike pants may not be worn to any function.
- Trail Life USA and American Heritage Girls may wear their uniforms to school on meeting days.
- On dress down day or N.U.T. card day the dress code rules apply in relation to appropriate shoes and length of shorts and shirts.
- Anytime students are representing the school (weekends or evenings included) school uniforms will be worn. Mass uniforms will be worn at all S.C.I.S.A. events.

LUNCH PROGRAM

Lunch brought from home should be made of items that will not spoil. If students prefer items hot, they need to be heated and placed in a thermos. Time and staff do not allow for the heating of food items. A hot lunch menu will be offered to all students, and sent home in advance. An invoice will be sent home at the end of the month for all lunchroom purchases. A \$10.00 late fee will be charged for payments received after the 10th of the following month. No carbonated beverages are allowed (unless authorized by the office). No chewing gum on school property

CRISIS MANAGEMENT/SAFETY

A Crisis Prevention Plan is in place for all areas of St. Anthony School. Teachers are well prepared to implement the plan should the need arise. Families should not call the school during the event as these lines will be needed to manage the situation, nor should parents come to the school. In case of crisis, parents must follow the direction of the school and/or first responders.

Fire Drills, Tornado Drills and Lockdown Drills are routinely scheduled as required by law and Diocesan policy.

Emergency Information

It is essential that the information on the emergency cards kept in the school office be current and accurate. The school office should be informed immediately of any change of address or telephone number. This information is needed in the event of a student accident or illness. Parents must provide, in writing, permission to obtain emergency medical treatment for their child. If an emergency situation occurs, the staff will:

1. Assess the situation
2. Call 911 if necessary
3. Contact parent/emergency contact
4. Stay with child until parent or emergency contact can get there

Emergency School Closing

In case of hurricane, ice warnings, or any inclement weather problems, the School Reach System will be used to notify parents/staff of closing information and our school's website will be updated. We will follow Florence School District One (FSD1) action in regard to inclement weather problems unless otherwise stated by the Principal. Deviation from the FSD1 closing policy will be reported to the parents as soon as possible.

Playground Safety

No student may be left unattended on the playground. Before or after school hours students must have adult supervision.

AHERA Asbestos Management Plan

In compliance with the U.S. Environmental Protection Agency (EPA) and the Asbestos Hazard Emergency Response Act (AHERA), in 1988 St. Anthony School performed inspections of each of its school buildings for asbestos-containing materials. The inspection findings and asbestos Management Plan are on file in the school's administrative office. As per the requirements, qualified personnel have also conducted additional inspections and periodic surveillance. All of the above referenced reports are a matter of public record. As such, any interested party may review the documents by simply contacting or visiting the school office during normal business hours.

Medication at School

In keeping with standard policy, St. Anthony School will supervise the dispensation of medication to students provided the following criteria are met:

1. The medication must be labeled with a pharmacy label stating:
 - Student's name
 - Doctor's name
 - Medication name and strength
 - Dosage amount and special directions
 - Expiration date
2. A "Request for Medication" form must be completed; no medication will be dispensed without it. Forms are available from the office. All forms must be filled out and signed by the parent/guardian and the physician.
3. All medication must be brought to the office or principal by the parent/guardian, and picked up by the parent/guardian.
4. If an Epi-Pen or other emergency medication is needed by a student, the parent must provide it and the proper documentation to the school office.
5. Benadryl will only be administered with proper documentation. Once completed, the form will be kept on file from year-to-year until changed by the parent.

BEHAVIOR MANAGEMENT

St. Anthony Catholic School emphasizes a high standard of behavior from all students at all times. It is important for parents/guardians and teachers to guide students in acquiring a sense of personal and social responsibility. Every student is expected to obey and act courteously to teachers, principal, staff, parents/guardians and volunteers. Every child is expected to follow the example of Christ and manifest Christian character, not only in school-related activities, but in his/her life with other students as well. When students do not meet these standards, it is the responsibility of Christian educators to take disciplinary action.

All students have the right to learn. Good behavior by all students is necessary so that the time needed for teaching and learning is not wasted. Good behavior is everyone's responsibility. Students, parents, teachers, and the principal must work together to maintain the best learning environment possible.

Classroom Conduct

Each teacher, with his/her students, formulates classroom rules and immediate consequences (time out, loss of privileges, etc.). These will be communicated to the parent. If a child does not conform to the rules, the disciplinary guidelines will be followed. Teachers will inform parents/guardians when a behavior is inappropriate, via e-mail, voice mail or note sent home, so together the parent/guardian and teacher can help the child re-direct their behavior in a positive manner.

