ST. ANTHONY CATHOLIC SCHOOL
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Florence, South Carolina 29501
(843) 662-1910
e-mail: tracy.hamner@saintanthony.com
Website: school.saintanthony.com

2015-2016 PARENT HANDBOOK

THIS ASSIGNMENT BOOK BELONGS TO:

NAME: _________________________________________________________________

ADDRESS: ________________________________________________________________

CITY: _______________________________ ZIP CODE: ___________________________

TELEPHONE: _____________________________________________________________

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

Faith
Family
Knowledge
Service

PHILOSOPHY AND OBJECTIVES
OF ST. ANTHONY SCHOOL

Mission Statement

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, when appropriate.
- To assist the child in understanding his/her worldwide Christian and social responsibilities and to encourage them to fulfill their obligations.

STUDENT HANDBOOK
2015-2016

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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 and/or not vomited 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.

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
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. All early dismissals must be completed before 2:45pm in order to ensure safety during carline.

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 8:10 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
- 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
- Tardy days will be tracked through the office
  - 5 tardy days will equal a 60 minute detention
  - Tardies are cumulative
  - On the 11th tardy, a conference with the principal, parent and student will occur

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, volleyball, and track teams.

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

Academic Competitions
Middle School Math Meet
Spelling Bee (grades 3-8)
Art Show (5K-8)
We The People – The Citizen and the Constitution
Middle School Academic Quiz Bowl
Middle School Mock Trial

In addition, we also participate in the following competitions: We the People, and Lt. Governor’s Writing.
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 custodial parent must provide the school with a court-certified copy of the court order denying access to academic records for any birth and/or by marriage parent.

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 must 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 must be age four by September 1st and potty trained.
3. To enter 5-year-old kindergarten, a child must be age five by September 1st.
4. To enter Grade 1, a child must 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. Registration Fees are $100.00/child for returning students. For new students the registration fee is $150.00/each. School Fees are $430.00/each for grades 5K-8th and $200.00/each for 3K and 4K. This fee covers books, supplies, diocesan fees, PTO, Fine Arts, Lab, Insurance and Testing.

These fees are non-refundable.

ARRIVAL AND DISMISSAL
Once the established route is set for your child, that is how they will be sent every day for car line or Extended Care. If there is an exception to this routine, we must receive a note stating the change.

No phone calls will be allowed by the students to make the change that day.

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
7:30-8:05 Use the driveway to the rear of the rectory and pull up alongside of the Family Center side doors. For the safety of all the children, students must be dropped off and picked up through the car line. Parking and getting out of your car is not permitted. Please do not pass (on the left) cars which are ahead of you.

After School Pick Up
At 3:10 Students will be dismissed from the cafeteria using the car line procedure in reverse. Parents will have a card with their student’s name in the car window and the teachers will call each student to the car. If students have not been picked up by 3:30pm they will be sent to Extended Care.

Student Safety
If a child arrives prior to 7:30am, he/she must be walked into the Family Center and signed into Early Morning Care.
If a child is not picked up by 3:30pm, 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. All teachers may also be contacted through their school e-mail address. Their e-mail address is: firstname.lastname@saintanthony.com

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.

**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 ensure 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.

Detentions will be served the first and third Tuesday of the month. Detention may also be given by the principal without the accumulation of demerits.

Behavior that requires immediate attention by the principal (not the use of demerits) is: 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 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 person.
- 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. Any out of school suspension prohibits a student from honor roll recognition.

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.

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 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 the 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.

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

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

Polo Shirts - solid white or navy, long or short sleeve (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 collared shirt
Slacks - Dress cut - solid khaki or navy, dress-cut cotton twill with inside pockets (no cargo slacks). No jeans or sweats, no rivets and no outside stitching. (7th & 8th grade may wear black).

Shorts - Dress cut - solid khaki or navy (no camp or cargo shorts), (no more than 2” above the top of the knee cap) (7th & 8th grade may wear black). No athletic shorts may be worn at any time.

Socks - solid white or navy, anklets, knee socks, hose or tights (to be worn and visible at all times). No colored socks.

