



## **St. Anthony Catholic School**

2536 Hoffmeyer Road

Florence, SC 29501

843-662-1910

[www.saintanthonycatholic.com/](http://www.saintanthonycatholic.com/)

## **Parent/Student Handbook 2025-2026**

**THIS BOOK BELONGS TO**

**Name** \_\_\_\_\_

**Grade** \_\_\_\_\_ **Teacher** \_\_\_\_\_

Dear Parents and Students,

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 especially 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. John Bosco Duraisamy

**Principal:** Mrs. Elle Thomas

### **Administrative/School Support Staff**

**Deacon:** Rev. Mr. Regi Armstrong

**Deacon:** Rev. Mr. Cal Duncan

**Deacon:** Rev. Mr. Bruce Fortnum

**Deacon:** Rev. Mr. Michael Woodall

**Bookkeeper:** Shawanna Chrzanowski

**Secretary:** Heather Casey

**Extended Care:** Darlene Neel

**Cafeteria Manager:** Teresa Goffio

**Custodian:** Warren Harvey

### **Instructional Staff**

Tara Bessant

Abby Buie

Rebecca Caffrey

Hannah Davis

Tim Davis

Guadalupe Sierra-Rico

Davis Guerriero

Claudia Hernandez

Natalie Knight

Sara Elise Mabry

Kathleen Mazick

Alisa Muir

Lee Pasley

Casey Pfefferkorn

Angela Sansbury

Annamaria Shockey

Darlene Stowe

Sara Lynn Williams

Yuesen Yang

## TABLE OF CONTENTS

STATEMENT OF COMMON BELIEF .....	2
HISTORY .....	2
VISION .....	3
MISSION .....	3
BELIEFS .....	3
ADMISSIONS .....	4
FINANCIAL POLICIES .....	5
CONFIDENTIALITY OF RECORDS .....	5
ACCREDITATION .....	6
ACADEMICS .....	6
STUDENT SUCCESS PROGRAM.....	7
EXTRA-CURRICULAR ACTIVITIES .....	8
ATTENDANCE.....	9
STUDENT RESPONSIBILITIES .....	10
BEHAVIOR MANAGEMENT.....	12
DISCIPLINARY ACTIONS.....	12
UNIFORM POLICY/ DRESS CODE .....	13
HEALTH POLICIES .....	15
SCHOOL SAFETY/CRISIS MANAGEMENT .....	16
SCHOOL DAY ROUTINES .....	17
COMMUNICATION.....	18
SCHOOL ACTIVITIES .....	19
LUNCH PROGRAM .....	20
LEARNING COMMUNITY .....	20
PARENTAL INVOLVEMENT .....	20
EXTENDED CARE PROGRAM.....	22
PARENT AUTHORIZATION FORM.....	23

# I. Diocese of Charleston Elementary Schools

## STATEMENT OF COMMON BELIEF

The elementary schools of the Diocese of Charleston offer learning communities that are formed by the Catholic faith and deeply rooted in an appreciation for the dignity of the human person as *“created in the image and likeness of God.”* This foundational belief informs the schools’ missions, visions, and approaches.

Similarly, all the schools deeply appreciate the infinite value of human life from life’s very beginning to its natural end, in all. This foundational belief impacts the approach to everything that the schools do.

*“Human life must be respected and protected absolutely from the moment of conception. From the first moment of his existence, a human being must be recognized as having the rights of a person - among which is the inviolable right of every innocent being to life.”* (Catechism of the Catholic Church, 2270-2275)

Based upon this belief of human life, the elementary schools of the Diocese of Charleston are led to be fully welcoming communities. They welcome families of diverse backgrounds that seek a Catholic education for their children. They value all students, acknowledge their unique gifts, and believe diversity and inclusion are blessings that enrich their communities. Their missions direct them to help students rise above cultural insensitivity and to teach them to treat all people, regardless of race, religion, sexual orientation, or political background, with the utmost respect and dignity that every child of God deserves. Each empowers and encourages students to act for justice and to become Christ-like leaders filled with empathy and respect for all - both within their own schools as well as within the greater global society.

*“Catholic schools afford the fullest and best opportunity to realize the fourfold purpose of Christian education, namely, to provide an atmosphere in which the Gospel message is proclaimed, community in Christ is experienced, service to our sisters and brothers is the norm, and thanksgiving and worship of our God is cultivated.”* (US Conference of Catholic Bishops, 2005)

The Catholic schools in the diocese are expected to fulfill a two-fold mission:

- To provide for the intellectual and moral formation of the child in accordance with authentic Catholic tradition.
- To provide all students with the opportunity to achieve academic excellence. To this end, all Catholic schools in the Diocese of Charleston must be:
  - Authentically Catholic
  - Academically excellent
  - Financially feasible
  - Community supported.

## II. Our Catholic Identity

### HISTORY

Father Charles D. Wood, who was ordained in 1898, began serving St. Anthony from Charleston in 1899. He established St. Anthony Mission House in 1900 and was assigned as pastor in 1901. The mission house included a school and convent for the Mission Sisters of South Carolina, an offshoot of the Franciscan Sisters of Quebec. The school’s stated goal was “to reach children and to educate them for the reception of the sacraments.”

Four professed sisters, three novitiates, and two postulants taught 25 Catholic children, a combination of boarding students, day students and kindergartners. Board, tuition, and books were all free. The school opened to non-Catholic students in 1905. Attendance peaked at 47 students in 1906 but dropped to 34 in 1908. No further record of the sisters exists after 1908, and the last record of the school in 1909 shows that it had sixteen students.

The parish moved to a new brick church on the corner of Irby and West Palmetto streets in 1917. A successful

school finally began in 1956, when 81 children entered a new, traditional school building with three classrooms. It was staffed by the Sisters of Notre Dame de Namur and a lay kindergarten teacher. The building was expanded in 1960, another sister joined the faculty in 1961, and three additional lay teachers were hired in 1966.

In 1970, the parish church was destroyed in a fire. The decision was made to relocate the entire parish campus from downtown Florence to Hoffmeyer Road to provide room for growth. The school continued to operate downtown until the new building was completed in time for the 1973 academic year. Educational concepts were changing, and the new building was state of the art for its time, with one large open classroom. The philosophy of the open classroom centered on collaboration among teachers and students. If a first grader is doing second-grade work, the student could easily go over to the second-grade area and work.

