

PARENT / STUDENT HANDBOOK

POLICIES • PROCEDURES • PRACTICES



Diocesan Schools: Academic Excellence and Solid Faith Foundations to Build Promising Futures

Saint Anthony Catholic School

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Most Reverend Bishop Robert N. Lynch

Superintendent:

Associate Superintendent:

Principal:

Pastor:

Mr. Christopher Pastura

Dr. Mark Majeski

Sister Alice Ottapurackal, FSSE

Fr. Garry Welsh

REVISED July 2016

Mission Statement

(March 2016)

Saint Anthony Catholic School builds solid faith foundations and academic excellence while developing the whole child for an eternal future in God's kingdom.

FOUNDATION for LEARNING

Prayer and Spirituality

- + Daily prayer
- + Faith
- + Respect
- + Scripture

Community

- + Safe Environment
- + Appreciate Differences
- + Concern for Others

Relationships

- + Individual Learners
- + Honesty
- + Integrity

Academic Achievement

- + High Expectations
- + Discipline
- + Responsibility

Nearby Parishes and Pastors

Parish & Address	Distance	Pastor	Office Phone Number
St. Anthony of Padua Catholic Church P.O. Box 875 San Antonio, FL 33576	207 ft.	Rev. Garry Welsh	(352) 588-3081
Sacred Heart Catholic Church 32145 St. Joe Road Dade City, FL 33525	3.3 miles	Rev. Krzysztof Gazdowicz	(352) 588-3641
St. Rita Catholic Church 14404 14 th Street Dade City, FL 33523	5.9 miles	Rev. Daniel Kayajan	(352) 567-2894
St. Joseph Catholic Church 5316 11 th Street Zephyrhills, FL 33540	12.6 miles	Rev. Eric G. Peters	(813) 782-2813
St. Anne Catholic Church 4124 Treiman Blvd. (Hwy.) 301 Ridge Manor, FL 33523	15.1 miles	Rev. John S. Hays	(352) 583-2550
Our Lady of the Rosary Catholic Church 2348 Collier Parkway and O' Lakes, FL 34639	17.5 miles	Rev. Ronald Aubin	(813) 949-4565
St. Mark the Evangelist Catholic Church 9724 Cross Creek Blvd Tampa, FL 33647	22.8 miles	Rev. David DeJulio	(813) 907-7746
St. Anthony the Abbot Catholic Church 20428 Cortez Blvd Brooksville, FL 34601	29.1 miles	Rev. Craig Morley	(352) 796-2096

Saint Anthony Catholic School

Contact Information

School Administration

Superintendent's Office
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Fr. Garry Welsh, Pastor

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Faculty and Professional Aides

Miss Lourdes Milán – Kindergarten (MA)
Mrs. Franchesca Blocher – Gr. 1 (BA)
Mrs. Wendy Kenny – Gr. 2 (MA)
Mrs. Betsy Navin - Grade 3 (BS)
Mrs. Connie Fernandez - Grade 4 (BA)
Ms. Linda Whitman - Grade 5 /Art K-8 (BA)
Sr. Sherly Vazhappilly, FSSE, Gr. 6-8 Math/Rel (BA)
Ms. Nicole Natoli, Gr. 6-7, LA (BA), Gr. 5 Math
Mrs. Cheryl Berry – Gr. 6-8, Sci., STREAM
Coordinator (M.Ed.)
Mrs. Elizabeth Bodine – Gr. 8 L.A./ 6-8 Soc. St. (BS)
Mrs. Patricia Rosales-Rios – Gr. 1-8 Spanish (BA)
Miss. Emiko Wennerholt- K-8 Music (MM)
Mrs. Melissa Mangen – Gr. 1-8 PE/ Athletic Director
Morning Care (MS)
Mrs. Betty Will - K-8 Media/Computer (BA)
Mrs. Jane Maitiski - Special Education (MA)
Mrs. Carmen Anderson, MA, LMHC
Licensed Mental Health Counselor
Mrs. Lidia Guadarrama – Professional Aide (BA)
Miss. Laura Daffer - Professional Aide (MA)
Mrs. Karen Miller- Professional Aide (MS)

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Extended Care Supervisors

Miss Laura Daffer - Homework/Ext. Care
Mrs. Lidia Guadarrama - Homework –Gr. 4-8

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Support Staff

Mr. Daniel Lenske – Maintenance
Mrs. Maria Garcia – Maintenance

HOURS OF OPERATION

School Day: 8:15 AM to 3:15 PM
Homework Class: 3:15 PM to 4:15 PM
After-School Care: 4:15 PM to 5:30 PM

Main Office: 8:00 AM to 4:30 PM
Morning Care: 7:00 AM to 8:00AM

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INTRODUCTION

Every student and their family are vitally important to St. Anthony Catholic School because every member of the school community contributes to our success. To insure that all members live their vocation in faith, a positive spirit of hope should pervade our school. Parents, students and staff alike should be appreciated, respected, and must feel "at home." To enable us to work together, all parents and students are responsible for:

1. supporting St. Anthony Catholic School's mission and philosophy;
2. knowing the material included the handbook; and
3. following the policies and procedures described in this handbook

*The Administration reserves the right to amend this Handbook. Notice of amendments will be provided to families and highlighted in the Handbook **on the website in yellow.***

POLICIES AND PROCEDURES

ACCREDITATION: Saint Anthony Catholic School is accredited through the Florida Catholic Conference and is a member of the National Catholic Education Association. The school community is involved in the continuous school improvement process and strategic planning, under the direction of the Catholic School System of the Diocese of St. Petersburg.

ADMISSION POLICIES: Saint Anthony Catholic School, a member of the Catholic School System of the Diocese of St. Petersburg, restates its open admission policy. Namely that no person on the grounds of race, color, national or ethnic origin is discriminated against in admission or in receiving services in any of its schools.

To enroll in Kindergarten students must be 5 years old on or before September 1. New first grade students must be 6 years old on or before September 1ST and/or have successfully completed an **approved kindergarten program**. A physical exam is required when a student enrolls for the first time. Age must be verified by a birth certificate. Immunization records must be complete and kept up to date. A copy of the baptismal certificate is required for Catholic students. Each student is asked to have a copy of his/her Social Security card on file. In situations of custodial stipulation, a copy of the official court document is required for the file and the signature of both parents is required on application and withdrawal documents.

Annual application takes place at regularly scheduled times, which are announced through the newsletter, website and parish bulletins. Registration, tuition agreements and fees must be completed and returned in a timely fashion. Annual Registration fees are non-refundable and will not be applied toward tuition fees. Registration fees cover rental of hardback texts, consumable texts, technology fee, student insurance and standardized testing fees. In certain situations, Wait Listing may be advised. A non-refundable fee is required to hold a student's place for the next available seat.

Priority for Enrollment is as follows:

1. Currently enrolled students who are eligible to re-enroll and their siblings
2. Catholics from the surrounding parishes: Saint Anthony of Padua, Saint Joseph, Saint Rita, Sacred Heart, St. Anthony the Abbot, St. Anne, St. Mark the Evangelist, and Our Lady of the Rosary.
3. Students transferring from a Catholic school
4. Other Catholics (verification required)
5. New non-Catholics

Transfer Students: Parents of students who are transferring from other schools must arrange to visit the school with the prospective student for a tour, interview with the Principal and admission screening. **Parents must present copies of the most recent grade reports (Report Card and Progress Reports).** In addition, arrangements must be made for the student to “shadow” for a minimum of 2 hours with his/her intended class. **Placement testing may be required for students entering any grade.** Reference forms (found in the application packet) must be sent to the school office as soon as possible. The Principal and staff, in consultation with the school counselor and/or the Resource Teacher, and in compliance with applicable school law, will determine placement of students. There may be a week wait period to obtain placement test results and/or admissions decisions.

Newly admitted students may not begin classes until records are received from the previous school: health record, report cards, progress reports, standardized testing reports, transcripts, psycho-educational evaluations, Individualized Educational Plan (IEP), 504 Plan, Response to Intervention Records, Academic Improvement Plan, etc.

Probationary admission: All newly admitted students are granted a 90-calendar-day probationary admission status, which can be extended at the discretion of the Principal, (or longer, if deemed necessary by the administrator) before acceptance is confirmed.

ABBREVIATED DAYS: Scheduled abbreviated days for teacher planning or before a holiday will be designated on the school calendar. These are required attendance days for students. Abbreviated day dismissal is usually at 12:15. No lunch period will be scheduled; students should bring only a snack to school on these days. There will be extended care program on Abbreviated Days by appointment only.

AFTER-SCHOOL HELP: Classroom teachers will be available after school (3:30 to 4:15 PM), one day per week, to assist students who desire additional instructional help. Teachers will provide their *After-School Help Schedule* to students and parents at the beginning of the school year. This service is free of charge. In addition the “fee-for-service” supervised *Homework Class* will be available. Refer to the *Homework Class* section in this handbook for additional information.

ARRIVAL AND DISMISSAL: School hours are from 8:15 a.m. to 3:15 p.m.

Arrival: No student should arrive at school before 8:00 a.m. except to attend the Morning Care program for which there is a fee. There is no other supervision before 8:00 a.m. and the school will not accept responsibility for the safety of the student left unattended by a parent/guardian on campus property. The bell is rung at 8:13 a.m. to signal the school community to prepare for **Outdoor/Indoor Morning Assembly. Students who are not in line with their class or, in the classroom, after assembly begins (8:15 a.m.) are considered tardy.** These students are to report to the designated staff member charged with their supervision during assembly and check-in. All students who arrive after assembly has concluded must report directly to the school office with parent/guardian for a “Permit to Enter Class”.

Dismissal begins at 3:15 p.m. Students are escorted to the assigned dismissal areas by the staff. They are called for dismissal upon request of the parent/guardian. They are to remain under the supervision of the dismissal supervisor until called. All remaining students will be assigned to the Extended Day staff **at 3:30 p.m.** Parents are asked to complete an approved

drivers list. If for any reason it should be necessary for your student to ride home with another adult, or walk or ride a bicycle home, please send a prior note to the office.

- **Traffic Patterns:** *Carefully observe speed limits in the school zone.*

During the school day, the road in front of the school, Saint Anthony Way, is closed to traffic.

- **Morning Drop-off via Car line is on the East Side of the school only:**

- **Outdoor assembly days** (Thursdays & special occasions), morning-arriving traffic should proceed southward along Joe Herrmann Dr. – at the east edge of the park. Instruct your student(s) to exit the vehicle **by** the barricades.

