

ST. ANTHONY CATHOLIC SCHOOL

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2007-2008 STUDENT ASSIGNMENT BOOK

THIS ASSIGNMENT BOOK BELONGS TO:

NAME: _____

ADDRESS: _____

CITY: _____ ZIP CODE: _____

TELEPHONE: _____

HOMEROOM TEACHER: _____ GRADE: _____

**STUDENT HANDBOOK
2007-2008**

**PHILOSOPHY AND OBJECTIVES
OF ST. ANTHONY SCHOOL**

Mission Statement

Education of a child is the primary duty of the parent. To accept the trust of this responsibility is a mission of highest privilege and gravest magnitude. With the help of parents and the church, our aim is to prepare each individual child for the future - intellectually, academically, morally, socially, emotionally, spiritually, and physically. It is necessary and essential that as leaders of tomorrow, the children receive the best in religious, moral, and academic instruction. It is important that we model and lead the child in the development of the proper attitude and perspective toward life and the formulation of responsible values. It is our belief that a child who is happy while learning is a child who has rewarded himself/herself intrinsically, thereby achieving the formula for happiness and success.

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 paraliturgies 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 extra-curricular 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.
- To assist the child in understanding his/her world-wide Christian and social responsibilities and to encourage them to fulfill their obligations.

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GENERAL ADMINISTRATIVE POLICIES

Absence

A pupil who is absent from school must present upon return to school a written and dated note signed by the parent explaining the reason for absence. In case of prolonged illness, the school should be notified. Parents requesting homework assignments must call the school office before 9:30 a.m. and will be available for pick up at 3:00 p.m. Assignments will not be available if requested later in the day. Assignments must be made up within 5 days of returning to school and tests will be made up within five days and/or at the discretion of the teacher. If absences exceed 12 days, the student may be retained. Within the 12 days, no more than 10 unexcused days will be allowed. Therefore, it is essential for all students to bring an excuse from the doctor or parent for any absence.

Please do not let the student return to school until they have been free from fever for 24 hours. If a student has vomited in the morning, please do not send them to school that day. Students must be able to participate in all class activities upon their return to school after an illness.

Excused Absences

1. Students may be excused from attendance when ill and their health or the health of others would be endangered by their attending school.
2. Students may be excused from attendance when there is a serious illness or death in their immediate family.
3. Students may be excused from attendance at school for recognized religious holidays of their faith.
4. Students may be excused from attendance at school in accordance with local board policies.
5. To be considered an excused absence a note from the doctor or parent must be provided.

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

Unexcused Absences

1. Students who are willfully absent from school without the knowledge of their parents.
2. Students who are absent from school without acceptable cause with the knowledge of their parents.
3. Additional criteria in accordance with local board policies may be added to the above definition of unlawful absences.

Appointments for Children

Parents are urged to make dental, medical, and other appointments for their children after school hours. If this arrangement is not possible, the school office should be notified beforehand.

Extracurricular Activities

These activities are not to be scheduled during our regular school hours. Students may not be dismissed early on a regular basis to accommodate extra-curricular activities.

Leaving School Before Dismissal Time

In an emergency, the parent must come to the school office for the pupil, be properly identified, and receive permission for the pupil to leave school.

Should a child become ill, the parent will be informed and their instructions followed. Please do not come to pick up your child early unless it is an emergency.

Leaving School Without Permission

No pupil is allowed to leave the school grounds for any reason without being signed out at the office.

Tardiness

The following procedures will be followed in the event the student is late for school (after the 8:05 a.m. bell) on any given day. This policy is valid for all grades, 3K-8:

- The parent must sign the student in at the office
- Tardy days will be tracked through the office
 - 5 tardy days will equal a 30-minute detention
 - 10 tardy days will equal a 60-minute detention
 - On the 11th tardy, a conference with the principal, parent and student will occur
- Students are required to have a tardy slip to be admitted to class
- 3K, 4K and 5K parents need to escort their child to their appropriate class

Vacation

Parents are urged not to plan vacation during school time. This type of absence will be deemed "unexcused." Any work missed will be made up at the discretion of the administration. If this situation should arise, a note must be sent to the school office a week in advance.