Shoes - athletic canvas or leather (no lights or “fad” shoes (no neon colored) for all grades, brown, black, or blue shoes only). Grades 3K - 4 - no heels. Shoes must be laced and tied at all times. No sandals or open toe shoes for safety purposes. Black, brown, navy boots – Dec to Feb. No cowboy boots.

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, navy, or khaki, open bib or A-line (no polo dresses)

Sweatshirts - solid white or solid navy (7th & 8th grade may wear black) (may have St. Anthony’s emblem). No hoodies or zippers.

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 or school plaid (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:

- Hats, jackets and coats are not to be worn in buildings. Sweaters and sweatshirts are not to be tied around the waist.
- Accelerated Reader, or any St. Anthony tee shirt may be worn on any Monday.
- Clothing and personal property must 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 notify parents using the School Reach system, as soon as possible.

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 $4.50 until 4:30
$10.00 until 6:00
2 students $7.00 until 4:30
$14.00 until 6:00
3 students $12.00 until 4:30
$16.00 until 6:00
Late Fee: $2.00 for every 10 minutes past 6:00 p.m.

EARLY MORNING CARE
If students arrive between 7:00am and 7:30am they must be walked into the Family Center for Early Morning Care. The following fees apply: 1 child - $3.00, 2 children - $5.00, and 3 children - $7.00. An invoice will be sent home at the end of the month.

FIELD TRIPS
Field trips are planned only as an extension of the educational program. They are carefully planned with learning objectives and follow-up activities. Prior notification of the details of all field trips will be sent home with a permission slip, which must be signed and returned for each trip. Failure to meet academic and/or behavioral requirements may result in loss of field trip privileges. Any child who has been suspended may not participate in a field trip. Parents need to keep students at home if they will not be participating in the class field trip. If parents are asked to drive on a field trip, they must fill out a "Driver Information Sheet" and have it on file in the school office. They must take the route given by the teacher and may not "detour 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 and be screened.

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 75 minutes per night

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

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

PROGRESS REPORTS
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 quarter report cards. All others will be by request.

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

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 grades from the previous week will be sent home in a folder. Parents are to go over the report, sign each paper, and return the report 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 using or having cell phones or telecommunication devices visible during normal school hours inside of the school building or on the school grounds shall have their cell phones or communication device confiscated. A parent may pick the device up from the front office. Students found to be in violation of this policy may be subject to additional disciplinary action at the discretion of the principal or designee. Any exceptions to this policy must be approved by the principal. School personnel are not responsible for the loss or damage of any cell phone or telecommunication device brought onto school property.
Inappropriate use of electronic devices is prohibited.

TUITION SCHEDULE FOR 2015-2016
Tuition payments can be paid either annually or on a 10-month basis. Annual tuition payment for grades 3K through 8th is due by Fee and Information Day.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Parishioner</th>
<th>Non-Parishioner</th>
</tr>
</thead>
<tbody>
<tr>
<td>5K – 8th</td>
<td>$5,100.00/year</td>
<td>$6,125.00/year</td>
</tr>
<tr>
<td>1 child</td>
<td>$510.00/mo.</td>
<td>$613.00/mo.</td>
</tr>
<tr>
<td>2 children</td>
<td>$9,100.00/year</td>
<td>$11,175.00/year</td>
</tr>
<tr>
<td>3 children</td>
<td>$910.00/mo.</td>
<td>$1,118.00/mo.</td>
</tr>
<tr>
<td>or more</td>
<td>$11,850.00/year</td>
<td>$14,930.00/year</td>
</tr>
<tr>
<td>$1,185.00/month</td>
<td>$1,185.00/month</td>
<td></td>
</tr>
<tr>
<td>3K &amp; 4K</td>
<td>$3,220.00/year</td>
<td>$3,750.00/year</td>
</tr>
<tr>
<td>Half Day</td>
<td>$322.00/month</td>
<td>$375.00/mo.</td>
</tr>
<tr>
<td>3K &amp; 4K</td>
<td>$3,850.00/year</td>
<td>$4,760.00/year</td>
</tr>
<tr>
<td>Full Day</td>
<td>$385.00/mo.</td>
<td>$476.00/mo.</td>
</tr>
</tbody>
</table>

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 in August. 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 Advisory Board has developed a policy of notification, if it occurs. It applies to both parishioners and non-parishioners. However, parishioners may request a conference with the pastor to explain extenuating circumstances. Report cards may be held for late payment.
- 30 day late period – Letter of notification from Principal
- 60 day late period – Conference with the Principal
- 90 day late period – Request of withdrawal of student

Each family is required to sign an enrollment contract, which insures all tuition fees. All fees are non-refundable (unless the child withdraws from St. Anthony School before the first actual school day of the 2015-2016 school year or the child is not accepted by the school before the first actual day of the 2015-2016 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 any books are damaged or lost, students will be charged the cost of replacement.