Educational ideas evolved, and the open room was partitioned into self-contained classrooms, with movable bookcases functioning as partial walls. In 1992 the parish built a Family Center. The large meeting area became the cafeteria and gym for the school. An addition to the school, built in 1997, added four self-contained classrooms for students in grades five through eight, a science lab and a computer lab. Students in the upper grades moved from room to room within the addition, but all grades shared the computer lab.

In 2016, the school library, 3K and 4K classrooms and the Student Success area were all relocated into the open room. Grades 5K – Fourth were relocated to self-contained classrooms. Our Seventh and Eighth Grade moved into classrooms in the Family Center. Students in Grades 5 – 8 were introduced to the Middle School Concept. The students begin the day in their home base classroom and move to a different classroom/teacher for each of the core academics. The school also introduced the House System.

We celebrated our sixty-fifth anniversary with a proclamation and a party attended by alumni, parishioners and current students. Our school playground was updated with new equipment and ground cover. The gym/cafeteria area received new flooring and some upgraded safety features. Students participated in a walk-a-thon to raise money for the construction of a prayer garden. In each corner, there is a statue of a house saint.

## **VISION**

St. Anthony Catholic School makes known God's goodness by providing a Christ-centered community rooted in a culture of love and respect where all children are prepared to use their gifts and abilities to effectively follow God's plan for their lives.

## **MISSION**

United by our core values of Faith, Family, Knowledge and Service, St. Anthony Catholic School is committed to providing a learning environment that promotes academic excellence, spiritual growth, and moral development. Preparing students to be good stewards of God's gifts.

## **BELIEFS**

† Faith † Family † Knowledge † Service

Our Beliefs are reflective of our core values.

### **FAITH**

- † We believe that Jesus Christ is the foundation of our Catholic school communities and the center of everything that we do.
- † We believe that Catholic Schools should provide, through example and instruction, a community in which students experience faith and hope that witness the Gospel values of Jesus Christ.

### **FAMILY**

- † We believe parents and guardians are an essential element of the school community and we recognize the rights of parents as the primary educators of their children.
- † We believe respect and dignity begin with self in the context of family and extend to others in the community.

### **KNOWLEDGE**

- † We believe each student is a child of God with unique intellectual, physical, social, spiritual, and emotional needs.
- † We believe children should be stimulated, encouraged, and inspired in the acquisition of basic skills as well as a desire for life-long learning.

- ✠ We believe that training students in divine worship; musical, theatrical, and other artistic performance; and athletics will help them to glorify God in their bodies.

## **SERVICE**

- ✠ We believe that by providing meaningful opportunities to serve the community, our students will develop a desire to respond to the needs of others.
- ✠ We believe service to the community is rooted in our love for God and motivates us to love one another.

## **III. Admissions**

### **ADMISSIONS**

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 1<sup>st</sup> birth date cut-off 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 can meet all 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 cutoff date for 3K and 4K students only. \*\***

### **Requirements for Entrance**

The parents of a new student must provide the following:

- A birth certificate
- A South Carolina Certificate of Immunization with all recommended shots and vaccines current
- A Certificate of Baptism (if Catholic)
- Reports and records from any previously attended schools.
- Payment of a non-refundable registration fee and application fee (for 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. A resource fee may be applied to the standard tuition rate. Some families may be eligible to apply for the Exceptional SC Grant.

### **Transfers Out of St. Anthony**

Parents/Guardians expecting to move and/or transfer a student out of Saint Anthony Catholic School must contact the office at least one week in advance of the student's last day at school so that necessary clerical work may be completed. 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.

If the family moves out of the school district prior to the start of the school year, paid tuition will be fully refunded. If the move occurs after the start of the school year, tuition costs will be determined on a prorated basis. Any tuition payments more than this amount will be refunded minus a withdrawal fee.

### **Registration**

Registration for the following year takes place in the early spring. 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 ensure a student's space in the next grade, parents are asked to fill out a form and pay a non-refundable registration fee.

## **Administrative Request**

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

## **FINANCIAL POLICIES**

The Tuition and Fee Schedule is determined yearly. The schedule can be found on the school website.

The enrollment process is not considered complete until the parent has created a Tuition Payment Account through the FACTS System. This is a Diocesan requirement and currently the school is incurring the cost of enrollment in the FACTS System for each family.

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

- Annual – Full payment made to St. Anthony School on or before July 1, 2025.
- Semester (bi-annual) – Two equal payments made to St. Anthony School on or before July 1, 2025, and January 1, 2026.
- Monthly – Twelve payments paid July 1, 2025, through June 1, 2026. Monthly amounts will be adjusted for those who register later than July 1.
- 10 Month – Ten payments paid monthly August 1, 2025, through May 1, 2026. Monthly amounts will be adjusted for those who register later than August 1.

A \$25.00 service fee will be charged for returned checks.

It is 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 past due 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 (unless the child withdraws from St. Anthony School before the first actual school day of the current school year, or the child is not accepted by the school before the first actual day of the current school year).

## **Parishioner Tuition Rate**

Families who are members of St. Anthony Parish or another Catholic church qualify for the Parishioner Tuition rate. Active Parish Membership is determined by the Pastor, who then signs a verification form.

## **Financial Assistance**

The amount of money available for the financial assistance program is stipulated each year by the Pastor and Diocese of Charleston. Tuition Assistance Applications are accepted through FACTS Tuition Management Grant and Aid. Families needing more information or wishing to apply for financial aid should check the school website for information. If there are additional questions, contact the principal at (843) 662-1910.

## **State or City Ordered School Closures**

If school is closed due to weather or a public health concern, parents/guardians will still be responsible for payment of tuition. The education of each student will continue with virtual/remote/e-learning. Teachers will continue to plan standards-based lessons and evaluate student work. Report cards will be distributed at the end of each grading period. If a parent/guardian cannot make the regular tuition payment, the principal should be notified as soon as possible to create a payment plan.

## **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.



It is the responsibility of the parents to share any official custodial information decided through the courts. Official custodial agreements will be kept in a confidential file in the office of the principal. In the absence of any court document, the school will view each parent as having full legal custody of his/her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child's academic progress or lack thereof.