ACADEMICS & ATHLETICS

Cheerleaders

Students are accepted from grades 1-8.

Sports Teams

Each year the school may sponsor soccer, basketball, tennis, and track teams.

Service

One of our responsibilities as a Catholic school is to assist our children in understanding the importance of helping others. Grades 1-8 will each have a service project they are responsible for throughout the school year.

In addition, students in grades 6-8 are asked to participate in serving the needy at our local Manna House. All grades are asked to provide food.

SCISA Activities

Middle School Math Meet

Spelling Bee (grades 3-8)

Art Show (5K-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

In addition, we also participate in the following competitions: Geo-Bee, Lt. Governor's Writing and Readers Digest Word Challenge.

CONFIDENTIALITY

Any information given to a teacher or administrator will be held in 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.

CUSTODY

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.

ADMISSION

Registration (Pre-kindergarten through grade 8) 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 if there is room.

The school is aware that some children have been diagnosed to have special needs. It is the parents' responsibility to provide documentation and information to the Principal, prior to registration, and acceptance regarding personal conditions, which may require special services by the school.

New students may be admitted to St. Anthony School on a 30 school day trial period providing space is available. At the end of the probationary period, the child will be evaluated based on schoolwork, school attendance, and disciplinary actions needed.

Registration requirements:

1. To enter 3-year-old kindergarten, a child should be age three by September 1st and potty trained. **Potty 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.**
2. To enter 4-year-old kindergarten, a child should be age four by September 1st and potty trained.
3. To enter 5-year-old kindergarten, a child should be age five by September 1st.
4. To enter Grade 1, a child should be age six by September 1st.
5. Students must meet the readiness requirements of the school.
6. On registration day, a birth certificate, baptismal certificate (if Catholic) and certificate of immunization must be presented to the school.
7. There is a one-time Application Fee of \$50.00 per family.
8. Registration fees are as follows:

Grade 3K & 4K Half Day	\$150.00
Grade 3K & 4K Full Day	\$175.00
Grades 5K-8 1 child	\$275.00
2 children	\$525.00
3 children	\$765.00
4 children	\$825.00

This fee is non-refundable.

1. A physical examination by a physician is required for all new students.
2. Two measles shots must be obtained by all students.
3. Hepatitis B immunization (three dose series) will be required for entry into all grades.
4. One dose of Varicella or positive history of chicken pox for all children in 3K -7th grade.

ARRIVAL AND DISMISSAL

Once the established route is set for your child, that is how they will be sent everyday 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.

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.

After School Pick Up

Car Pool 3 or more children in a vehicle can be picked up in front of the church. Enter from the north driveway and turn at the entrance to the church.

Grades 1, 2, 6, 7, & 8:

Pick up in front of the school, using the south driveway

Grades 3K, 4K, 5K, 3, 4, & 5

Pull around from the north driveway and pick up at the side of the building in the appropriate grade line

Siblings

The older brother or sister will go to the younger child's line and be picked up at that class line. All children must be picked up in the car line.

Student Safety

If a parent needs to enter the school, please park in the rear parking lot and walk in with your child. No student is to be left unsupervised before or after school. If a child arrives prior to 7:30 a.m., he/she must wait in the car with the parent. When a teacher is in the Family Center to supervise them, then the child may be dropped off. If a child is not picked up by 3:30 p.m., he/she will be sent to After School Care and charged accordingly.

BIRTHDAYS AND SPECIAL OCCASIONS

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.

In lieu of parties or gifts, it is preferable to donate a book in the child's name to the school library. Names of donors will be announced each month in the newsletter. Invitations to personal parties may only be given out at school if all students in the class are included.

COMMUNICATION

Conferences with teachers may be scheduled by calling the school office and leaving a message for the teacher. The teacher will return calls during planning time and schedule a conference convenient for all. Please do not call the teachers at home. They are available from 7:45 a.m. to 3:15 p.m., Monday through Friday.