- **Indoor assembly days (Monday through Wednesday, Friday and on Rainy/Cold Day)** will be at the East and Church Door entrances. A staff member will be posted at these entrances to direct students to their classrooms. All traffic should proceed southward along Joe Herrmann Drive (at the East Side) to the main entrance of the school. Please do not allow your student(s) to exit through the left side of the vehicle. Drivers are urged to remain in their cars in the traffic line to ensure the safety of each and every student and to speed up the drop-off process.

NOTE: Please do not allow your student(s) to exit the vehicle along the edge of the park. This location presents serious threats to the students' safety.

NOTE: Please do not park in front of the convent. This location presents serious threats to the students' safety by vehicles that are backing up along the street, west of the barricades.

NOTE: It is strongly advised that you park at the parish center if you wish to attend morning assembly or accompany your child to the assembly area.

NOTE: Parking underneath or in front of a stop sign is illegal, and may result in a citation due to parking violation.

- **End-of-Day Dismissal:** The traffic flow is west to east on Saint Anthony Way, past the church and front of the school building. Car riders will be paged to the east side doors when their car passes in front of the school and the driver is identified by the teacher on "page duty." Please have your "Car Rider Pickup Sign" displayed on the dashboard of your car to speed up dismissal. Parents should refrain from parking on Joe Herrmann Drive **to drop-off** and/or retrieve their students. The students will not be permitted to cross Joe Herrmann Drive. Drivers are likewise reminded that they should not attempt to break the car line by coming along the east side of the park (like at arrival) – always come through Main Street to Saint Anthony Way. Drivers are urged to remain in their cars in the traffic line to ensure the safety of each and every student. **City regulations prohibit making a U-Turn on Joe Herrmann Drive.**

Parents who choose to walk their students to cars parked in the parish lot should approach staff stationed at the west (church-side) door with their "Car Rider Pickup Sign" to have their student(s) paged and speed up dismissal. Please move promptly to the parish parking lot when the student exits.

Parents are not to bring their children to the park until after 3:30 so as not to interfere with the dismissal line.

Once dismissed, students should not return to the school building except in the company, and under the direct supervision of their parents. These students have been legally dismissed into the care of their parents.

Students who are waiting to be picked up are to **remain in their designated dismissal area until 3:30 p.m.** At 3:30 p.m. all remaining students will be assigned to the Extended Day staff. Students are not permitted to return to their classrooms unless accompanied by a school staff member.

- **Bicycles** are to be parked in the racks provided. They are not to be ridden on school property. Riders will be released after the 3:30 dismissal.
- **Walkers and Riders** must provide a written request/permission from parent/guardian. The request must specify the destination approved for the student, contact person and contact phone number. Walkers will be released after the 3:30 dismissal.
- **Early Dismissal** of students is permitted only in the company of a parent/guardian or in accord with a written request from parents. Parents are advised to notify the school in advance of the time for the early dismissal. At such times, the responsible person should come to the school office prior to 3:00 p.m. to sign out the student and wait for him/her to be summoned by a staff member. Students are not permitted to wait outside for an early dismissal ride.
- **Sign-in and Sign-out Policy:** In order to ensure the safety and security of every school member of the Saint Anthony Catholic School community, all students, visitors, and employees must be accounted for (arrival, dismissal, return if applicable) while on campus and under its jurisdiction. All students **MUST BE SIGNED OUT for EARLY DISMISSAL and FROM the EXTENDED DAY PROGRAM by an authorized parent/guardian.** St. Anthony Catholic School provides a computerized program (School Check-in), located in the Main Office and supervised by authorized staff, for this specific purpose. Extended Care students are to be signed out with the Extended Care Supervisor. Please send in a note if another adult is picking up your student from school. If the adult is unknown to school personnel, a photo ID will be required. We ask that you please remind the alternate drivers of the correct procedure for dismissal.

ASBESTOS MANAGEMENT: There is no asbestos in the school plant. However, in accordance with Federal requirements and the Diocese of Saint Petersburg policy on asbestos management, a management plan is in place and available for review upon request.

ASSEMBLIES:

Enrichment assemblies are planned periodically as special events on the school calendar. There is often a significant investment in time and preparation for an assembly program. Therefore, student attendance is ordinarily a requirement, not an option. Parent attendance is welcome and encouraged. When the topic is controversial or a sensitive issue, parental permission is required for student attendance.

Honor Roll assemblies for quarters I, II and III are held to present honors and awards. Awards for the 4th quarter are mailed in June or presented the following August.

ATHLETICS AND SPORTS PROGRAMS: Saint Anthony Catholic School strives to offer a variety of after-school sports activities. The intention is to teach and develop physical skills, mental discipline, sportsmanship, and the striving spirit necessary for successful living. Teams are formed when the number of available students and volunteer coaches are sufficient to support the activity for the duration of the season. Some of the team sports most often available are: basketball, golf, soccer, tennis, flag football, and volleyball. Students in grades 5-8 are eligible to participate in the Catholic School System leagues (team selection required), as long as they meet all *Terms of Eligibility*. Refer to the *School-sponsored Extracurricular Activities* section in this handbook for additional information regarding *Terms of Eligibility*.

Requirements for Athletes and their Families

- Student athletes are required to have an annual sports physical
- All involved athletes and parents are expected to agree to the participation responsibility and fair play.
- Team sports' uniforms are issued by St. Anthony Catholic School, and are the property of the school. Failure to return the uniforms will result in a replacement charge to the family's FACTS account.
- It is the student's responsibility to make arrangements regarding assignments and testing with the teacher prior to the sport or other after-school activity. When a student attends a school-sponsored activity the student is excused from classes but must make up any work required for that class missed.
- All coaches (paid or volunteer) are required to comply with the Safe Environment policies of the Diocese of St. Petersburg: Level II (FBI) digital fingerprinting and criminal background screening, documentation of attendance and completion of Safe Environment and Ethics for Coaches training provided by the Office of Catholic Schools and Centers, and adherence to Minimum Standards of Moral Conduct established by the Diocese of St. Petersburg. All documentation, including the results of the criminal background check is retained by St. Anthony Catholic School, as well as the Catholic School System and Safe Environment Office of the Diocese of St. Petersburg.
- Parents must also recognize that participation in any sport may result in injury and understand that Saint Anthony Catholic School will not be held liable.
- Spectators are reminded that the purpose of the athletic program is to teach good sportsmanship, camaraderie and youth development. Any spectator (students as well as adults) exhibiting unacceptable behavior may be asked to leave the event. No loud or distracting behavior is to be tolerated. Spectators are likewise reminded to refrain from "coaching from the sidelines." Cheering is encouraged but spectators should not call out directions to a particular student nor yell at the players about what they should have done or not done with the ball. That is the coach's job.

- Games are scheduled in advance by the league principals and athletic directors. Due to the scope and frequency of the athletic program, parents will be responsible for transporting their own students. Saint Anthony Catholic School will not be responsible for arranging carpooling or liable for transportation to/from games. A practice and game schedule will be sent to parents as soon as it becomes available. Should a practice/game be cancelled (inclement weather, game forfeiture, etc.) every effort will be made to contact parents in advance through the ***Rediker (Instant Alert System)***.

ATTENDANCE: Consistent daily attendance is the bedrock of a student's excellence in achievement. Students are expected to be in school, on time every day that the school is in session, and to remain in class until regular dismissal time. End-of-year *Perfect Attendance Awards* recognize students who were not absent, dismissed early or tardy, at any time during the school year. Tardiness and early dismissal are discouraged. This is an indication of your respect for the teachers and your investment in your student's education. A student must be in attendance for ninety percent (90%) of the instructional time required for each subject.

A student not in attendance the required time in a scheduled class may:

- receive an incomplete; and
- may be required to repeat a grade,
- receive professional tutoring and/or
- complete a summer packet and pass a test for academic credit

The legal school day is from 8:15 a.m. to 3:15 p.m. Florida State Law requires that accurate attendance records be kept. Attendance is taken at the beginning of morning assembly. Four consecutive hours of attendance (not including lunch) is considered a full day's attendance. Students who are not with their class (in line at Morning Assembly or in the Cafeteria/Middle School classroom during Rainy Day arrivals) when attendance is taken are considered tardy and must obtain a "Permit to Enter Class" in the school office.

- **Tardiness to School or to Classes (when students change classes):** State and Federal school laws require that accurate records be kept of student attendance. Parents are responsible for the timely arrival of their students. **Students who are not in line with their class after assembly begins (8:15 a.m.) are considered tardy.** These students are to report to the designated staff member charged with their supervision during assembly and check-in. All students arrive after assembly has concluded must report directly to the school office with a parent/guardian for a "Permit to Enter Class". Students who arrive after their class has entered the school must report to the office for a tardy slip in order to be admitted to class. Students with more than ten (10) tardy arrivals per semester may be required to make up time missed in a detention. Parents are reminded that students are developing life-long habits and promptness of arrival is important in that process. Parents are asked to phone or send a note with the student explaining more than a few minutes lateness.

Excessive tardiness will be addressed with the parents by the Principal, in consultation with the Pasco County School Nurse assigned to the school and the School Counselor. Ten (10) or more tardies in a semester will result in the student having to serve a detention, and may be reported to the proper authorities according to Florida Statutes (F.S. 1003.21). In the case of occasional unexpected circumstances such as traffic conditions, the driver should call the school and/or

accompany the student(s) into the office, to advise us of the exceptional circumstances.

- **Early Dismissal: Requests for early dismissal should be a rare exception.** Parents should exercise prudence when planning appointments which will intrude on the student's school day. ***When early dismissal cannot be avoided, it is important that parents/guardians notify the school in writing.*** Please send a note to the teacher so that the student is prepared to leave when paged for dismissal. All parents/guardians are to report to the school office to have their student/s paged. Students who are paged for early dismissal should leave the room as quietly as possible and report promptly to the office. Those students in the portables will meet their parents/guardians at the classroom door after they are paged from the office.