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.

**IV. Educational Program**

**ACCREDITATION**

St. Anthony Catholic School is fully accredited by the Southern Association of Colleges and Schools (SACS) through Cognia and the Diocese of Charleston. The Diocese of Charleston, which covers the entire state, received district accreditation from Cognia. 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."

**ACADEMICS**

**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.

**Sacramental Program**

The sacramental life of the children of the Catholic tradition is a vital component of the religion program at St. Anthony School. Preparation for the sacraments of Reconciliation and Eucharist form the core of instruction in Grade 2. Preparation for Confirmation is a focus in Grade 8. Parents are required to be active partners in the preparation of their children for these sacraments. The sacraments of Reconciliation and Eucharist are only conferred upon students baptized in the Roman Catholic tradition.

**Curriculum**

St. Anthony teachers develop instructional strategies 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. The entire curriculum for the Diocese of Charleston is posted on the diocesan website.

Eighth grade students, who meet the requirements, are offered high school credit in Algebra I Honors, English I Honors, Biology I, and Spanish I.

**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 for homework is:

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

**Grading Scale (1-8)**

A = 90-100	B = 80-89	C = 70-79	D = 60-69	F = ≤ 59
------------	-----------	-----------	-----------	----------



## **Honor Roll**

The honor roll students are recognized at the awards ceremony at the conclusion of the school year.

Principal's List: All "A"s in all academic subjects for every quarter.

"A" Honor Roll: Overall "A" average for the year in all academic subjects. There can be no C or lower in any subject in any quarter.

"B" Honor Roll: Overall "B" average for the year in all academic subjects. There can be no "D" or lower in any subject in any quarter.

## **Progress Reports/Report Cards**

Report Cards are important tools for communication. 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 the Tuesday Folder for grades 5K-fourth. Parents are to go over the report and papers with their child, initial each paper, and sign and return the report in the Tuesday Folder the next day. Tests for grades 5 - 8 are sent home to be signed and returned. Interim Reports for grades 5 - 8 are sent home in the Tuesday Folder after the midpoint of the 9-week Quarter.

No student will be given a final Report Card if tuition, lunch fees, or Extended Care fees are in arrears.

## **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 I constitute major (core) subjects.

Students may be retained if any of the following conditions exist:

- For Grades K – 4, failure in Reading, Math, or two or more major (core) subjects
- For Grades 5 - 8, failure in two or more major (core) subjects
- The student is socially, emotionally, or physically immature.
- A student has not met the required seat hours due to excessive absences.

\*\*Any Student moved to the next grade level against academic advice is then placed in the next grade; not promoted.

## **Standardized Tests**

The Measures of Academic Progress Test (MAP) will be administered three times yearly to track academic progress in grades K-8. Results of the testing are sent home to the parents after each testing session. All eighth-grade students take the PSAT in mid-October. Exceptional performance on this test qualifies a student to be a South Carolina Junior Scholar.

## **Service**

The purpose of the stewardship program for students in grades 3K through eighth is to provide students with the opportunity to make a difference in our church and surrounding communities through various service and support programs. In addition, the Service Projects provide students with the opportunity to learn about Catholic Social Teaching. Many of our Service Projects are organized through our House System.

## **STUDENT SUCCESS PROGRAM**

The mission of St. Anthony School is to provide a Christ-centered education producing students who thrive. Providing appropriate academic support is essential to the success of every student in our school. Academic support entails a variety of instructional methods, educational services, and school resources that help students accelerate skill acquisition and learning progress, meet expected school requirements and competencies, and succeed in their education. Support strategies are flexible, timely, and responsive to the intensity, length, and manner of support each student needs to succeed.

## **Extensions**

Extensions are academic support strategies that accelerate and enrich learning opportunities for students. Extensions are applied when students have demonstrated or exceeded proficiency on required competencies

and are prepared to take on new academic and intellectual challenges.

### **Interventions**

Interventions are academic support strategies that provide remediation, peer or adult support, and extra time for learning, practice, guided instruction, or work revision and improvement. Interventions are applied when students have not yet demonstrated proficiency or are struggling to reach proficient level expectations.

## **EXTRA-CURRICULAR ACTIVITIES**

St. Anthony School encourages all students to participate in athletics and other extracurricular activities. Active participation fosters leadership, encourages cooperation and initiative, promotes teamwork, and improves academic knowledge and skills. Participation in these programs is by selection and/or election.

### **Requirements for Student Participation**

School Attendance - A student who is absent for all or part of a regular school day will be prohibited from participating in extracurricular activities that day. 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. Unacceptable and/or inappropriate conduct on the part of the student, as measured against school standards and levels of expected behavior, will be reason for the principal to declare a student ineligible to participate in extracurricular and sports activities. The group sponsor/coach and the principal will make decisions for selection and dismissal of students.

### **Academic Eligibility**

Minimum Academic Standard - Students must maintain at least a C average in all core subjects (ELA, Math, Religion, Science, Social Studies). No more than one D, and no F's on their report card or progress report to remain eligible.

Review Periods - Every 4-6 weeks, aligned with progress reports and report cards. If a student falls below the minimum requirement, they will be placed on probation for 2 weeks.

Probation Policy - During probation, students can practice but not compete or perform. If grades improve by the end of probation, they regain full eligibility. If not, they may be temporarily suspended from the activity until the next review period.

Additional Accountability Measures - Students must be caught up with all assignments and homework to participate in games, performances or events. Teachers may submit feedback or sign a weekly eligibility slip to confirm the student is: completing assignments, demonstrating positive behavior and/or attending class regularly.

### **Academic/Arts Competitions**

These may include but are not limited to: Spelling Bee (grades 3-8); Middle School Choral Clinic; Regional Band Competition; State Band Competition; Middle School Academic Quiz Bowl; Lower School Academic Quiz Bowl; Battle of the Books; Math Competition and Catholic Citizenship Essay Contest.

### **Athletic Activities**

Each student participating in athletic activities must have a current (within one year), valid medical clearance on file with the school. Examples of the sports activities may include, but are not limited to: Volleyball, Soccer, Basketball, and Track and Field.