If there is a concern/problem regarding your child, please

observe the following procedure:

1. Parents are requested to meet with the teachers to resolve classroom concerns.
2. If the parent feels that the initial meeting with the teacher did not resolve the issue, we are asking the parent to document in writing the concern. This letter then should be sent to the teacher with a copy to the principal.
3. The teacher and the principal will then set a time to meet with the parent to resolve the issue.
4. If the issue is still unresolved, it will then proceed to the pastor for final review.
5. All written concerns will be responded to in writing to the parent.
6. A copy of the concern/issue as well as the resolution will be retained by the school in the student's file. At the end of the school year it will be removed.

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

The Guidance Counselor may see a student for a particular problem. If the counselor deems the situation serious, the principal and parents will be notified promptly.

DISCIPLINE

Diocesan Policy Discipline/Punishment

Discipline is as fundamental to Catholic education as it is fundamental to Catholic life.

Worthwhile discipline is that which is prompted by motives from within. Discipline is not regimentation, nor does it imply a detailed surveillance of every action of the student. Punishment must be such that it is constructive and in accord with Christian charity and reconciliation.

School Discipline Policy

Parents are our primary partners in the education of your child. Nothing the school wishes to accomplish is effective without your support. Among your responsibilities are the following:

1. To maintain regular communication with the school authorities concerning your child's progress and conduct.
2. To attend parental conferences when requested by school authorities.
3. To provide your child with the resources needed to complete class work.
4. To insure that your child is in daily attendance and to promptly report and explain an absence or tardiness to the school.
5. To assist your child in being healthy, neat and clean.
6. To bring to the school's attention any problems or conditions which adversely affect your child or other children in the school.
7. To discuss report cards and work assignments with your child.
8. To read and discuss this discipline code with your child.

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. The behavior guidelines are not intended to punish students but to teach them appropriate behavior and encourage them to accept responsibility for their actions. Students must learn how to conduct themselves at school so that teachers can spend their time teaching all students. The teachers and

principal will follow the behavioral guidelines to assure that all students are treated fairly. The guidelines stress prevention of discipline problems. Many problems are minor and will be handled by the classroom teachers. Students will be given ample opportunities to change their behavior before serious problems arise.

Parents will be contacted so that they can work with teachers and principal in solving problems concerning their children. Behavior problems that pose a threat to others will be dealt with more severely. Violence or serious disruptions in the school may result in suspension or expulsion from the school.

Conferences with parents will be required if a serious offense occurs.

Demerits

A demerit system will be used for minor discipline problems. Demerits will be assessed by the teacher. The system will work as follows:

- 1 demerit for each infraction
- 3 demerits = 1 detention (1 hour after school)
- 3 detentions = 1 overnight suspension
- The next 3 demerits after an overnight suspension will be a mandatory 1-day out-of-school suspension.

Students who receive detention will be expected to serve that detention the day after notice is given. Detention can also be given by the principal without the accumulation of demerits.

Behavior that requires immediate attention by the principal (not the use of demerits) are: disrespectful of those in authority, fighting (any improper use of hands), foul language, or serious disruptions in the classroom. When after-school detention is used, adequate supervision will be provided.

Disciplinary Referral

1. Classroom offenses - handled by classroom teacher
2. Serious offense - immediate referral to the assistant principal or principal.
3. Referral to principal - conference with student and parent.

Minor Behavior Problems

Most behavior problems will be of a minor nature and will be handled by the classroom teacher. All classrooms will have posted rules that parents know and understand. The principal will ensure that classroom rules are reasonably consistent between classrooms and appropriate to the age of the students.

Severe Behavior Problems

Severe behavior problems may include: actions by students that result in serious violence to another person or property; actions by a student that may pose a direct and serious threat to the safety of others in the school or seriously disrupt the educational process. These serious behaviors will be dealt with according to the following guidelines:

A severe behavior offense will result in a conference with the principal, parent, and student and a suspension from school. The length of the suspension will depend upon the age of the child and the seriousness of the offense.

At the conference: 1) the reason for the suspension shall be discussed; 2) the policy of the school in regard to the suspension shall be reviewed; and 3) remedial steps shall be proposed to prevent reoccurrence of the offense.