A student who will not be in his/her homeroom at the time of the early dismissal is responsible for planning ahead and taking whatever s/he needs/wants to take home to the classroom from which s/he will be dismissed. After notification to the office staff, the student may be signed out in the school office by the authorized person prior to 3:00 p.m. **Unless otherwise directed, parents are asked to remain in the office while the student is summoned to the office. No paging will be done after 3:00 p.m.**

Assignments for missed classes should be obtained that evening by contacting another student or from the teacher the next day. ***As a general rule, teachers will not be able to gather assignments and materials for students leaving class early.***

- **Legitimate Absences** include: student's illness and/or doctor's appointments, family illness, death in the family, and court appearances. When a student is absent, ***a parent/guardian is required to call the school office*** before 9:00 a.m. ***Upon returning to school, the student is required to present a written excuse*** stating the full name of the student, date(s) of absence, reason for absence and the signature of the parent/guardian. When a student is **absent for medical reasons more than 3 consecutive days, a doctor's note will be required.**

Any student not in school prior to 10 a.m. without a doctor's note or dismissed early, will not be allowed to participate in any school-sponsored extracurricular activities that day. Refer to the *School-sponsored Extracurricular Activities* section in this handbook for additional information regarding *Terms of Eligibility*.

In order for the student to be excused for any other type of absence, **advance notice in writing to the school is required.** Without the Principal's approval the absence will be considered "unexcused" and no academic credit can be earned for class work, homework and tests.

- **Unexcused Absence Policy:** Absences other than legitimate absences mentioned above may be deemed "unexcused" unless written notification is received at least one week prior to a planned absence, and the request has been approved by the Principal. Days out before or after scheduled school holidays may be deemed "unexcused." An unexcused absence will result in forfeiture of academic credit for all work and tests. The Principal will advise parents of the status of planned absences.

If the student is absent for a non-medical reason (a trip, vacation, work with parent, etc.) and the absence has not been approved by the teacher(s) and the

Principal, it will be considered an unexcused absence. That means the student cannot make up any of the missed work/assignments/tests.

- **Excessive Absences:** Students who are absent (excused/unexcused) from school for more than 10 days in a semester (20 per school year) may be required to:
 - receive an *Incomplete*
or
 - repeat the grade
or
 - required to receive professional tutoring during the school year, at parent's expense
 - be enrolled in a summer tutoring program, at parent's expense
 - complete a teacher-prepared packet of grade level assignments
and
 - may be required to pass a placement test before beginning classes the next school year

TRUANCY: Florida State Law defines "Habitual Truancy" as fifteen or more days in a ninety day period; intervention activities begin after a student misses three days in a ninety day period." **Saint Anthony School parents are required to send in a note when a student returns to school. After an absence of 3 or more days a doctor's note may be required. Parents are required to send in a note to the school administrator at least one week in advance requesting an extended absence for their students.** Upon approval, the classroom teacher will be notified of said absence. Excessive absences (excused or unexcused) may be reported to the proper authorities according to Florida statute #1003.21.

School Choice Scholarships' Attendance Requirements: The McKay and Step-up for Students scholarships require St. Anthony Catholic School to confirm students' attendance and report students' absences (excused/unexcused) on a quarterly basis. Students who do not meet the attendance requirements will be denied scholarship payment by the State of Florida. Parents are responsible for any unpaid Tuition/Fees balances as a result of excessive absences.

- **Homework Assignments AND Testing before/after Excused or Unexcused Absences:** Requests for homework should be made by calling the school office no later than 9:00 a.m. on the day it will be picked up. It may be picked up in the school office after 3:30 p.m. Requests made after 9 a.m. will not be honored. Assignments for approved long-term absences will be given on the day the student returns to school (not in advance). Arrangements for their completion, and the day tests will be made up, should be made within 24 hours after the return of the student to school. Reasonable time (usually 1 day for each day's absence) will be given for completion of assignments. **However, if a student is absent on a Friday, and misses any tests, the student should be ready to take the tests on Monday.**

It is the student's responsibility, when s/he returns to school, to speak with teachers about any required make-up work. The student will be granted one day for each day's absence to turn in the work. Credit may be forfeited after 24 hours if student does not inquire about work. Make-up

tests are ordinarily given after or during school, and must be taken within 2 days of return, or it will affect your grade.

Students taking make-up tests may be assigned to the homework class (8th grade classroom) and are expected to stay in the classroom until 4:15 p.m. even if the test is completed before that time. An exception may be made when the teacher has given the parent prior notice of an earlier finish time and the parent comes into the office in person to request the student at the agreed upon time. Otherwise, the student will be dismissed at 4:15 p.m. to meet his/her driver at the front of the school under the supervision of the Extended Day staff.

BIRTHDAYS: Refer to the **PARTIES/BIRTHDAYS** section in this handbook.

CALENDAR: An official calendar is developed each year aligned with the official calendar established by the Catholic School System of the Diocese of St. Petersburg. A copy of the school calendar will be issued to each family.

CHILD ABUSE INVESTIGATIONS: St. Anthony Catholic Schools will reasonably cooperate with regard to any investigation by the Department of Children and Families ("DCF") pertaining to allegations of child abuse. Since St. Anthony Catholic School is on private property, DCF will be precluded from reasonable access to students at school unless consent of a parent or guardian is obtained. Absent such consent, St. Anthony Catholic School will cooperate in allowing DCF to have access to students if DCF obtains, according to law, an appropriate court order or other legal authority, such as the presence of a police officer or deputy sheriff."

COMMUNICATION: SCHOOL TO HOME

- **Parent/Teacher:** Parents are encouraged to maintain open lines of communication with the teachers via notes, student planner, e-mail, phone contact, and or conferences. Parents and students are provided with secure access to Rediker to monitor academic performance at their discretion. Any questions or concerns regarding academics or behavior should be brought to the attention of the teacher on a timely fashion. The staff's email addresses are provided in this handbook to facilitate direct and timely message delivery of non-emergency inquiries. Telephone messages will be delivered to the teachers' mailboxes by the office staff, and may delay their response.
- **Newsletters:** Family packets will be distributed approximately every three weeks. Packets are sent home with the youngest student in the family (unless parents request another channel) in a large vinyl envelope. **The student who brings the packet home is expected to return the vinyl envelope to the teacher on Monday or Tuesday of the following week.** A \$1.00 fee will be assessed for replacement of missing (un-returned or lost) envelopes.
- **Electronic:** The school's web address is www.stanthonychoolfl.org. Our website provides access to important information and class pages. News and information are also posted on the website.
- **Instant messaging/alerts:** Saint Anthony Catholic School contracts with **Rediker** for its instant messaging/alert system. **IT IS VERY IMPORTANT that every family complete their family on-line data form** in order to designate how they would like to receive messages such as school closures, sports games cancellations and incidental reminders. An opportunity to register will be given, on

the school computers, for families who do not otherwise have Internet access. Families have a choice on how messages are delivered to them: email and/or phone (cell, home and/or office).

CURRICULUM AND STANDARDS:

St. Anthony Catholic School adheres to the curriculum and standards adopted by the Office of Catholic Schools and Centers of the Diocese of St. Petersburg.

- **Student Performance Expectations:** The curriculum in the Diocese of St. Petersburg is based upon ten expectations of broad areas of knowledge and competence, grounded in Catholic values, which Catholic school students are expected to achieve by the time they graduate from the 12th grade. These expectations should be considered as on-going student performance goals throughout all grade levels. These student performance goals are a priority as elementary schools and high schools develop curriculum and deliver instruction.
- As **information managers**, students will be able to locate, interpret, evaluate, maintain, and apply information, concepts, and ideas found in literature, the arts, symbols, recording, video, and other graphic displays, and computer files in order to perform tasks and/or for enjoyment.
- As **effective communicators**, students will be able to communicate in English and other languages using information, concepts, prose, symbols, reports audio and visual recordings, speeches, graphic displays, and computer-based programs.
- As **numeric problem solvers**, students will be able to use numeric operations and concepts to describe, analyze, disaggregate, communicate, and synthesize numeric data, and to identify and solve problems.
- As **critical and creative thinkers**, students will be able to use creative thinking skills to generate new ideas, make the best decisions, recognize and solve problems through reasoning, interpret symbolic data, and develop efficient techniques for lifelong learning.
- As **ethical and responsible workers**, students will be able to display responsibility, self-esteem, sociability, self-management, integrity, honesty, healthy decision-making, and those gospel values that identify a student in a Catholic School.
- As **resource managers**, students as good stewards of God's gifts will be able to appropriately allocate time, money, and other resources.
- As **system managers**, students will be able to work harmoniously with others to successfully complete a project or task.
- As **cooperative workers**, students will be able to work harmoniously with others to successfully complete a project or task.
- As **effective leaders**, students will be able to establish credibility through their competence and integrity, and communicate their feelings and ideas to justify or successfully negotiate a position which advances their growth and development as Catholic Christians.
- As **culturally sensitive learners**, students will be able to recognize that all human beings are children of one God and Father. They should appreciate their own culture and the cultures of others, understand the concerns and perspectives of members of other ethnic groups, reject the stereotyping of themselves and others, and seek out and utilize the views of persons from diverse ethnic, social and educational backgrounds.

- **Core Content Areas:** Religion, Language Arts (phonics, reading, spelling, writing, English), Mathematics, Science and Social Studies.
- **Other Content Areas:** Music, Spanish, Art, Technology, and Physical Education.
- **Subject time allotments** are adhered to and schedules vary from year to year depending upon grade level requirements. Grades 6-8 are departmentalized. The curriculum is evaluated by the faculty on an on-going basis. The school offers the facilities of a central library and a computer lab. To obtain detailed information please follow the [Learning Standards](#) link available under the 'Education' and 'Catholic Schools' pages of the Diocese of St. Petersburg's website (www.dosp.org).
 - **Faith Formation:** St. Anthony Catholic School provides an atmosphere where faith formation is strengthened through daily practices. All students will participate in the daily religion classes, school-wide/class prayer services, Eucharistic Liturgies (Celebration of the Holy Mass), and Eucharistic Adoration, as well as other devotional prayers and activities. The Sacrament of Reconciliation (confession) is scheduled school-wide four times a year. Students and families are strongly encouraged to participate in Advent and Lenten penance services with their families in their home parish.
 - **Sacramental Preparation:** In accordance with Diocesan policy, the process of sacramental preparation (Reconciliation, First Holy Communion and Confirmation) is the responsibility of the home parish. Parents should seek further information about catechetical and sacramental preparation from their parish Director of Religious Education.
 - **Stewardship of Time and Talent (Community Service):** Many schools now require students to give of themselves to the community in the form of service hours. This requirement benefits both the students, who experience the rewards of self-giving service, and the community. To that end we are asking all our 7th and 8th graders to perform service hours: 7th graders=10 hours of service and 8th graders=15 hours of service. Completion of these hours will be necessary for a final passing grade in religion and, for 8th graders it is required for graduation.
 - **Family Life:** Family Life curriculum is integrated into the religion, science and safe environment curricula. Parental permission for participation is granted on the annual consent form.
 - **Federally-funded instructional support programs:** St. Anthony Catholic School accesses additional instructional services in Reading and Math for students deemed eligible by federal, state and local guidelines. Eligibility is assessed on a yearly basis and the requirements to participate in services available include: family's residential addressed zoning is within the service area for the assigned Title I eligible local public school; three levels of academic eligibility (results of Iowa Assessment testing, achievement on curriculum-based assessments, and teacher confirmation of academic need); and parental consent to participate when all other eligibility requirements are met. The scope and

delivery of services is determined annually during the consultation process with the local educational agency, District School Board of Pasco County, and based on the data available documenting the needs of the student. Parents of eligible students are notified by St. Anthony School as soon as the program becomes available.