### **Field Trips**

Field trips are planned as an extension of the educational program, with learning objectives and follow-up activities. Field trips are permissible for all grades when advanced planning, location, and experience ensure a successful learning opportunity. Prior notification of the details of all field trips will be sent home with a permission slip. There are no "traditional" field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.

To ensure the safety and security of our children, the following policies are to be followed:

- Parental permission must be given on the form provided by the school. A **telephone call** will **not** be accepted in lieu of the proper field trip permission slip.
- 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 provide proof of insurance, have completed the Safe Haven training, and be screened.
- Chaperones must follow the rules for each trip. Drivers 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.
- Only “official” chaperones are allowed to accompany a class on a fieldtrip. Parents who are not “official” chaperones may not drive their car to a fieldtrip destination with the plan of accompanying a class. Participation by unofficial chaperones jeopardizes the safety/protection of our students and all other “official” adults on the trip.
- All chaperones must be 25 years of age or older.
- Students are not permitted to have cell phones on field trips unless otherwise directed by the teacher and/or administration.
- All monies collected for the field trip are **non-refundable**.

## V. Student Expectations

### ATTENDANCE

Regular attendance and punctuality are essential for students to be successful in school. St. Anthony School complies with South Carolina Law and Diocesan policies to help ensure the success of all students. Please note these important facts about school attendance.

1. Students are considered present only if they are physically in the classroom for 50% of the school day.
2. Anytime a student is absent, the parent or guardian must provide a written note to the school explaining the absence within 48 hours of the child returning to school.
3. If a student is going to be absent for a prolonged period, the school office should be notified.
4. Student absences will be excused under the following conditions.
  - Absences caused by a student’s own illness and whose attendance in school would endanger his or her health or the health of others. (If absence exceeds three consecutive days, must be verified by a doctor)
  - Absences due to an illness or death in the student’s immediate family.
  - Absences due to a recognized religious holiday of the student’s faith when approved in advance.
  - Absences due to activities that are approved in advance by the principal.
5. 180 days per year is the minimum attendance requirement for each child, according to South Carolina Law and Diocesan policies. Absences exceeding 10 days could result in failure for the year.

### Illness

Children who are ill should be kept home from school for their own comfort and to avoid spreading illness in the classroom. **A child must be fever and vomit free, without the use of fever reducing medication, for 24 hours before returning to school.** If a student vomits at school, he/she must go home.

Contact the School Office immediately if your child has contracted any communicable disease or condition that could be contagious such as Strep throat, MRSA, Chicken Pox, Influenza, Conjunctivitis, Impetigo, Head Lice, Pertussis and Scabies, or any other potentially contagious medical condition.

Children occasionally become ill at school. When this happens, the school will notify the parents. It is important that we have numbers where parents can be reached during the day. The numbers of alternate emergency contacts are also needed. Please be certain that your emergency contacts have agreed to provide care for your child when you cannot be reached. All information should be updated in Renweb.

### Tardiness

Students are expected to be in their individual classes on time. Late arrival (tardiness) results in interruptions to the learning process – not only for the tardy student but for the other students in the class as well. Additionally, the tardy student misses important instruction. Excessive tardiness shows a lack of respect for the educational process. **Students arriving after 8:10 a.m. must report to the office for a tardy slip before being admitted to class.** 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 into 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 p.m. to avoid disrupting 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 people 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 in the child's file. Persons picking up a child may be required to provide picture ID.

### **Family Vacations**

Family vacations should be scheduled during the school breaks provided. 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 notify all the necessary teachers, if approved. Parents/guardians are asked to help students meet the responsibility of completing all assignments for absences when the student returns. Written work cannot take the place of classroom learning.

### **Make-up Work**

Parents/guardians may request a child's work by calling the school office before 9:30 AM. 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 3:00 p.m. in the office.

Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes, or tests. For example, a student who was absent three days should be given three school days to complete the missed work.

**\*\*Teachers are not required to give make-up tests or assignments for absences due to vacations.**

## **STUDENT RESPONSIBILITIES**

### **Library**

The library contains over 8,000 volumes. Students are encouraged to use the library for curricular enrichment and pleasure reading. 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.

### **Cheating/Plagiarism**

All acts of cheating and/or plagiarism are not tolerated and will be subject to serious disciplinary action.

### **Cell Phones, iPods, iPads, Apple® Watches, and Electronics**

Students using or having cell phones or personal 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. St. Anthony School and school personnel are not responsible for the loss or damage of any personal device brought onto school property. **Students are not permitted to wear Smart Watches to school.**

### **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**

St. Anthony School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (seriously or in jest or online) face detention, suspension, and/or expulsion. Before returning to school students 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 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.

### **Lost and Left**

Any items left in the school building or on the school grounds should be turned into the School Office to be placed in the Lost and Left basket. Items placed in the Lost and Left remain there for a minimum of 10 days. At the end of each Quarter, items are donated to charity. Parents are advised that many items are placed in the Lost and Left by the student when the student would like a different item. Parents are encouraged to look for their child's items in the Lost and Left box. Please help us avoid unclaimed items by clearly labeling personal items including book bags, lunch boxes, jackets, coats, sweaters, etc.

### **Acceptable Use Policy for Technology**

The purpose of this policy is to ensure that the use of computers, iPads, other technological devices, network, and internet resources at Saint Anthony Catholic School is consistent with the educational goals and policies of our school and diocese. Access to technology is a privilege that requires responsibility. Inappropriate use will result in suspension or cancellation of technology privileges, with additional disciplinary measures as deemed appropriate by the teacher and the principal.

Teachers and administrators may review 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.

Access to the computer network enables our students to participate in the Accelerated Reader Program, to engage in educational activities, and to do research via the internet under the direction and supervision of their teachers. Because of the diverse resources available on the internet, responsibility falls upon the student to access only those resources that are appropriate and necessary to the tasks that have been assigned. Specific uses that are not allowed include chat, IM, social networking, YouTube, unauthorized games, and downloading unauthorized content, apps, or software. Students must comply with Fair Use Laws and copyright regulations regarding written materials and images. Only Middle School Grades will be allowed to use e-mail, and only within the school domain for school purposes. Students are not allowed to text message using their iPads. Students must always respect personal safety and privacy of themselves and others. Students will handle hardware gently

and will not alter software or settings in any way. Any portable storage devices (CD, flash drive, etc.) must be checked by a teacher before connecting to any school computer. With diligent teacher supervision and proper training, students are expected to be good Cyber Citizens.