Examples of severe behavior problems are:

- Persistent disregard for classroom or school rules.
- Taking of money or other property.
- Possession of explosives or ignition of explosives likely to cause serious bodily injury or property damage (fireworks).
- Profanity and obscene language and gestures.
- Physical abuse or harm (or threat of) to another student.
- Possession of a knife
- Harassment and bullying (all demeaning behavior).

Suspension and Expulsion

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.

The principal shall have the right to suspend for cause, supported by written memoranda, any pupil in the school for a period of not more than five school days, provided, however, that the student, parent, or guardian shall be given a conference promptly with the principal and appropriate personnel during the suspension period. Work will be made up at the discretion of the principal.

At such conference the matters and facts set forth in the principal's written report shall be reviewed with the pupil, parent or guardian. After such conference, the principal shall modify, revoke, or reaffirm the suspension. Only in extreme conditions will a child be expelled from school. This would be a result of repeated offenses that prove to pose a threat to the learning environment or the safety of students. A hearing before the School Board and Pastor would also be required.

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.

Weapons

The deliberate bringing of weapons to school will be dealt with immediately. The student's parent/guardian will be notified to come to the school for the purpose of removing the student from the school grounds. A meeting will be held to determine the student's future status. If the weapon is a gun, the police department will be notified. The only exception to this policy is bringing a collection or part of a collection to school with prior approval by the Principal. A collection or part of a collection must have historical value.

DRESS CODE

Uniforms are mandatory for grades 5K-8 at St. Anthony, to reflect the high standards and values placed on a proper educational atmosphere. The purpose of uniforms is not to restrict unduly but to permit students to dress in accordance with the fashion and good taste of the times and in accordance with standards of a proper educational atmosphere.

The purpose is also to unify in spirit and to present a visual symbol of our united student body. Therefore, the breaking of uniform code is viewed as disruptive not only in disobedience of dress code but also as a disregard in the esprit de corps of the school. Minor dress code violations will be dealt with on a demerit basis. Severe violations will be handled through the office requiring parents to come to school immediately with appropriate clothing.

Hair, make up, and jewelry: No unusual or fad haircuts are allowed. Bangs must be above the eyebrows. For the boys, hair must be worn off the collar and above the ears. No shaggy cuts. Earrings on boys will not be allowed and girls are not to wear earrings that dangle. While taking into consideration that style is important to students, haircuts, makeup and jewelry need to conform to the ideals that the administration deems tasteful and age appropriate. Light nail polish may be worn, but no fad colors are allowed.

Uniforms may be purchased through our uniform company James Formal Wear by calling 1-803-773-2320, or by purchasing similar items at local merchandise distributors such as J.C. Penney, Wal-Mart, K-Mart, Belk, or Target.

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

Polo Shirts - solid white or navy, long or short sleeve (7th & 8th grade may wear black.)

Turtle Neck - solid white or navy, (7th & 8th grade may wear black.)

Dress Shirts - solid white, button down Oxford

Slacks - Dress cut - solid khaki or navy, dress-cut cotton twill with inside pockets. No jeans or sweats, no rivets and no outside stitching. (7th & 8th grade may wear black).

Shorts - Dress cut - solid khaki or navy, (no more than 2" above the top of the knee cap) (7th & 8th grade may wear black).

Socks - solid white or navy, (no socks below crew level, must come 1" above the ankle bone) anklets, knee socks, hose or tights (to be worn at all times)

Shoes - athletic canvas or leather (no lights or "fad" shoes for all grades). Grades 3K - 4 - no heels. Shoes must be laced and tied at all times. No sandals or open toe shoes.