- **Exceptional Student Education Services** : St. Anthony Catholic School accesses IDEA-funded services through the local educational agency, School Board of Pasco County. Services available to parentally-placed private school students include: identification, consult, speech/language therapy, professional support to families and professional development. All requests for services are to be submitted by the parent/guardian according to the policies and procedures established by the local educational agency. St. Anthony Catholic School supports families during the process of evaluation and identification. Additionally, students identified eligible for services under IDEA are supported by facilitating access to available services during school hours with parental permission. St. Anthony Catholic School provides support to students identified with special learning needs through the implementation of a Student Support Plan, under the direct supervision of the classroom teacher and in collaboration-consult with the principal, the Resource teacher, and/or School Counselor. In some situations, eligible students receive additional limited supports from the Resource Teacher.

DISCIPLINE: Enrollment at St. Anthony Catholic School implies a willingness of both parents and students to comply with the policies and procedures of the school. Discipline at St. Anthony Catholic School is considered an aspect of moral guidance and not simply a form of punishment. Discipline has several definite objectives:

- to provide a classroom situation conducive to learning
- to provide genuine character development
- to assist growth toward self-discipline
- to foster respect for duly constituted authority

Students who are required to serve **detention** will ordinarily do so on a specified afternoon from 3:15-4:15 p.m. under the supervision of a school staff member. No schoolwork or homework may be done during detention.

In cases where additional disciplinary action/consequences are warranted, the student will be isolated (**in-school suspension**) and the parents will be contacted immediately by the school administrator. **Out-of-school** suspensions will be issued according to the discipline policy.

Expulsion or recommendation for transfer to another school will be made only in exceptional cases and for the most urgent reason. Situations necessitating expulsion are at the discretion of the Principal, Northern District Superintendent and the Superintendent of the Office of Catholic Schools and Centers.

Decisions regarding disciplinary action will always be made by placing the utmost consideration of the social and emotional well being of the student. It must be understood, however, that the school is required to act responsibly in reporting to law enforcement authorities any situation which is in direct violation of local, state and federal law when appropriate. **Refer to**

'Discipline Policy' at the end of this handbook for specific information regarding all disciplinary actions adopted by St. Anthony Catholic School.

DRESS-UP/DRESS DOWN DAYS: Students are permitted to "dress-up"/"dress-down" in non-uniform apparel on occasions announced by the Principal. On these occasions, they are expected to dress in a manner appropriate to a Christian person. Students are permitted a few announced "Dress-Up"/"Dress-down" days when non-uniform apparel is permitted. Students may wear "Sunday best", e.g., collared shirt, slacks for boys, skirts or dresses for girls. Unless specifically announced, jeans or casual dress is not permitted. When jeans are permitted, they must not be torn, either by design or accident. Tank-tops, half-shirts, sheer fabrics, sleeveless tops, elevated shoes/heels are never permitted. Shoes must be worn with socks. When shorts, skirts and dresses are permitted, students must adhere to the knee-length rule. Abuse of the dress up code may result in loss of Dress-Up/Dress-Down Day privileges and/or possible disciplinary action. The teachers will remind the students of the dress code for these occasions.

DRUG-FREE AND SMOKE-FREE CAMPUS: Saint Anthony School is a drug-free / smoke-free zone. The possession/sale/use of illegal/controlled substances or tobacco products by adults/students is strictly forbidden on school grounds, at school functions, or on field trips. Violation of this rule will result in serious disciplinary action and will be reported to law enforcement as required by local, state and/or federal statutes.

EMERGENCY ANNOUNCEMENTS: Emergency messages/announcements will be delivered through ***REDIKER INSTANT ALERT***. School closure decisions for stormy weather will be made – whenever possible – by 3:15 p.m. of the preceding day. Opportunities will be given to families who do not have internet access at home or work to use the school computers to complete the registration process and ensure receipt of school-generated communications via email or phone (cell, home, or office).

EMERGENCY CARD / HEALTH RECORD INFORMATION: Florida Law requires all families provide the school with up-to-date emergency data. *Students will not be permitted to attend school if the required information is not submitted:*

1. Name of parent(s) or guardian(s) with complete address and phone data (**NOTE: *Should you move or change your phone number during the course of the year, please send that change into the school office***)
2. Emergency phone number of friend or relative authorized by parent to assume responsibility for student
3. Name and phone number of a physician, and preferred hospital
4. Annually updated Medical records
5. A list of medications taken at home
6. In cases of adoption, foster guardianship, divorce or separation, a certified copy of the Guardianship and/or Order of Dissolution.

EXTENDED DAY PROGRAM (Morning Care / After-School Care): An Extended Day Program is offered for students who require supervision before school (7:00-8:00 a.m.) or after school until 5:30 p.m. Parents are required to escort their children to the Spanish Classroom, located on the second floor in the original building. Use the East Door facing Joe Herrmann Drive to enter the building, and sign them in with the morning care supervisor. Students are in a homework setting (M-TH) until 4:15 p.m. and in supervised care until 5:30 p.m. A variable rate schedule

covers care until 4:15 p.m. or through 5:30 p.m. Students registered to stay until 4:15 p.m. (Homework Class) who are not picked-up on time are assigned to the Extended Day Program group. The parents of these students are charged a drop-in fee, payable at pick-up time. Students who are not picked up by 5:30 p.m. are charged a "late-pick-up" fee.

- Registration for Extended Day must be made at the beginning of the school year. An additional charge will be levied for late pick-up. All fees are payable in advance of service. Penalty fees and drop-in fees are to be paid at the time of pick-up.
- Drop-in care is provided when a request is made before 2 p.m. of the day of service.
- Please note that students (not registered for extended care) who are consistently left behind after 3:30 p.m. will be placed in the care of the Extended Day supervisor and a fee will be imposed. Parents are expected to pay this fee at pick up.
- **ALL STUDENTS MUST BE SIGNED OUT FROM THE EXTENDED DAY PROGRAM:** This procedure is required by the State of Florida Children and Families Regulations. We accept responsibility for your student when you drop him or her off at school. We, also, must monitor the pick-up of your student. Our sign out log will be located with the Extended Care Supervisor. Please send in a note if another adult is picking up your student. If the adult is unknown to the Extended Care Supervisor, we will ask for photo identification.

FACULTY SUPERVISORY DUTY: St. Anthony Catholic School's Teachers are expected to accompany and supervise their classes beginning at 8:10 a.m. (during Outdoor Morning Assembly), and remain with them until 3:30 p.m. (during the dismissal process). This supervisory duty time is not to be interrupted **for on-the-spot parent conferences.** Teachers are available by appointment to speak with parents about the progress of their student(s). Please call the office or e-mail the teachers to arrange a mutually convenient time for a meeting. Appointments can be arranged to occur during the teacher's planning period or before/after their supervisory duty time. When no mutually convenient time can be arranged, a phone conference may be requested through the office, or by means of a written message to the teacher. Be sure to include a working phone number.

FEDERALLY-FUNDED PROGRAMS: Saint Anthony Catholic School enjoys a cooperative and collaborative relationship with the School District of Pasco County. As a result, the school is able to request, access and schedule various services available through Federally Funded Programs. These services enhance the educational experience of the students and the professional development of the teachers and staff. These programs include: Title I – Part A (*Improving the Academic Achievement of Disadvantaged Children and Youth*); Title II – Part A (*Teacher and Principal Training and Recruiting Fund*); IDEA Grant (Individuals with Disabilities Education Act); Title III – Part A (*Supplementary Instructional Support for English Language Learners*) and other special funding and grant opportunities.

In addition to the programs accessible via the local public school district, St. Anthony Catholic School benefits from a federal program of the Federal Communications Commission (E-Rate) that provides eligible schools and libraries discounts on approved telecommunications, Internet access, and internal connections costs. The discounts are based on the number of students eligible for the National School Lunch Program.

FIELD TRIPS: The purposes of a field trip are to: enrich/extend/enhance the curriculum; foster knowledge of the community; and develop and refine student behavior appropriate to a variety of social situations. Teachers arrange field trips with the expressed permission of the school

administrator. Teachers are expected to prepare students with prior learning activities, and to provide curriculum follow-up experiences. Students should view the experiences as class outside the classroom.

- **Student participation in field trips:** All students are expected to participate in a field trip. Every safeguard and precaution will be taken to ensure a risk-free activity for the students. All parent/guardian signed student permission slips must be submitted at least one week prior to the date of the trip. No student will be permitted to participate without a signed permission slip. Telephone/verbal permissions are not acceptable and will not be honored for any reason. A FAX of the signed original permission slip is acceptable with the understanding that the original (signed) form will be sent to the office the next day.
If due to extenuating circumstances, a student is unable to participate in a trip, the parent will be asked to keep the student at home and provide for alternate care. The school is not able to provide supervision for these students when the class has left for a trip. A parent of a student with an extraordinary health condition must accompany her/his student with the group on the trip.
- **Parent participation in field trips:** Teachers, at their discretion, may invite parents who are in compliance with the Safe Environment policies of the Diocese of St. Petersburg (i.e.: volunteer form is approved; background check has been completed; approval/clearance is received from the screening agency; and proof of Safe Environment training completion is in file) to accompany the class on the trip. ***Siblings of attendees are not allowed to accompany a class on a field trip even if the parent is a chaperone.***
- **Fees:** All students should have paid in advance any necessary fees. If the family is experiencing a financial hardship, the parent is encouraged to bring this to the attention of the teacher/Principal for resolution/sponsorship. No student will be denied participation due to lack of finances.
- **Transportation:** In accordance with Diocesan guidelines, in order to insure the safety of all students on field trips, commercial bus transportation is used. Students attending the field trip must ordinarily use the transportation arranged by the school and must return to the point of departure on the school-arranged transportation. Under no circumstances will a student or chaperoning parent be permitted to venture from the planned itinerary. The decision for

Administrative Denial of Participation: *Field trips are a privilege, not a right. The privilege of participating in a field trip will be denied to a student who has potential to place self or others (students and/or adults) in harm's way while participating on such a field trip. In addition, appropriate behavior is required. It is at the discretion of the Principal to prohibit any student from participating in a class trip. In such instances, the student will be expected to report as usual for the school day and alternate supervision and assignments will be provided. The teacher, in coordination with the Principal, will communicate the intended denial to the parent/guardian.*

GRADING POLICY AND GRADING SCALES:

Grading Policy: The Diocese of St. Petersburg has adopted Standards Based Grading (SBG). Saint Anthony Catholic School is adopting a portion of this grading policy during school year 2016-2017. SBG is a research-based best practice which measures evidence of

meeting specific academic criteria directly related to learning standards. St. Anthony Catholic School will continue to adopt to these grading system changes over the next few years.