Students will sign a Technology Use Agreement agreeing to abide by the rules stated therein, and parents will sign the same document indicating that they have read and will comply with this Acceptable Use Policy. Please note: The school is not responsible for any personal device brought to school.

## **BEHAVIOR MANAGEMENT**

St. Anthony Catholic School always expects a high standard of behavior from all students. 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 parents. If a child does not conform to the rules, the disciplinary guidelines will be followed. Teachers will inform parents/guardians when 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.

### **Harassment**

Harassment of any type is not tolerated. The principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

### **Off-Campus Conduct**

While it is not the intention of the school to monitor student conduct during non-school times, the school reserves the right to make its own investigation of incidents involving enrolled students and to determine whether continuation of the student's attendance is in the school's best interest. The administration of St. Anthony School may suspend or dismiss a student for actions on or off campus which reflect unfavorably upon the school. This includes, but is not limited to, inappropriate use of the internet, electronic devices, websites, or social media.

### **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
- Profanity, obscene language, or obscene gestures
- Dishonesty (cheating, lying, or stealing)
- Physical harm to others (ex. fighting, kicking, hitting)
- Harassment/bullying
- Destruction of Property
- Moral/sexual misconduct
- Possession or use of weapons/dangerous objects which could be considered a weapon.

(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. The classroom teacher handles classroom offenses. 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.



## In-School Suspension

In-School Suspension may be issued for a breach of classroom and/or school rules. Parents are provided with written notification of the In-School Suspension. The day and date of the In-School Suspension are at the discretion of the principal who monitors the suspension. During the suspension period, the student is marked present, make-up work will be assigned, and students will not be eligible to participate in extracurricular activities, special events and/or field trips.

## Out-of-School Suspension

For undesirable behavior or infractions of school regulations out-of-school suspension may be used. The principal may impose suspension after consultation with the teacher and the pastor. The parents/guardians will be notified before the child is sent home. The suspension period will last for not more than five school days. During the suspension period, the student is marked absent, make-up work will be assigned at the discretion of the principal and students will not be eligible to participate in extracurricular activities, special events and/or field trips.


## Expulsion

Expulsion is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from St. Anthony School. Expulsion is reserved for the principal, and the principal will only impose expulsion upon a child after consultation with the Pastor. Students who have been expelled will not be allowed to return to the school for any reason without prior permission from the Principal 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.

## UNIFORM POLICY/ DRESS CODE

The purpose of the uniform policy at St. Anthony Catholic School is to help provide a safe learning environment that acknowledges the dignity of each student as well as developing pride in the school.

	Boys	Girls	
<b>Daily Uniform</b>	Navy blue or white polo with logo Khaki dress pants or shorts <u>No shorts Dec. to Feb.</u>	Navy blue or white polo with logo Khaki skort or skirt	
<b>Mass Uniform</b> (Grades 5K – eighth)	White oxford button down Plaid tie Navy blue dress pants Navy dress shorts *(if announced) Vest with logo	5K – 4 <sup>th</sup> White Peter Pan Blouse School plaid jumper	Fifth – eighth White Oxford School plaid skirt/skort Vest with logo
<div><div><div><b>Uniform Supplier Options</b></div><div>Our official school plaid is <b>Plaid 41</b> (Navy, red and yellow plaid)</div><div><ul style="list-style-type: none"><li>Mass Uniforms in the school plaid should be purchased from: <a href="#">RC Uniforms</a></li><li>Daily Uniforms should be purchased from: <a href="#">French Toast School Box</a></li></ul></div></div><div></div><div>Slightly used uniforms are available through our uniform exchange. Parents are welcome to sort through and select clothes for their children from this collection of uniform items. Parents will find most, but not all sizes available.</div></div>			
<b>Shoes</b>	Athletic, canvas or dress shoes. <b>No lights or wheels.</b> Predominantly one color (black, brown, white, grey, or navy) Must cover the toe, sides, and heel; fit properly and stay securely on the foot. No heels for students 3K – fourth; No heels over 1½-inch for fifth- eighth Black, brown, or navy boots ( <u>no cowboy boots</u> ) are permitted Dec. to Feb.		



<b>Socks</b>	Solid white, navy, or black Come to the anklebone	Solid white, navy or black Come to the anklebone Tights/leggings in the same colors
<b>Accessories</b>	Brown or black belts (first – eighth)	Small hairbows or headbands Navy, white, black, or plaid
	No earrings	Small stud earrings, no dangles
<b>Optional Outerwear</b>	<p>The following items are permitted to be worn in the classroom during the school day. Students must wear items over a uniform shirt and the collar must be visible. Other outerwear may be worn to school and on the playground but are not permitted to be worn during the school day.</p> <ul style="list-style-type: none"> <li>• Navy sweater vest or cardigan with logo</li> <li>• Navy ¼ zip or fleece full zip with logo</li> <li>• Navy or gray crew neck sweatshirt with logo (not sweatshirts with the bear)</li> </ul>	

### **General Appearance**

The uniform should always be kept clean and neat. Hair should be clean, well-groomed, and not dyed an unnatural color. Only light-colored fingernail polish is permitted. Only light make-up for Middle school students. No visible tattoos or body piercings other than ears.

### **Shirts/Blouses**

Shirts and blouses are to be tucked in during the school day. Shirts and blouses should fit appropriately to promote modesty. T-shirts worn under the uniform shirt are to be plain white, free of all lettering or graphics.

### **Pants/Shorts**

Pants and shorts are to be worn at the waist above the hips. Shorts must be no shorter than two inches above the top of the kneecap and no longer than the center of the kneecap while in a standing position. No cargo pants.

### **Jumpers/Skirts/Skorts**

The length of these items may be no shorter than three inches above the crease on the back of the knee. For the sake of modesty, girls may wear shorts under their jumpers or skirts provided that the shorts do not protrude and are not visible through these items in any way.

### **Non-Uniform Attire**

Students may occasionally be allowed the privilege of a non-uniform day. These instances may be for special occasions or earned through classroom award. Non-uniform clothing should reflect Christian values with respect to graphics, lettering, and physical fit.