Sweaters - solid white or solid navy (7th & 8th grade may wear black or black v-neck sweater vest (may have St. Anthony's emblem)

Jumpers - St. Anthony's blue plaid, open bib or A-line (**uniform company only**)

Sweatshirts - solid white or solid navy (7th & 8th grade may wear black) (may have St. Anthony's emblem)

Skirts - solid khaki, solid navy or uniform company's plaid (No shorter than to the top of the knee cap - no slits) (7th & 8th grade may wear black & white kilt)

Blouses - white, button-down Oxford or Peter Pan collar

Tights - solid navy or white (7th & 8th grade may wear black) (no leggings)

Ties - solid navy (may have St. Anthony's emblem). 7th & 8th grade boys and girls may wear red and black stripe purchased from the uniform company, but it must be tied properly. **Belts** - brown or black belt must be worn with any slacks, shorts or skorts that have belt loops.

In addition:

- 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. Shirts and blouses must be worn tucked in at all times.
- On Mass days, boys must wear long pants, white dress shirt and tie. Girls must wear either a jumper or skirt with a blouse.
- For health reasons, shoes and socks will be worn by all students. No sandals, open-toe, sling backs, clogs or boots are to be worn. Shorts or skorts 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.
- Math-A-Thon, Accelerated Reader, or any St. Anthony tee shirts 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 Halloween party day, Christmas party day, Valentine's party day, St. Patrick's Day, spring field day, or other announced by the administration.
- Bike pants may not be worn to any function.
- Brownie and Cub Scouts 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 belts, shirt tails, 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.

WEATHER EMERGENCIES

When weather conditions such as ice, snow, hurricanes, warrant the closing of school, or delay opening, parents are to be advised that **St. Anthony School will automatically conform to the decision of Florence School District One as announced by the media.** No separate advisement by St. Anthony School needs to be made. The local radio and television stations provide excellent coverage during emergency periods.

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. In case of crisis, parents must follow the direction of the school and/or police.

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.

PLAYGROUND SAFETY

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

EXTENDED DAY PROGRAM

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

Extended Day Rates

1 student	\$4.00 until 4:30 \$9.00 until 6:00
2 students	\$6.00 until 4:30 \$12.00 until 6:00
3 students	\$9.00 until 4:30 \$16.00 until 6:00

Late Fee: \$2.00 for every 10 minutes past 6:00 p.m.

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. 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 to frolic" (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 Virtus training.

HOMEWORK

Homework is not necessarily assigned each day to every child. Work done at home is encouraged and is primarily for reinforcement. Assigned work is given as the individual student shows a need.

A suggested time period for homework is:

Grade 1	30 minutes per night
Grades 2, 3, 4	45 minutes per night
Grades 5, 6, 7, 8	90 minutes per night

LIBRARY

The library contains over 7,000 volumes and participates in the Accelerated Reader 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.

LUNCH

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.

OFFICE HOURS

The school office is open daily from 8:00 a.m. to 4:00 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.

PREGNANCY

Student pregnancy will be viewed as a matter of faith, health and emotion. The student and/or students involved will be counseled for their spiritual, emotional, physical, and academic welfare. The counselors will include the pastor, teachers, parents, and outside specialists as necessary. Our religion course will stress the truth that human sexuality is a gift of God and that as is true of all gifts, must be used responsibly.

PROGRESS REPORTS

Exams

Students in grades 7-8 are required to take first semester exams. Students may exempt second semester exams if the following criteria are met:

- A second semester average of 92 or higher in the subject
- No more than ten absences during the school year
- No out-of-school suspension during the school year
- No over-night suspension during the second semester

Report Cards

Report cards will be issued quarterly for grades 5K-8th. 3K & 4K report cards are issued in January and May.

Parent/Teacher Conferences

Parent/Teacher Conferences will be held after the issuance of first and third report cards.

Testing Program

The testing program, in accordance with the Diocese, is designed to measure growth in scholastic attainment, mental abilities, aptitude, and emotional reactions. Standardized testing is done in September.

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.

Weekly Progress Reports

Weekly progress reports along with major papers 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 and all papers in the folder the next day.

PROMOTION POLICY

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.

TELEPHONE/CELL PHONES

Pupils are not permitted to use the office phone except in the case of an emergency and with permission. Students are not allowed to have cell phones on school grounds.

TUITION SCHEDULE FOR 2007-2008

Tuition payments can be paid either annually or on a monthly basis. Annual tuition payment for grades 3K through 8th is due on Fee and Information Day.