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 that 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.
For tuition paid via the monthly payment plan, a family will be responsible upon notification of a withdrawal for the current month. For tuition paid in full, a family will be responsible upon notification of a withdrawal for the current month. Any remaining tuition will be credited back to the family minus a 10% withdrawal fee. If the withdrawal is due to work relocation, the withdrawal fee will be reduced to 3% with proof of the relocation.

If a student then returns to St. Anthony Catholic School they will then be charged non-parishioner tuition rates.

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

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 Advisory Board
The School Advisory 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.
ADMINISTRATIVE STAFF
Bishop of Charleston .................................................. Most Rev. Robert Guglielmone
Secretary for Education and Faith Formation ........ Sister Pamela Smith, SSCM
Director for Catholic Education ................................... Sandra Leatherwood
Parish Pastor ................................................................ Rev. Robert Morey
Parochial Vicar .......................................................... Rev. Jesuprathap Narichetti
Deacon ....................................................................... Rev. Mr. Reginald Armstrong
Principal ...................................................................... Mr. Tracy Hamner
Office Manager .......................................................... Charlotte Tilton
School Bookkeeper .................................................... Ann O’Donnell
Custodial Staff ........................................................... Rickett Gregg & Jean Griebel
Cafeteria Staff ............................................................ Kim Wilcox
Extended Care Staff ................................................... Darlene Neel
School Advisory Board Chair ..................................... JoEllen Schneider

FACULTY
Emily Brandis
Carol Cibock
John Cipollina
Talitha Seeber
Susan Gerth
Davis Guerriero
Cris Lekovich
Jennifer Yearsich
Ann McLeod
Alisa Muir
Patti Odom
Lee Pasley
Vicki Palmer
Margie Sestito
Mary Smith
Tammie Richey
Barbara Urban
## 2015-2016 Calendar

### JULY 2015
- **4** Independence Day

### AUGUST 2015
- **7** Labor Day – No School
- **11** School Picture Day
- **21** ITBS Testing Begins
- **25** Staff Development – No Students

### SEPTEMBER 2015
- **2** ITBS Testing Ends – Noon Dismissal
- **16** Picture Make-up Day
- **20** End 1st Quarter
- **27** Report Cards Issued
- **30** Staff Development – No Students

### OCTOBER 2015
- **3** Noon Dismissal Parent/Teacher Conf.
- **23-27** Thanksgiving Break No School
- **30** Classes Resume

### NOVEMBER 2015
- **18** Noon Dismissal Afternoon Teacher In-service
- **21** Christmas Break Begins

### DECEMBER 2015

### JANUARY 2016
- **4** Classes Resume
- **13** End of 2nd Quarter
- **15** Noon Dismissal Afternoon Teacher In-service
- **18** M.L. King Day – No School
- **19** Report Cards Issued
- **31** Catholic Schools Week Begins

### FEBRUARY 2016
- **12** Staff Development – No Students
- **15** Presidents’ Day – No School
- **21** End of 3rd Quarter
- **24** Holy Thursday – Noon Dismissal
- **25** Spring Break Begins
- **27** Easter Sunday

### MARCH 2016
- **4** Classes Resume
- **5** Report Cards Issued
- **22** Staff Development – No Students

### APRIL 2016
- **30** Memorial Day – No School

### MAY 2016
- **1** 3K, 4K, & 5K Awards 8th Grade Graduation
- **2** Last Day for Students Early Dismissal
- **3** Last Day for Teachers

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**Make-up Days (in order)** – November 23, February 15

Calendar is subject to change. Revised 5/5/15.
PARENT AUTHORIZATION FORM

PLEASE DETACH AND RETURN BY AUGUST 28, 2015

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.