A. Philosophy

We believe ...

- Our system of grading should be timely, specific, fair and accurate.
- Grades should be based on a well-defined set of standards.
- Grades should be an accurate measure of a student's ability to demonstrate understanding.
- Students should have a clear understanding of learning objectives.
- Criteria that are not a direct measure of student learning, such as work habits and behavior, should be reported separately from the academic grade.
- Assessments are critical to the teaching and learning process.

B. Purpose of Assessment

An assessment is defined as any instrument that is able to demonstrate, or provide feedback on, student achievement or performance. The purposes of assessment may be summarized as follows:

1. To provide information to students regarding their proficiency towards mastery of standards, as well as for self-evaluation and the incentives to learn.
2. To provide information to teachers on the students' level of mastery of the content/skill.
3. To facilitate the teachers' use of assessment data to drive instruction that best meets the needs of students.
4. To communicate information to parents about students' academic achievement and performance.

C. Types of Assessments

While assessments will take many forms and types, they are grouped under two broad categories.

Formative

Whenever a student learns new material, he or she needs time to practice and gain familiarity with the material. It is expected that the student will make mistakes during this learning process. Any work done during this learning period is considered *formative*. The purpose of a *formative* assessment is not to judge a student's final competency on a topic or unit, but to evaluate where he/she is in the learning process, diagnose any problems, and motivate and help the student learn the material. Formative assessments also inform the teacher of learning areas that may need reinforcement or re-teaching.

Summative

After a student has had sufficient instruction and practice on a topic, including assessments of a formative nature, it is then reasonable to judge mastery of understanding, content or skills. The purpose of a summative assessment is to evaluate how well a student knows and understands the material after sufficient engagement and practice with it.

Assessments are *Formative* or *Summative* based on their intended use and purpose and not by form. A quiz for example, may be formative if the teacher is having the students use new concepts to ascertain their level of understanding. A quiz would be a summative

assessment if used at the end of a learning section or curriculum chunk after the students have had adequate instruction and practice. In the same way a trial test is formative, while an end of chapter test is summative. Projects contain both formative and summative elements. They include the ongoing nature of practice, reflective thinking and reworking, before the final summative rendition. Homework is mainly formative in nature as students get familiar with or reinforce what was learned in the classroom.

D. Purpose of Grades

A grade is a recorded score derived from an assessment or assessments. The purposes of grades may be summarized as follows:

1. To provide information to students in regard to their proficiency towards mastery of the standards.
2. To provide information to teachers on the students' level of mastery of the content/skill.
3. To communicate information to parents about student academic achievement and performance.
4. To document student performance for transcripts and to evaluate the effectiveness of the curriculum.

E. The Grade Composition

In order to represent an accurate measure of what a student knows, understands and is able to do, the academic quarter grade needs to be based primarily on work that is evaluated for appropriate content, understanding and correctness, at a time when the student has had sufficient instruction and practice to be responsible for the material. Summative assessments will therefore be the primary constituent of the quarter grade. They will account for no less than 80% of the quarter grade. Formative assessments will account for no more than 20% of the quarter grade.

Behavior and conduct attributes will NOT be included in the academic grade. These attributes will be reported separately.

Saint Anthony School is adopting the following SBG practices effective August 10, 2016:

- **Academic Grades** will consist of Formative (20%) and Summative (80%) assessments.
 - **Homework/classwork:** Daily homework (completed with the student's best effort) as well as participation will be included in ATL. Teachers may assign specific home assignments or projects for a formative/summative assessment grade to extend the learning process. Homework/classroom grades will be posted in Rediker.
 - **Mandatory Retakes and Remediation:** Any student who scores a 50% or less on an assessment must retake the assessment within ten (10) school days of notification from the teacher either by the teacher's posting of the grade on Rediker or direct conversation with the student. Students are required to complete independent remediation assignments or meet with the teacher for remediation before retaking the assessment. The type of remediation will be determined by the teacher.
 - **Voluntary Retakes:** Any student who scores between 50-85% on Summative assessment is permitted to one (1) voluntary retake of the assessment. Students are not eligible for Voluntary Retakes when any work is missing and/or is

incomplete for the subject in which the retake is requested. Additionally, the student must initiate the request with the teacher, complete assigned remediation, and retake the assessment within ten (10) school days of the posting of the grade on Rediker.

- **Retake Format:** The format of the retake assessment will be determined by the teacher, but might not be in the same format as the initial assessment. However, it will assess the same learning standards. The highest grade a student can earn is 85% after the retake of an assessment. Your child's teachers will give you more details on the retake policy according to the grade level.

The goal of the retake policy is to increase students' responsibility and accountability for their own learning through a process that leads them from deficiency to academic proficiency. The student is to be an active participant in a plan to remedy the deficiency, and is expected to do so in a timely manner. Since retake policies support the emphasis on learning and relearning, teachers have the discretion to refuse the voluntary retake of assessments to students who do not satisfactorily engage in the learning process prior to the initial assessment.

Grading Scale: Core Content Areas (Religion, English, Language Arts, Math, Science, Social Studies) – A revised letter grade range has been adopted for students in grades 1st through 8th by the Catholic School System of the Diocese of St. Petersburg effective school year 2012 – 2013, and additional changes are expected over the next few years. St. Anthony Catholic School will continue to adapt to these grading system changes accordingly. Additional academic requirements will continue to be implemented for student end-of-year averages below 70. These requirements may include, but not limited to; summer remediation, teacher assigned summer packet, placement test before the start of the school year.

A	90 - 100	D	65 - 69
B	80 - 89	F	Below 65
C	70 - 79	I	Incomplete

Grading Scale: Other Content Areas (Spanish, Health, Physical Education, Art, and Music) **and Conduct/Effort/Work Habits:** Please note that a grade of E may be assigned in any of these content areas indicating a significant talent and/or effort in that area.

E	Excellent	VG	Very Good	S	Satisfactory
N	Needs Improvement	U	Unsatisfactory		

All grades are posted online in Rediker, which can be accessed by families regularly. Access codes for Rediker will be provided to the families at the beginning of the school year. Averages are automatically calculated by the program based on the weight assigned to various graded academic tasks. The system will provide ongoing updates and quarterly averages. Therefore, printed Progress Reports will no longer be issued. St. Anthony Catholic School will issue a Final Report Card as indicated in the school's yearly calendar.

Should you have any questions about your student's progress or grades, you are advised to make an appointment to meet with the teacher(s) as soon as possible. Parents are encouraged to monitor their student's progress by consistently accessing their academic records via Rediker.

GRADUATION: Eighth graders who successfully complete the program of studies prescribed by St. Anthony Catholic School are eligible to graduate. The ceremony will be part of a liturgical celebration no more than one week prior to the last day of the school year. Students will not be issued a diploma unless all accounts and fees are current. This will include a graduation fee that will be assessed to you as early as possible to give ample time for payment by May 1st. This graduation fee covers all expenses associated with graduation and special activities during the course of the year.

GUM, SNACKS, EATING IN CLASS: Chewing gum is not permitted on school grounds, at school functions including athletic events, or on field trips. Teachers will notify parents when a snack is allowable for their students. Otherwise, eating in class is not ordinarily permitted.

HARASSMENT: St. Anthony Catholic School adheres to the policy of the Diocese of St. Petersburg which prohibits any form of harassment (and/or behaviors that interfere with fulfilling the school's mission) by any individual. The Diocese of St. Petersburg strives for the establishment of a Christian, professional and supportive educational environment for all persons engaged in or involved with religious education programs, schools and early childhood centers in non-employment situations. No school or early childhood center will be responsible for off campus harassment, unless it occurs at a parish, school, or early childhood center-sponsored event. All suspicions, all allegations of violation to this policy must be reported to the Principal, who will address all credible allegations in accord with the diocesan policy.

HEALTH SCREENINGS: Annual permission for students' routine health screenings (sight, hearing, scoliosis) is granted by parents on the student's emergency card (see reverse of the card). Screenings are performed by the school nurse with the assistance of trained parent-volunteers.

HOMEWORK: Homework is an extension of class work encouraging reinforcement and assisting in the evaluation of student progress. Homework is assigned to promote independence and to provide additional practice on fundamental skills. It is likely to be assigned every day except Fridays. Long range assignments may be assigned in addition to regular homework tasks, which may extend into weekends and holidays.

General guidelines have been established to limit the length of homework assignments (*not including work on long range assignments*):

Kindergarten	Daily reading by/with parents
Grades K – 2	up to 20 minutes
Grades 3 – 4	up to 40 minutes
Grades 5 – 6	up to 60 minutes
Grades 7 – 8	up to 90 minutes

If your student is spending either consistently more or less time on home study, please consult with his/her teacher, school counselor and/or resource teacher to determine the reason(s) and identify solutions. Students who consistently fail to hand in homework/classwork on a timely basis may: be deprived of recess (not PE); receive demerits; and lose partial credit for their work. When it is deemed appropriate, students may be asked to attend the supervised homework class.

Students in grades 2 - 8 are required to use the SAS planner to record homework. Some teachers will require the planner to be signed daily. Parents are discouraged from delivering assignments or sports equipment or uniforms to the office so that students learn the responsibility of bringing necessary items to school and the consequences of irresponsibility. Except when requested by a teacher, faxed, emailed or text homework will not be accepted.

Supervision and minimal assistance is offered on an optional basis (during lunch recess) for students who would like to take advantage of their time at school to catch-up on work or begin homework assignments. Students will receive specific information the first week of school about this option.

HOMEWORK CLASS (Supervised-for-fee): A supervised homework session is offered Monday through Thursday, 3:15 – 4:15 p.m. The fee for this service is payable in advance and can be added to tuition checks. A staff member will provide supervision. However, this session should not be viewed as a tutorial.