5K – 8th	Parishioner	Non-Parishioner
1 child	\$4150.00/year \$ 415.00/mo.	\$5,290.00/year \$ 529.00/mo.
2 children	\$7,830.00/year \$ 783.00/mo.	\$10,000.00/year \$ 1,000.00/mo.
3 children	\$11,280.00/year \$1,128.00/month	\$14,570.00/year \$1,457.00/mo.
4 children	\$15,790.00/year \$ 1,579.00/mo.	\$19,260.00/year \$ 1,926.00/mo.
3K & 4K	\$2200.00/year	\$2500.00/year
Half Day	\$220.00/month	\$250.00/month
3K & 4K	\$2800.00/year	\$3200.00/year
Full Day	\$280.00/month	\$320.00/month

If paying monthly, a one-time tuition insurance payment will be due at Fee and Information Day in August.

To be eligible for Parishioner's rate, parish families must fill out a Parish Membership Verification Form and have it approved by their Pastor.

Monthly tuition payments for grades 3K through 8th are due on the 1st of each month; tuition is late by the 10th of each month. First monthly payment is due no later than Fee and Information Day, along with the one time tuition insurance payment. A \$25.00 late fee is charged for tuition coming in after the 10th of the month. A \$25.00 returned check fee is charged.

Tuition Policy

It is very rare that late tuition becomes a problem; however, to be fair to all, the School 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. The insurance fee is non-refundable (unless the child withdraws from St. Anthony School before the first actual school day of the 2007-2008 school year or the child is not accepted by the school before the first actual day of the 2007-2008 school year).

The parishioner tuition rate is available for families registered at St. Anthony's. The parent(s) will be required to certify that in accordance with the teachings of the Church, they contribute to the support of their parish and that the Catholic parent(s) and their children attend Mass each Sunday.

Contributions to the Church are to be made by check or envelope.

VOLUNTEERS/VISITORS

Volunteers will be utilized in the school on an as needed basis. 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. Volunteers will work strictly in the workroom unless they are helping with an activity that has been planned by the teacher.

Student visitors to the school must obtain prior approval by the principal.

All volunteers must have completed Virtus training.

TEXTBOOKS

Textbooks are the responsibility of each child. All hardback textbooks must be covered; noncompliance may result in a demerit. If textbooks are damaged or lost, charges will be as follows:

Normal Wear-none

Excessive Wear-\$1

Abused-\$2

Lost, Stolen, Damaged-cost of the textbook

TRANSFERS AND WITHDRAWALS

Parental Request

Notice of a student's withdrawal from St. Anthony School is to be made by the parent to the principal and teacher no later than one week in advance of the withdrawal date. This will enable the teacher to secure grades and the parent to settle accounts. Parents will be asked to sign a release for transferring the student records. Records will be sent directly to the transfer school upon request. **All fees must be paid before school records will be released.**

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.

PARENT ORGANIZATIONS

The Friends of St. Anthony Catholic School

In February, 1987, the Organization of the Friends of St. Anthony Catholic School was established.

The goals of the Friends are:

1. To establish greater community ownership and involvement in the school.
2. To further develop public relations and knowledge of the school.
3. To provide a college scholarship to an alumni of St. Anthony Catholic School.
4. To begin the development of an endowment fund.

The Friends of St. Anthony Catholic School will hold one school accountability meeting per year.

Parents/Teachers Organization

The organizational charter of the Parent Teacher Organization of St. Anthony Catholic School was revised during the 1997-98 school year, at the request of the School Board.

The purpose of the Parent Teacher Organization is 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. All parents of currently enrolled students, teachers, and administrators are members of the Parent Teacher Organization.

School Board

The School Board enables lay representatives of the parish(es) to work cooperatively with the Pastor(s) and the school administrator in the affairs of Catholic education as advocated in several declarations of the Second Vatican Council. The purpose of the School Board is to promote an effective program of religious, intellectual, cultural, social and physical education for the students of St. Anthony Catholic School.