Shirts: Midriffs, cleavage and under garments must be covered. No revealing or sheer shirts will be allowed. No spaghetti strap shirts or tank tops.

Skirts/Dresses/Shorts: Skirts, dresses and shorts must be no more than three inches above the crease on the back of the knee. If shorter dresses are worn, then opaque tights or leggings must be worn. No biker shorts or cut-offs allowed.

Pants: Pants may not be worn below the hip or have rips or holes.

Leggings, and other skin-tight pants, including skinny jeans: Because of the revealing nature of these clothing items, students who wear them must wear a shirt or top that extends to the bottom of the fingertips when arms are fully extended.

### **Spirit Day/Game Day/House Days**

Spirit Day: Every Monday is St. Anthony Spirit Day beginning August 21: The Spirit Day dress for students is uniform bottoms and spirit wear tops (e.g., Math-A-Thon, Accelerated Reader, or any St. Anthony tee shirt) or regular uniform top.

Game Day: St. Anthony athletes may wear their uniform jersey on game day with a collared uniform shirt underneath and uniform bottoms.

House Activities: The day of House meetings or a special House Activity, students are expected to wear their House T-shirt. They may wear blue jeans, or daily uniform bottoms.

#### **Agreement to Follow Uniform Policy**

By enrolling their child at St. Anthony Catholic School, parents agree to follow and adhere to the Uniform Policy and will make sure their child is dressed in accordance with the policies of the school.

Students who come to school inappropriately dressed will call a parent to bring the school uniform to school. If a parent is unable to bring the school uniform to school, alternate clothing will be provided for the student for the day. That clothing is to be washed and returned to school.

## **VI. Health Information and Student Care**

### **HEALTH POLICIES**

If any child has any special health problems demanding special care (such as asthma, diabetes, or a seizure disorder) this should be on record in the school office. Parents should submit this information in writing to the office on or before the first day of school.

#### **Immunization Requirements**

All students in the Diocese of Charleston Catholic schools must be immunized in accordance with the immunization requirements and the guidelines of the Diocese of Charleston and the South Carolina Department of Education. Exemptions may be provided to those applicants with a physician-documented medical reason said immunization is a serious threat to the health of the applicant.

#### **Emergency Information**

Each year parents/guardians must complete a current Emergency Form. This form will include the names of three individuals who are authorized to pick up students at dismissal or due to an emergency. In addition to the custodial parents, students will only be released to the individuals named on this form. 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 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.

#### **Medication at School**

In keeping with standard policy, St. Anthony School will supervise the dispensation of prescription and over the counter (OTC) medications (to include cough drops and topical creams) during the school day when all the following conditions have been met:

1. Students must take the first dose of any new medication at home.
2. Prescription 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
3. All non-prescription medication (cough drops, lip balm, etc.) should have the following information:
  - Student's name
  - Medication name and strength
  - Dosage amount and special directions
4. A "Medication Authorization" form must be completed; no medication will be dispensed without it. Forms are available from the office or on the website. All forms must be filled out and signed by the parent/guardian and the physician.

5. All medication must be brought to the office or to the principal by the parent/guardian and picked up by the parent/guardian.
6. If emergency medication (e.g., epi-pen or inhaler) is needed by a student, the parent must bring it and the proper documentation to the school office. Please note inhalers and Epi-Pens require specific forms to be completed. Forms are available in the office or on the school website.
7. Benadryl will only be administered with proper documentation.

### **Severe Allergies**

Parents of students with allergies will inform the school by completing an emergency form. Parents of students with severe allergies should leave the appropriate epi-pens/inhalers with the school. All parental instructions will be disseminated to all Faculty and Staff. It is the parents' responsibility to notify the office of changes in their child's medications or procedures.

Parents of students with food allergies should specify if they wish for their child to have only parent-provided food. A parent or guardian of a student with food allergies is asked to provide optional classroom snacks for his/her own child. Snacks will be kept in a separate snack box or chest provided by the parent or guardian.

To minimize incidents of life-threatening allergic reactions, St. Anthony will maintain a system-wide procedure for addressing these reactions and maintain an Emergency Action Plan for any student whose parent/guardian, and physicians have informed the school in writing that the student has a potentially life-threatening allergy.

The school does all that it can to ensure the school environment is favorable to children with asthma or allergies. As much as possible, the school does not use chemicals in science and art lessons that are potential triggers for children with asthma or allergies. St. Anthony School makes no claim to be an allergen or peanut-free school.

## **SCHOOL SAFETY/CRISIS MANAGEMENT**

### **School Safety**

St. Anthony School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. The school reserves the right to search anything brought on school property. This includes cell phones and other electronic devices. If the school suspects danger to a student, teacher, or school community, the school reserves the right to call the police.

### **Playground Safety**

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

### **School Property**

The parent of a child who carelessly destroys or damages any furniture, computer, iPad®, equipment, buildings, or anyone's individual property will be obligated to pay the full cost of repairs and labor or replacement. Textbooks rented by the student must have a proper book cover. No writing in rented textbooks is permitted. The student will pay a fine or replacement cost for damaged or lost texts before any final reports, transcripts, or diplomas are presented.

### **Volunteers/Visitors**

Volunteers and Visitors are required to check in with personnel in the office upon arrival and check out when leaving. No volunteer or visitor is to go directly to the classroom. All visitors and volunteers must wear a badge while on school property.

The Diocese of Charleston participates in the SAFE HAVEN, Protecting God's Children, program which is a method for ensuring safe environments, free of abuse, for all our children. All adults who work with or encounter our students must take the 1.5-hour training course (Safe Haven) and submit to a background check. Registration/Training is accomplished online. After the training, you are asked to bring your certificate to the office so that we may keep a copy on file.

### **Crisis Prevention Plan**

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. After emergency responders determine that a safe student release is possible, families will be reunited with their children.

### **Drills**

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

### **Emergency School Closing**

When an emergency event or weather conditions warrant the closing of school, or delayed opening, parents/guardians will be notified through the e-mail account listed on a student's file. Information will also be available on local television stations and on Facebook. We make independent decisions for our school about closings, delayed openings, or early dismissals. We do not necessarily follow the schedule of Florence School District 1.