The students in this group are required to stay within the classroom for the full hour under the supervision of the staff member and maintain appropriate behavior. Parents are asked to pick up students promptly at 4:15 p.m. Supervision after 4:15 p.m. is available for an additional fee and **should be arranged at the beginning of the school year.** When students are not registered for Extended Day care, the drop-in fee will be charged and is payable upon pick-up of the student.

HONOR ROLL: Students in grades 5 - 8 are eligible for the academic awards, which are calculated based on numerical averages in Core Subject areas, as well as **Excellent, Very Good or Satisfactory grades in Other Content Areas, Conduct and Work habit.** *Student with an N or U will not be considered for principal's honor, honor or merit roll recognition.*

Principal's Honor Roll: 94% or higher in all Core Subject areas.

Honor Roll: overall average of 94% or higher, with a minimum average of 80% in individual Core Subject areas.

Merit Roll: overall average between 90 - 93%, with a minimum average of 80% in individual Core Subject areas.

Homeroom teachers are required to submit student names to the Principal by the required deadline in order for certificates to be prepared. An **Honors Assembly** will be held shortly after the closing of the grading period for Quarters I, II and III. Certificates for Quarter IV will be mailed with final report cards.

IMMUNIZATIONS: State Law requires that every student must have verification of the required immunizations (or have a physician issued exemption) before being permitted to enter school.

The Catholic schools within the Diocese of St. Petersburg require enrolling students to submit a Florida Department of Health Certificate of Immunization as provided for in Florida Statute 1003.22 as a condition precedent to acceptance. *Catholic schools in the Diocese of St. Petersburg do not recognize a religious exemption to this immunization.* St. Anthony Catholic School will require verification of immunization (form DH630 - *Certification of Immunization*) of all enrolling students. This policy became effective as of the 2011-2012 school year.

INJURY, ILLNESS AND MEDICATION: In case of illness or injury the student will be cared for temporarily by the clinic aide or a member of the school staff, and the parent will be notified. By law, school staff may give only emergency First Aid services. In instances of non-medical emergencies (student needing a change of clothes) the school will follow the course of action that parents have dictated on the student's emergency forms.

- **Medical emergencies:** If emergency medical treatment is necessary, 911 will be called and the parent/guardian will be contacted. **It is imperative that all**

emergency information (including any medications administered in school and/or at home) be on file at the school and be kept accurate and current.

- **Contagious diseases/conditions:** Parents are to notify St. Anthony Catholic School of cases of diagnosed childhood contagious diseases or conditions such as conjunctivitis (pink eye), strep throat, head lice, pin worms or the like, so that measures can be implemented to safeguard the other students from contracting and becoming ill themselves. When an outbreak of flu or other serious illnesses seems to be prevalent in the school, the administrator will consult with the health department in making a decision whether to suspend classes. Students **who are ill should remain at home. If a student has a fever s/he should remain at home for 24 hours after the temperature has normalized.** Upon return to school, students must present a note explaining the nature of the illness. In certain cases a doctor's note will be required before returning to the class. Refer to the 'Attendance' section in this handbook.
- **Medication** (prescription or over-the-counter): The Florida Health Department states that a teacher cannot provide or administer medication of any kind to a student, prescribed or over-the-counter. Our school follows Pasco County Schools' guidelines for administration of medication: only medication approved by the Food and Drug Administration will be accepted for administration at school; all documents regarding medications are maintained in the student's *Health Record*; a log of all medications administered at school is maintained; only parents may claim unused medication at the end of the school year, directly from the authorized staff; and all unused/unclaimed medications left at the school at the close of the school year will be disposed of in a safe manner.

All medication (prescription and non-prescription) to be administered to students during school hours must:

- be provided by the parent and brought directly to the clinic in its original container with a signed/dated note requesting the medication dispensation
- be clearly identified with the student's name and prescribed dosage requirements on the pharmacy label
- ***be stored in a locked cabinet in the office and distributed only by authorized office personnel (including cough drops and chap-stick)***

Parents who request that medications are administered at school will be required to:

- provide a doctor's note for non-prescription medications
- complete a *Medication Release* form with the Clinic Aide, authorizing the storage and dispensation of the medication
- acknowledge/agree that students may NOT keep medication (over-the-counter OR prescription) in their possession OR with their personal belongings (lunchbox, book bag, purse, supply boxes, etc.)

The use of crutches requires a doctor's note, giving time limit for their use, In order to be excused from Physical Education (P.E.)

NOTE: Parents are asked to list all medications students take at home in the Emergency Card. This information is critical in the event of sudden illness or accidental injury requiring Emergency Medical Services

(EMS) or transfer to a medical facility, while under the care of St. Anthony Catholic School.

- **School nursing services:** The school has the services one half-day a month of a Pasco County school nurse who audits health records and annually weighs and measures each student and conducts other health screenings at various grade levels. Permission for screenings is given on the annual information card.

INSURANCE: Student insurance coverage for school-time and school-sponsored activity is included in the annual fee. Information and payment envelopes for optional 24-hour coverage are provided in the Back-to-School packets.

LITURGY AND SACRAMENT OF RECONCILIATION: Prayer is a very important part of the whole environment at St. Anthony Catholic School. In addition to weekly Eucharistic liturgies (Celebration of the Holy Mass) and other devotional practices, prayer is experienced: at morning assembly, before meals, the Angelus at noon, at the end of the school day, and Eucharistic Adoration. Teachers and students are encouraged to organize other prayer experiences. The prayer life includes the use of sacramentals, emphasis on the lives of the saints, special devotions to Our Blessed Mother Mary, St. Anthony as well as other patron saints of the various surrounding communities, St. Francis of Assisi and St. Elizabeth of Hungary, the Patron and Patroness of the Franciscan Sisters of St. Elizabeth, and Holy Day observances. Special emphasis is given to the celebration of the seasons of Advent, Christmas, Lent and Easter. Everyone is encouraged to pray for students, families, staff and the community at large.

The Holy Mass is celebrated almost every Wednesday that school is in session at 10:00 a.m., on Holy Days of Obligation and at other regular intervals during the school year. Responsibility for preparation of the liturgy is rotated among the school's classes and coordinated by the religion teacher and music minister. Students in the "host class" are invited to fill liturgical roles: greeters, altar servers, lectors and prayer leaders. All students, regardless of religious affiliation, are required to join their classmates at prayer times. Parents/Guardians are welcome to participate in these liturgies. Opportunities for the Sacrament of Reconciliation and special prayer services are also scheduled each liturgical season throughout the school year.

LUNCH PROGRAM: All students must remain in the lunch room a minimum of 15 minutes before going out to play. Students ordinarily must bring their own lunches. Parents are encouraged to provide their students with nutritious, ready-to-eat lunches. There is no microwave or refrigerator for student use. Students who forget to bring their lunch to school are to inform one of the staff members on supervisory duty in the cafeteria. Arrangements will be made to contact the parent and/or provide a pre-packaged peanut butter and jelly sandwich.

- **Soda (carbonated drinks), candy and foods with high sugar content should not be brought in the lunches.**
- One (1) snack may be purchased from the school's authorized lunch supervisor after the student has eaten his/her lunch.
- Students are not permitted to share lunch or snack foods
- Students are not permitted to purchase snacks for any other student

Pre-paid Lunch: Optional for-fee-lunches are provided each year, catered through a local vendor, and coordinated by the Parent-School Association. The lunch options scheduled for school year 15-16 are:

Tuesdays - Subway sandwiches
Wednesdays - Pizza Hut
Thursdays - Golden Corral chicken lunches

Lunch menus and pre-payment order forms are provided to the families in the information packets. Pre-paid Lunch order forms and payments must be returned by the published deadlines. Late orders will not be accepted. The success and continuation of this service is dependent upon parental participation and volunteer help during the lunch period.

Student Behavior in the Cafeteria: Students are held responsible for appropriate behavior in the cafeteria and at indoor and outdoor lunch recess. Students are expected to clean-up after themselves, offer to assist with general table clean-up and follow the direction of the staff member and parent-volunteers supervising the cafeteria and playground. Failure to respect and obey adult supervisors (staff and volunteers) will result in disciplinary consequences which may include, but not be limited to, assigned seating under the direct supervision by the designated staff.

MEDIA AND TECHNOLOGY: The school media center is ordinarily open from 7:45 a.m.-3:45 p.m. Books may be borrowed for a period of one week. A fine of ten cents (\$.10) a day is charged for overdue books. Payment for lost or damaged books is the responsibility of the borrower. Lost books will be charged for according to current market price. Students will not be permitted to check out new materials until their account is cleared. Donations of books or technology hard/software are accepted with the understanding that if we cannot use the donation it will be directed to another worthy cause.

Technology: Computers are available at designated times in the Technology Center and in classrooms for students and staff. Use of the INTERNET is carefully supervised to ensure the appropriate protection for our students. All users must sign an annual compliance form.

MEDIA RELEASE: Family and student activities, as well as students' efforts/achievements are highlighted during the school year through a variety of media venues to promote our school. For example, students may be featured in materials to increase public awareness of our school through newspapers, radio, TV, the web, DVDs, displays, brochures, and other types of media. Parents must complete the Media Consent Form each year indicating their consent for a student's participation or exclusion in these media opportunities. In circumstances when the school hosts a family or public event, students without a signed Media Consent will be asked not to participate in such event(s). St. Anthony Catholic School is not responsible for media captures, by anyone other than the school, of students in these activities, even when media consent restrictions are in place if the student is in attendance.

MEDICATIONS: Refer to the '**INJURIES, ILLNESSES AND MEDICATIONS**' section in this handbook.

MESSAGES TO STUDENTS: Only messages of vital importance will be relayed to students during school hours. The parent must relay these messages through the school office.

MESSAGES TO TEACHERS: **Teachers may not be interrupted during class hours.** However, messages will be placed in their mailboxes or, in emergency, delivered to them by the school office staff. Parents are encouraged to communicate with their student's teacher(s) via

e-mail. Refer to the **COMMUNICATION: SCHOOL TO HOME** section in this handbook for additional information.

PARENT INVOLVEMENT: Saint Anthony Catholic School recognizes the value of parental involvement. Our school benefits from all volunteer and fund-raising programs that help maintain a high quality of education, while keeping tuition at a manageable level. Therefore, the generous cooperation of all our families is required. The success of all efforts coordinated by the Parent-School Association is vital to both, financial stability and community spirit. Therefore, it is expected that all school families will be supportive and active partners in the association. **The annual fund-raising and service hours commitment is required of all families** including families receiving financial aid. Parents are strongly encouraged to contact the Parent-School Association, Principal and/or Bookkeeper for information regarding opportunities to meet these commitments. Parents are expected to meet the family's fundraising payments and service hours, or add the required amount to tuition, before June 1.