The function of the Board is:

1. To act as an advisory body to the administration in the development of school policy.
2. To assist school administrators in the execution of the school policy.
3. To provide assistance to the Pastor and the Parish Council.

ADDRESSING THE SCHOOL BOARD

Visitors to the School Board meeting will have a chance for open discussion after the approval of the minutes for approximately 5 minutes. No additional discussion will be permitted. Items for discussion must be given the principal and the president of the school board one week prior to the scheduled meeting.

NOTIFICATION TO PARENTS AND STAFF OF ST. ANTHONY SCHOOL REGARDING 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 re-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.

ST. ANTHONY CATHOLIC SCHOOL STUDENT INTERNET USE POLICY

Internet Use Terms and Conditions

- 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 an inappropriate site.
- Students will not deliberately attempt to access inappropriate sites and materials.
- Students will not bring discs from home to use in school computers.
- Students will get permission before printing information from the internet.
- Students will get permission before downloading information onto the computers hard drive.
- Students will get permission before downloading information onto a school disc.
- 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.

PARENT AUTHORIZATION FORM

PLEASE DETACH AND RETURN BY AUGUST 29, 2007

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.)

Name/Grade of student

Name/Grade of student

Name/Grade of student

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.

Signature: _____

This handbook has been compiled in an attempt to acquaint you with the philosophy, policies and procedures of St. Anthony Catholic School. 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.

**DIOCESE OF CHARLESTON
CATHOLIC: SCHOOL SYSTEM
Medication Permit Form**

Only necessary medication (such as for epileptics asthmatics, diabetics, or ADD/ADHD) may be given at school. All medication should be given outside of school hours impossible. Three-times-a-day medications should be given before school, after school and at bedtime for optimal coverage. If necessary, medication can be given at school only under the following conditions:

1. If medication is needed in order for the student to remain in school, this form must be completed by the parent/guardian, signed by the physician, and returned with the medication to the school office or nurse.
2. All medicine, including "over the counter," must be prescribed by a doctor or dentist and must be in the original container and labeled with a current pharmacy prescription label. The pharmacy can supply two labeled bottles for this purpose. Medications sent in baggies or unlabeled containers will not be given.
3. The parent is responsible to bring all medication to clinic/office and to pick up unused medicine or it will be destroyed.
4. Antibiotics will not be given at school-by-school personnel. If the parent feels the antibiotic must be given during the school day, the parent may come to the school office/clinic and administer it.
5. All medications must be kept in a locked cabinet/drawer in the school office/clinic.
6. High School students whose doctor's written instructions require them to carry an inhaler on their person may do so. A second inhaler must also be kept in the clinic for use a needed. If a student allows another person to use the inhaler, the privilege of carrying one's inhaler may be revoked for both parties involved.
7. Only those students in High School may transport their medication from home to the school office/clinic, and return unused medication home.
8. Only the school nurse or authorized school representative and/or the parent may perform nebulizer treatments in school.

To the School Nurse or Authorized School Representative of _____ School

Name of Student: _____ Grade: _____ Room: _____

Name of Medication: _____

Dosage and Directions for giving: _____

Beginning Date: _____ Ending Date: _____

I hereby request that the medication specified above be given to the above named student by school personnel. I understand that the school's agreeing to allow the medication to be given is for my benefit and the student's benefit. Such agreement by the school is adequate consideration of my agreements contained herein. In consideration for the school agreeing to allow the medication to be given to the student as requested herein, I agree to indemnify and hold harmless the Diocese of Charleston, its servants, agents, and employees, including, but not limited to the parish, school, the principal, and the individuals giving the medication, of and from any and all claims, demands, or causes of action arising out of or in any way connected with the giving of the medication or failing to give the medication to the student. Further, for said consideration, I, on behalf of myself and the other parent of the student, hereby release and waive any and all claims, demands, or causes of action against the Diocese of Charleston, its agents, servants, or employees, including, but riot limited to the parish, the school, the principal, and the individual giving or failing to give the medication.

Signature of Parent/Guardian: _____ Date: _____

Signature of Physician: _____ Data: _____
(Stamped Signature not Accepted)

Physician's Telephone Number: _____