### **Surveillance Cameras**

St. Anthony School recognizes that attempting to maintain the safety and security of students, staff, and visitors to our school is implemented with a multifaceted approach. To the extent that modern technology provides tools to maintain safety and security, the use of video surveillance cameras may be in place in the school and on school property. Cameras will not be permitted in areas where there is a reasonable expectation of privacy.

## **VII. General Information**

### **SCHOOL DAY ROUTINES**

#### **School Day**

Regular school hours are from 8:00 AM until 3:05 PM for Grades 3K-8.

#### **Supervision**

Students are not allowed on school property before 7:30 AM because there is no adult supervision. Between 7:30 AM and 8:00 AM, all students must enter through the gate to the playground or the Family Center side doors in case of inclement weather.

After the 8:10 AM bell, a student is considered tardy and must sign in at the main office desk (enter through the school's main entrance).

If a child is not picked up by 3:30 PM, he/she will be sent to Extended Care and charged accordingly.

#### **Returning to School After Dismissal**

Students are not permitted to return to the school building after the 3:05 PM dismissal unless accompanied by a teacher. This policy is designed for the protection of your child in addition to helping your child to become more organized and personally responsible.

#### **Bikers and Walkers**

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

#### **Car Line**

Drop-Off: Use the driveway to the rear of the rectory and pull up the gate to the playground or the Family Center side doors in case of inclement weather. For the safety of all children, students must be dropped off and picked up through the car line. Parking and getting out of your car are not permitted. Please do not pass (on the left) cars which are ahead of you.

Pick-up: Students will be dismissed from the Family Center. Follow along the perimeter of the back parking lot and pull up beside the Family Center at a numbered cone. Parents will have a card with their student's name in the car window. Teachers will call students to be waiting at the designated cone.

\*\*Please Note - Once the established routine 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, the change must be communicated to the office through email, written note, or phone call prior to 2:45.

#### **Office Hours**

The school office is open daily from 7:45 a.m. to 3:45 p.m. 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.

## **COMMUNICATION**

Effective communication between home and school is important in serving the needs of our children. We encourage parents to become familiar with the following procedures and use them when communicating with the school.

### **Contacting the Principal**

The principal welcomes all communication with parents, informally and by appointment. If there is a concern regarding an issue in the classroom, the parent is to meet with the teacher involved first. If the issue is not solved to the satisfaction of either the teacher and/or the parents, it is then appropriate to 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. The principal is available to listen, to problem solve, and to take action. Please call the principal when things go wrong and when things go right!

### **Contacting Teachers**

We encourage communication with your child's teachers. In fact, when either you or your child have a classroom-related issue, we ask that you contact the teacher(s) directly involved first. Please make every effort, however, to reach teachers during school hours through the school office. If a teacher is in class, please leave a message, and your call will be returned as soon as possible. School email is another effective way to reach your child's teacher. Teachers will respond within 24 hours. Unless the matter is urgent, we request that you do not call faculty at their homes.

### **Email**

Email can be used as a very efficient tool for parents to communicate with the school. However, all email communication should follow email etiquette. Challenging or confidential issues should be shared through face-to-face communication. The faculty, staff and principal can be contacted directly through email from our school web page.

### **Parent/Teacher Conferences**

Formal conferences are scheduled in the fall, or 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. Parents/guardians are encouraged to communicate regularly with their child's teacher(s) regarding the success of their child. Please make appointments to see the teacher by email or written note. Do not try to have a conference with a teacher during drop-off, 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.

### **Rosters**

Rosters listing our families are available through Renweb (FACTS SIS). This list is for your convenience when trying to contact other parents. It is the responsibility of individual families to change any personal information, i.e., phone numbers, address, email, etc. through the Renweb (FACTS SIS) Parent Portal. Please also notify the office of any changes in personal information so that all records will be kept up to date. **AT NO TIME IS THIS LIST TO BE USED FOR SOLICITING CUSTOMERS FOR BUSINESS PURPOSES.**

### **School Newsletter**

The Bear Blast is posted on the school web page and sent home via e-mail to keep school families and friends informed.

### **Teacher Communications**

Teachers in grades 3K-fourth send weekly communications to keep parents up to date with reminders, classroom news, and assignments. Teachers also communicate through email and the school agenda. These should be checked regularly. For Middle School students, grades and information will be posted on Renweb weekly.

### **Tuesday Folders**

Each student is provided with a Tuesday Folder. These folders may contain graded papers and important notices

from the school office, PTO, and teachers. Parents are asked to look for this folder each Tuesday, review the contents, sign the form, and return the folder to school on Wednesday mornings. Papers should be returned to the teacher only upon his/her request. Please note that Tuesday Folder communications are meant for parent information only. **Students should not be opening Tuesday Folders without parental supervision.** 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 time 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 wish to speak to a faculty or administrative staff member, and they are unavailable, please leave the following information with the secretary or on the voicemail: your name, a number, or numbers where you can be reached, and when you can be reached at those numbers. Every effort will be made to return your call. If your call is about an emergency, please indicate this to the office personnel. Please do not call teachers at home.

### **Social Media**

Engagement in online blogs such as, but not limited to Facebook®, Twitter®, Instagram®, etc., may result in disciplinary actions if the content of the student or parent's blog includes defamatory comments regarding the school, the faculty, other students, other parents, or the parish.

No parent should open a Facebook®, Twitter®, Instagram® account under the name of the school or a particular grade or organization without the permission of the principal. A parent who chooses to create such an account may subject his/her child(ren) to separation from the school.

## **SCHOOL ACTIVITIES**

### **Birthday 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. Invitations to parties outside of school cannot be distributed unless everyone in the class receives an invitation. Students must give invitations to the teacher to distribute.

Parents planning a birthday celebration at school must plan for all children in the class and plan in advance with the teacher. For a child's birthday celebration, please send individual servings of edible items. If desired, SMALL treat bags are acceptable.

### **House System**

At the beginning of each school year students participate in the House Sorting Ceremony. Students new to St. Anthony are assigned to houses. Sibling groups are always placed in the same house.

Each house is named after a saint and has a motto, color, and shield. Two teachers in each house serve as deans to oversee the house and support the house leadership. The house leadership consists of a Prefect, an Assistant Prefect, a Scribe, and a Parliamentarian. The house leadership helps plan and lead the house meetings that occur once a month.