PARENT SCHOOL ASSOCIATION: All parents are automatically members of the Parent-School Association so all e-mail addresses are forwarded to the PSA to facilitate communication. This is a formal group working for the benefit of the school, to promote cooperation between the school and the parents, and to raise funds. The association makes a significant contribution toward holding down tuition rates. Each year the Parent-School Association (i.e. all the parents) is expected to contribute a specified amount to the general operating budget of the school. Parents are urged to join and to participate in all activities or to serve on the Executive Committee as an officer.

PARENT VOLUNTEERS (AND OTHER VOLUNTEERS): Volunteers are welcome and encouraged to offer their assistance in a variety of ways, depending of the needs of the school, which vary from year to year. Interested persons are encouraged to contact the Principal and/or the Parent-School Association. All volunteers must comply with the Safe Environment policies mandated by the Diocese of Saint Petersburg: participate in Safe Environment training and undergo a Level II (FBI) background screening. First time volunteer training must be conducted in a class setting. The renewal of Safe Environment training is available on-line for existing volunteers. Background screening results can be accepted from one entity (parish and/or school) to another. The Safe Environment Office processes the request, sends the results to the Office of Catholic Schools & Centers and our school.

Volunteers are required to maintain attire befitting a Catholic School environment. Athletic attire is not appropriate, except for outdoor activities with the students.

PARKING & STUDENT SAFETY: Visitors to the school should park in legally designated parking areas in front of the school (St. Anthony Way) or in the St. Anthony of Padua Church Parish Center parking lot. Please do not park on the east side of Joe Herrmann Drive (across from the school) as stipulated by city ordinance. As stated elsewhere in this document, **students are not permitted to cross Joe Herrmann Drive at dismissal time even if in the company of an adult.**

Students who go (with their parents) to play in the park after school, should not return to the dismissal area. Once "claimed" the student is the responsibility of the parent. Please adhere to all student pick-up and drop-off rules. Appropriate directives will be distributed annually. Thank you for your cooperation in ensuring the safety of all our students.

PARTIES/BIRTHDAYS: An annual schedule with a determined number of class parties (including special holidays) will be agreed upon by the School Principal, and communicated to the Teachers who will notify the Homeroom Parents. Parties can be planned for special occasions such as Advent, Christmas, Valentine’s Day and End-of-the-Year. Only parties involving the entire class are to take place on school premises and must be pre-approved by the Principal. When possible, parties will be celebrated in the cafeteria or park. Birthday treats must be small treats that are easily served during the lunch period. An effort should be made to have party foods that will not encourage over-eating or “a sugar high.” Ordinarily, carbonated drinks may not be served at parties. To celebrate their child(ren)’s **birthday**, parents may bring a special lunch for their child(ren) only. An exemption is granted to Kindergarten level families who wish to provide a lunch to all students. The Kindergarten teacher must receive the menu option in advanced from the family and obtain written consent from the other families wishing to participate in the birthday celebration. The Kindergarten teacher is responsible for the coordination between families and the supervision of the food provided to adhere to existing food serving guidelines. In keeping with St. Anthony Catholic School’s Limited Food Service certification from the Pasco County Health Department, all foods must be prepared in commercial kitchens and individually wrapped.

In-school Celebrations

- Arrangements must be approved by your homeroom teacher 2-3 days prior to the event.
- Cupcakes, cookies, doughnuts or a fruit cup may be brought in for the entire class. There are to be no decorations, no treat bags, no cakes or cookies that need to be cut.
- No presents or gifts are to be brought to school.

Out-of-school Party/Invitations

- Invitations are to be delivered **to the teacher** for distribution and must include every student in the class or all the boys/all the girls in the class. In line with our faith, moral standards and commitment to protect the students’ dignity all families are to avoid the exclusion of classmates/families.
- If your family plans an after-school party in the park, everyone in the class should be given a written invitation. Students who will attend will need to bring a note allowing their teachers to dismiss them into the care of the parent(s) hosting the party.

PHONE – STUDENT USE: Students may not use the school phones, except in emergencies or as requested by a teacher, office staff or Principal. When requested by a teacher, the students must bring a note signed by the requesting teacher.

Student cell phones while in school: Students are not permitted to have cell phones on their possession while in school, nor any school function including field trips. On the rare occasion when a parent may decide that it is necessary for a student to bring a cell phone to school, a note must be sent to the teacher. The phone **MUST** be turned off and is to be deposited for safe-keeping with the homeroom teacher or in the school office. It will be returned when the child is ready to leave the school grounds. Any “undeclared” cell phones and/or cell phones used or ringing (including vibrate) during the school day will be confiscated by the teachers and forwarded to the Principal. First offenses will be returned to parents, second offenses will be returned after the last day of school.

Students cell phones during off-campus school-sponsored extracurricular activities: Parents of students participating in off-campus school sports and/or extracurricular activities, who wish to have their student carry a cell phone to those activities, MUST submit a written request to the Principal to this effect. Students authorized by the Principal to carry a cell phone must keep the cell phone off (including vibrate option) during the activities until authorized by the supervisory staff to call the parent, if needed. Any “undeclared” cell phones and/or cell phones used or ringing (including vibrate) during the activities will be confiscated by the teachers/designated staff and forwarded to the Principal. First offenses will be returned to parents, second offenses will be returned after the last day of school.

PHYSICAL EDUCATION (P.E.) AND HEALTH EDUCATION CURRICULUM: Students will participate in a regular schedule of P.E. classes. Effective school year 2015-2016, the Health Education component of the curriculum has been re-assigned, and is now part of the Science curriculum for all grade levels. Teachers will provide a supervised time and area for changing into P.E. uniforms and, when applicable, back into school uniforms.

Students are expected to wear full P.E. uniform including athletic shoes. Coaches make allowances for students to be out of uniform two times in a quarter before their grade is adversely affected. A student out of uniform is given an alternate activity from his/her class during the P.E. period.

A note from the parent is required if a student is to be excused from P.E. Non-participation for three or more days require a physician’s note. Please be cognizant of these excuses as students who are unable to participate in P.E. will not be permitted to participate in an active recess period during lunch or at any other time allotted during that day. These students are to remain on the designated outdoor supervised area, or under the supervision of the classroom teacher or other school staff.

PLAYGROUND RULES: St. Anthony Catholic School recognizes that play is essential to the development of the Christian child for a sound mind and body. Play involves good sportsmanship, respect for one another and fair play. Students will be supervised at all times while on the playground during school hours and must adhere to all behavior and safety rules:

- remain within the line of vision of the supervisor
- refrain from activities which may be deemed potentially dangerous to self or others
- refrain from activities potentially dangerous to, or disrespectful of, adults
- refrain from activities potentially dangerous to, or disrespectful of, the environment

Disciplinary action will be taken to address unsafe playground behaviors including, but not limited to:

- leaving the authorized play area
- failure to follow instructions from the supervisor staff
- throwing objects (stones, sand, sticks, acorns, water, etc.)
- rough play
- spitting

Disciplinary actions will be based on St. Anthony Catholic School’s Discipline Plan (Refer to the ‘*Discipline*’ sections in this handbook), at the discretion of the supervisory staff and/or Principal. The classroom teacher will document and issue the *Disciplinary Notification*.

POLICY AND PROCEDURES: The Principal, District Superintendent and Superintendent of Catholic Schools and Centers have the final decision making authority when policy is established, in consultation with various entities of the Diocese of St. Petersburg. Suggestions for changes/additions in procedures/policy may be generated from the employees, parents, and/or students. Research into the issue is conducted, if deemed necessary by the Principal, to determine if the suggestion is viable. The Principal brings suggestions to the attention of the diocesan administrators for consideration. The final decision will be communicated to the school community by the Principal. Day-to-day procedural matters are determined by the Principal, in collaboration with the staff and in adherence to diocesan policies.

PROMOTION / RETENTION: In order to be promoted to the next grade level, students must meet the curricular and developmental requirements of their current grade.

K-2: Students in Grade Levels (e.g. Kindergarten, first grade, second grade) using skill development terms and identifiers must meet the academic requirements for his/her grade level in order to be promoted to the next grade level. If the teachers and administration feel that it is not in the best interest of the student to advance to the next grade based upon criteria listed below, retention may be considered. In such cases, a great deal of communication will take place between parents and the school staff. Parents will be given ample opportunity to express their concerns regarding the academic needs of the student. The final decision will rest with the principal as advised by the student's teacher.

Some questions that would influence the staff's decision regarding promotion are:

- 1) Has the student mastered basic concepts and skills in the core subjects especially reading, language arts and math?
- 2) Has the student met Florida Core Standards, NGSS and Benchmarks?
- 3) Is the student consistently able to complete class work at grade level expectations?
- 4) Does the student assume responsibility for work assignments?

Remediation options: Refer to the remediation options listed below in Grades 3-8

Grades 3-8 (Numeric/Letter Grades): The core subjects in the Catholic Schools of the Diocese of St. Petersburg are religion, math, language arts, science, and social studies. A student enrolled in a Catholic School who fails one core subject must participate in a remedial program. Failure of two core subjects will result in remediation or retention at the discretion of the principal. Failure of three or more core subjects will result in retention.

Students have the following options for remediation: Florida Virtual School; Private Tutoring – minimum of 20 hours per subject; Remedial Program – minimum 20 hours per subject.

Teacher(s) or programs providing remediation must meet the following requirements: Hold current certification in the subject area in which the student needs remediation; be contracted by the parent; may not be a member of the family; meet the school principal's approval; may not be the student's current teacher or have the possibility of being the student's teacher in the future; all remedial services must follow the guidelines of the Office of Catholic Schools and Centers at the expense of the parents/guardians.

Prior to the beginning of the next school year, the principal must receive:

- Tutoring Verification Form to validate attendance
- Proof of proficiency in the subject area(s) including work samples and test scores

Failure to meet any of the above remediation guidelines will result in retention.

The following documentation guidelines will be followed after meeting remediation guidelines:

- The original failing grade is recorded on the permanent record and may not be altered. Proof of proficiency in the subject area must be recorded separately on the permanent record.

TRANSFER RULE: Any student who fails one or more core subjects must meet the remediation guidelines of the originating school. After these criteria have been met, further assessment may be administered by the school principal to ensure proper placement.