Serious/Severe Behaviors

Serious/Severe behaviors are those that may pose a direct threat to the safety of others in the school or seriously disrupt the educational process. Such behaviors will be dealt with more severely and may result in detention, suspension or expulsion. Examples of such behaviors are:

- Persistent disregard for school/class rules
- Disrespect of other students or faculty/staff/volunteers
- Damage to personal, other student or school property
- Profanity, obscene language or obscene gestures
- Weapons/dangerous objects which could be considered a weapon - possession or use
- Moral/sexual misconduct
- Stealing
- Fighting
- Harassment/bullying

(This list may not be inclusive of all actions/circumstances which may result in disciplinary actions.)

DISCIPLINARY ACTIONS

St. Anthony does not use corporal punishment. Classroom offenses are handled by the classroom teacher. Serious offenses result in an immediate referral to the principal. A referral to the principal will involve a conference with the student, parent, teacher and principal.

Out-of-School Suspension

Suspension, except in very rare circumstances is not recommended. Alternative methods to correct disruptive behavior such as conferences with parents, "in-school suspension", extra work, etc., are preferable to temporary removal from school. For undesirable behavior or infractions of school regulations, with sufficient written documentation, out-of-school suspension may be used. The principal may impose suspension only after consultation with the teacher, the student and the parent. The suspension period will last for not more than five school days. During the suspension period, the student is marked absent and make-up work will be assigned at the discretion of the principal.

Expulsion

The expulsion of a student from school is permitted only when all other means of discipline have failed and/or when the student is a moral and/or physical threat to the physical, spiritual and/or academic welfare and progress of him/herself or other students or staff. No teacher may dismiss or expel a student from school. Expulsion is reserved for the principal, and the principal will only impose expulsion upon a child after a hearing before the School Board and Pastor.

The principal having the final say in all disciplinary matters may choose at his or her discretion to waive any disciplinary action for just cause. Should the parent/guardian fail to respect the teacher's/administration's authority to discipline the student in accordance with the policy evident in this handbook, the school reserves the right to terminate its relationship with the family.

ARRIVAL/DEPARTURE ROUTINES

Regular school hours are from 8:10AM until 3:10PM for Grades PreK-8. Early Dismissal is at Noon. If a child arrives between 7:00AM and 7:30AM, he/she must be walked into the Family Center and signed into Early Morning Care. Between 7:30AM and 8:05AM, all students must enter through the gate to the playground or the Family Center side doors. After the 8:10AM bell, a student is considered tardy and must sign in at the main office desk (enter through school main entrance). If a child is not picked up by 3:30pm, he/she will be sent to After School Care and charged accordingly. (Those not pre-registered will be charged the daily drop-in rate.)

Bikers and Walkers

Any student who rides or walks to school must have a signed letter by their parents on file in the school office. Failure to follow safety rules will result in loss of privilege.

Car Line

- **7:30-8:00** Use the driveway to the rear of the rectory and pull up alongside of the Family Center side doors. For the safety of all the children, students must be dropped off and picked up through the car line. Parking and getting out of your car is not permitted. Please do not pass (on the left) cars which are ahead of you.
- **At 3:10** Students will be dismissed from the cafeteria using the car line procedure in reverse. Parents will have a card with their student's name in the car window and the teachers will call each student to the car. At dismissal students are required to be silent. If they are not, the parent must come inside to pick them up.

****Please Note** - Once the established route is set for your child that is how they will be sent every day for car line or Extended Care. If there is an exception to this routine, we must receive a note stating the change. No phone calls will be allowed by the students to make the change that day.

Office Hours

The school office is open daily from 7:45am to 3:45 pm. If an emergency arises after hours, please call the school number, 662-1910, and leave a message on the answering machine. The call will be returned as soon as possible.

EXTENDED DAY PROGRAM

An Extended Day Program is available for all students who require before or after school care. On a daily basis, once the child is checked into the Extended Day, the charge begins.

Early Morning

If a child arrives between 7:00AM and 7:30AM, he/she must be walked into the Family Center and signed into Early Morning Care. An invoice will be sent at the end of the month. A \$10.00 late fee will be charged for payments received after the 10th of the following month.

After School

Students must be registered for the Extended Day Program. Forms will be available on Fee and Information Day and through the school office. An invoice will be sent at the end of the month. A \$10.00 late fee will be charged for payments received after the 10th of the following month.



PARENT AUTHORIZATION FORM

PLEASE DETACH AND RETURN BY AUGUST 24, 2018

St. Anthony Catholic Church and School has my permission to use my child(ren)'s photograph and/or words for internal, external communications and the school website. (If you do not grant this permission, please notify the school office in writing. Please attach letter to this form.)

_____	_____
Student Name	Grade
_____	_____
Student Name	Grade
_____	_____
Student Name	Grade
_____	_____
Student Name	Grade
_____	_____
Student Name	Grade

My signature verifies that I have received a copy of the St. Anthony's Catholic School Handbook. I have read the handbook and discussed it with my child(ren). I understand that the school or the principal has the right to amend the handbook as needed and that parents will be notified if any changes are made. We agree to be governed by this handbook.

_____	_____
Parent Signature	Date

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