House members work together to earn points for their house. Points can be earned by participating in church events, extracurricular activities, school-wide contests, service activities, and additional activities that might be going on in the school, church, or community. Students can also earn points for demonstrating exceptional behavior.

Students will learn to work hard individually for the good of their house, along with working as a house team. Our house system encourages teamwork, friendship, cooperation, and leadership.

### **Room Parents**

The Room Parents' responsibilities are to assist teachers with extra-curricular activities by coordinating parent volunteers for classroom parties, class projects, or other activities as planned by the teacher. It is important for each Room Parent to delegate and to involve every family in class activities and/or events.



## **Special Occasion Celebrations**

Class parties are held on major holidays and at the end of the year. Parties are kept as simple as possible and are held during the last hour of the day or at an appropriate time identified by the teacher. Special treats are allowed for these parties. Room Parents are responsible for these parties. There is to be no individual gift exchange at school among students. Small gifts or treats may be distributed to the entire class.

## **LUNCH PROGRAM**

A hot lunch menu will be offered to all students and posted on the school website in advance. Parents should order school lunches through the website. An invoice will be sent home at the end of the month for all lunchroom purchases.

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. No carbonated beverages are allowed (unless authorized by the office). Milk is available for all students, or students may bring juice or clear, plastic water bottles from home. No chewing gum on school property.

**Parents should not bring lunches or drinks from carry-out restaurants.** Parents should refrain from bringing forgotten lunches to school. This creates a disruption to the learning process as class time is lost when a student is called out of class. Any student forgetting a sack lunch will be provided with a lunch.

## **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.

### **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. St. Anthony School abides by the Child Abuse laws of the State of South Carolina. This law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services.

### **School Advisory Board**

The School Advisory Board consists of the Pastor, the Principal, and five members appointed by the Pastor and Principal. The School Advisory Board is purely advisory in nature. The Board meets at least five times annually to consider policy matters affecting the school, to provide broad direction in compliance with the school's mission, to assist in developing the school's strategic plan, and to 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 of this organization is to encourage cooperation and support between the home and school both financially and spiritually. 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.

## **PARENTAL INVOLVEMENT**

We, at St. Anthony Catholic School, consider it a privilege to work with parents in the education of children



because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life - physically, mentally, spiritually, emotionally, and psychologically. Your choice of St. Anthony School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

A good example is the strongest teacher. Your personal relationship with God, with each other, and with the school community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter a partnership with us at St. Anthony School, we trust you will be loyal to this commitment. During these formative years (Pre-K to 8), your child needs constant support from both parents and faculty to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest for challenging, yet nourishing, the student to reach his/her potential.

It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships. Speaking negatively about a child's teacher at home will only create an attitude of distrust toward the teacher, the school, and the parent.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. It is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned (student grades are earned not given by teachers) and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. Parents are encouraged to let their child experience a logical consequence for an inappropriate action or behavior. This responsibility also extends to times of absence. Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the person God created them to be.

### **Parents as Partners**

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

1. 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.
2. Monitor television viewing both in time and content of programs, computer/electronic game playing, and telephone use. Encourage active participation in family activities.
3. Provide a good Christian example through family prayer and regular attendance at Mass/church services as a family. Always use appropriate language and practice Christian examples for their child to observe.
4. Attend parental conferences upon the request of school personnel.
5. Supply the child with the basic resources he/she requires to complete class work.
6. Immediately notify the school of any problems or conditions adversely affecting (or potentially affecting) your child, other children, or the school staff.
7. Review and discuss the school's disciplinary code and policies with the child.
8. In an e-learning environment, the daily support of a parent/guardian is critical to providing students with continued quality education through e-learning. Specific guidelines will be provided to parents/guardians with detailed information regarding the e-learning schedule.

**\*\*Parents are always welcome to visit, however, they are asked to sign in at the office and to wear name tags. Parents wishing to sit in on classes are asked to notify the office at least one day in advance. Parents are welcome to attend special school events at any time, without advance notification.**

### **Volunteers**

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. 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
- Fundraising
- School Advisory Board member or committee member
- Run for the Heroes
- Come Back to Give Back
- Coaching
- Seventh/8<sup>th</sup> Grade Elective Opportunities

## **VIII. After-School Programs and Activities**

### **EXTENDED CARE PROGRAM**

St. Anthony Extended Care will be open from the time school is dismissed until 6:00 p.m. to provide after school care for children enrolled at St. Anthony Catholic School. Any changes to accommodate the school schedule will be posted in the Bear Blast.

Parents utilizing these services should be aware of the following:

- The program closes at 6:00 p.m. and if any child is not picked up by this time, the parents will owe a late fee of \$1 per child for every minute after 6:00 p.m. Consistent late pick-ups may result in the child's expulsion from the program.
- Communication must be maintained with the coordinator. Parents must notify the coordinator of any pertinent changes (Telephone, Address, Authorized Pick-Up, and Job).
- The Extended Care Program will be closed whenever St. Anthony School is closed. If school is cancelled due to weather while the children are in school, there will be no Extended Care on that day. Any changes to accommodate parents during extended breaks will be posted in the Bear Blast.
- Parents will receive a monthly bill based on the time that the child spent in Extended Care. Failure to pay the fees may result in the child's expulsion from the program.
- Students will be signed in upon arrival. The adult picking up the child must enter the building and sign the "Sign Out" sheet.
- Children will be released ONLY to those listed on the form. It is the responsibility of the parents to update the list as needed. When the child has been released to one of the listed individuals, his or her welfare is no longer the responsibility of the St. Anthony Extended Care program.
- A daily snack will be provided as part of the service. This can be juice, fruit, popcorn, cereal, or crackers, etc. (this will vary each day). If your child is allergic to any foods, please be sure to note this on the information sheet.



## PARENT AUTHORIZATION FORM

*PLEASE DETACH AND RETURN BY August 21, 2025*

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 a 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 of amendments via the Tuesday Folder, the Bear Blast, or through e-mail communication. We agree to be governed by this handbook.

_____ Parent Signature	_____ Date
---------------------------	---------------

This page left blank intentionally.