Upon returning to school, students who have completed remediation will automatically be placed on academic probation for one semester. Academic probation includes the following:

- Three parent-teacher conferences during the first semester
- School counselor or resource teacher meets with student regularly to offer support

NOTE: Situations involving students with an existing Student Support Plan will be reviewed individually utilizing the student support team process.

PUBLIC DISPLAY OF AFFECTION: Public displays of affection (such as holding hands, kissing, and inappropriate touching) are considered inappropriate on school property and at all school functions.

REPORT CARDS AND PROGRESS REPORTS: All grades will be posted online in *Rediker*, which can be accessed by families regularly. Access codes for *Rediker* will be provided to the families at the beginning of the school year. Averages are automatically calculated by the program based on the weight assigned to various graded academic tasks. A copy of the class' grading code will be supplied annually by the classroom teacher along with his/her grading policies. Deficiency notices are sent when there is a significant change in behavior or academic progress. Parent-teacher conferences are scheduled at the request of either the parent or the teacher. Upper grade students are encouraged to practice resolving any questions regarding the reports on their own by meeting with the teacher(s); followed by sharing the information and possible solutions with you before your parent-teacher meeting. *Rediker* will provide ongoing updates and quarterly averages. St. Anthony Catholic School will issue the official printed final Report Card as indicated in the school's yearly calendar. At the discretion of the Principal, the official final Report Card will be withheld if an outstanding obligation exists.

RESPONSIBILITY: In order to assist parents in their responsibility to educate their students, we require your cooperation in affording each student the best possible venue for learning. Supply lists will be published at the end of May. A school planner and, for lower grade students, a seat-sack will be provided by the school.

Parents are responsible for:

- Having their students at school on time
- Having their students in full uniform
- Ensuring students are well-rested and eat breakfast
- Providing appropriate supplies and a lunch
- 100% of the cost of damaged or lost textbooks
- Additional deposit, if requesting a second set of textbooks

Students are responsible for:

- Have all the days' supplies needed for each class
- Use the planner provided (grades 2-8)
- Have the planner signed if the teacher requires it
- Deliver messages written on the planner by the teacher or the parent
- Clearly label the front of the textbooks with name
- Keeping all textbooks safe and undamaged
- Timely return of borrowed library books and payment of fines for overdue books.

Students who do not have necessary materials in class (pens, paper, pencils, texts, etc.) may be required to forfeit grade credit for work that cannot be completed without such materials. Students will not be permitted to use the school phone to call home for supplies, assignments, clothing, travel home with a friend, remind parents about athletic events or other school-sponsored extra-curricular activity for the day.

SAFE ENVIRONMENT TRAINING AND CURRICULUM: "In accordance with the US Conference of Catholic Bishop's (USCCB) *Charter for the Protection of Children and Young People* and the Florida Conference of Catholic Bishops, the Diocese has established safe environment programs under the *Diocese of St. Petersburg Policy for the Protection of Children and Vulnerable Adults*. The Diocese cooperates with parents, civil authorities, educators, and community organizations in its effort to provide education and training for children, youth, parents, ministers, educators, and others about ways to make and maintain a safe environment for children and vulnerable adults. The Diocese makes clear to clergy and members of the community the standards of conduct for clergy and other persons in positions of trust... The Diocese has a Code of Conduct for Children as well. Children must adhere to standards of behavior that include respect for their fellow classmates, teachers and volunteers... The Safe Environment training curriculum for students [approved 2007] contains age-appropriate Cognitive Development, Spiritual Development, and Behavioral Development strands. Using this curriculum as a standard, principals and directors of early childhood centers select age appropriate child safety programs from the various education resources..." Safe Environment Program Office, Diocese of St. Petersburg.

The Safe Environment Curriculum for students at Saint Anthony Catholic School follows the standards approved by the Office of Catholic Schools and Centers, in collaboration with of the Safe Environment Program Office of the Diocese of St. Petersburg. It is delivered in a comprehensive, and integrated approach with concepts presented to students through classroom interaction and activities, as well as guest speakers.

Additional information regarding the Safe Environment Program of the Diocese of St. Petersburg (policies, codes of conducts, background screenings, training, curriculum, etc.) can be accessed at the diocesan home page (www.dosp.org), under the 'Offices' and 'Safe Environment Program Office' tabs.

SAFETY: Drills are conducted monthly. Staff and students should move quickly and quietly to their designated locations of safety. A comprehensive Emergency Management Plan is in place, known to each staff member and visibly posted in all classrooms

The **School Safety Patrol** is organized for the purpose of insuring student safety during arrival and dismissal. Full cooperation with patrols and adults on duty is expected. Patrols are on duty 8:20-8:30 a.m. and 3:15-3:30 p.m. Parents of patrols are requested to have "on-duty" students at school the full time of their assignment. Student Patrols are responsible for the belts, badges and raincoats provided and replacement cost will be charged for lost or damaged articles.

Parents are urged to assist with early morning supervision, when possible. Students are reminded never to be in an unsupervised area in school or on the grounds. On the rare occasions when students must enter a room where there is no teacher, they should notify a nearby teacher or the office personnel of the situation and wait for the adult escort to enter the classroom.

SCHOOL COUNSELING: St. Anthony Catholic School employs a part-time licensed mental health counselor to provide services to students and families such as: consult, screening, student/family supports, referrals, crisis intervention and coordination of access to federally-funded programs. Additionally, the school counselor provides support to the faculty and administration through consultation, participation in student support team meetings, teacher-requested classroom presentations, coordination of standardized testing, supporting safe environment curriculum and professional development. Individual or group psycho-therapeutic services are not available at the school. The school counselor may be contacted to obtain referral/resource information regarding specific family needs.

How to access services: Parents may contact the school counselor directly to refer their student. Students may generate a request to meet with the school counselor by directing a written request to the counselor's mailbox or by asking a teacher or the Principal to arrange a meeting. Teachers generate referrals in consultation with parents and/or the Principal. The Principal refers students as needed.

Consent: Parent consent is not required for student-generated requests during school hours for the initial visit/consult. Parent consent is required if the student requests to be seen for support service(s) beyond the initial visit. Parents who prefer that their student not have access to school-based individualized services must notify the Principal in writing, and communicate their preference with the student.

Confidentiality: The school counselor adheres to strict professional code of ethics regarding confidentiality, as well as state, local and federal laws regarding services to, and protection of, minors. Parents are encouraged to contact the school counselor directly for additional information.

Crisis Counseling: In the event of a crisis situation, the school counselor, as well as diocesan counselors may be available for individual consult, group intervention, family support and referrals.

SCHOOL-SPONSORED EXTRACURRICULAR ACTIVITIES – TERMS OF ELIGIBILITY: To be eligible to participate in school-sponsored extracurricular activities (all athletic teams, Earth Force, Odyssey of the Mind, Choir, National Junior Honor Society, Student Council, etc.) a student must maintain a 70 or above in all major subjects, have no detentions issued or served, have

no missing assignments and earned no conduct or effort grades of "N" or "U." ***Students arriving at school after 10:00 AM, or dismissed early without a doctor's note, will not be allowed to participate in any school-sponsored extracurricular activities scheduled for the same day.*** Teachers may issue a warning regarding possible suspension at any time during a season. The warning must be in writing to the student and his/her parent(s) and a copy supplied to the Principal. It is the responsibility of the student to secure the required improvement form, get it filled in and signed, and take it to the Principal who will notify the coach/faculty sponsor that the suspension has been lifted. All decisions regarding student participation in any school-sponsored extracurricular activity ultimately remain at the discretion of the Principal.

Participation may be suspended. Ordinarily, notification of the suspension must be given verbally to the student and sent to the parent/guardian prior to its effect. The student will be re-instated in eligibility upon the written consent of the Principal in consultation with the teacher(s) who recommended the suspension.

Terms of **Suspension Status and Reinstatement:**

- the student will be suspended for one week minimum to show improvement or for a maximum of three practices/games/club meetings upon the written recommendation of the classroom teacher, the Principal or the activity coach/coordinator. **The suspension starts the Monday following the date the detention was issued.**
- the student may not play in games nor wear the team uniform to games nor participate in club special activities outside of meetings
- the student may not participate in after-school practices or club meetings
- the student may not leave school early to go to the games
- the Principal may impose additional suspension time from school-sponsored extracurricular activities that is in effect for two weeks *or* until improvement is reported in writing to the Principal by the teacher(s) for the class(es) in which the student needs improvement

If the student does not show improvement within two weeks, s/he will be unable to participate in school-sponsored extracurricular activities until report card day. If the student receives an unacceptable grade below 70 (N, or U) on the quarterly averages in *Rediker*, s/he will be off the team/club for the duration of the season.

SCOUT UNIFORMS: With the approval of the Principal, Scout uniforms may be worn to school on scout meeting days. The scout leader is responsible to notify the Principal of the day of the regularly scheduled meetings.

SERVICE HOURS: Students in 7th and 8th grade are required to complete service hours as part of their religion program and graduation requirements. Seventh graders are required to complete 10 hours, whereas 8th graders are required to complete 15 hours. The service activities may benefit the parish, community or our school. The program is coordinated by the Middle School religion teacher. Tracking Forms are available from that teacher and/or her webpage. With the approval of the Principal, a maximum of 2 hours of service may be completed at St. Anthony Catholic School (for school staff), and **MUST** be completed outside of school hours.

STUDENT RECORDS AND CONFIDENTIALITY: St. Anthony Catholic School adheres to the **Family Education Rights and Privacy Act - Buckley Amendment** regarding access to the student

records and confidentiality. St. Anthony Catholic School maintains paper and electronic versions (Rediker) of the Permanent Cumulative Record containing demographic data for the student and family, documents to verify identity and residence, report cards, attendance data and health records. All information in the Permanent Records is confidential. Parents may requests to review their student's record by contacting the Principal or designee. **Information from the Permanent Records will not be released to any agency, school or unauthorized person without a signed Consent to Release/Exchange Confidential Information Form.** *Teachers are not authorized to respond to requests for information without a signed consent AND the approval from the Principal or designee.* **All records/information requests from schools (all levels, including High School applications), doctors and mental health professionals must be processed by the school counselor, and approved by the Principal.** All confidential information is forwarded by St. Anthony Catholic School directly to the authorized parties via mail (or electronically) by the authorized school personnel only.

STUDENT SUPPORT SERVICES: St. Anthony Catholic School recognizes the diversity and the uniqueness of the students attending our school. And in recognizing this uniqueness, we accept the responsibility to provide, as appropriate, reasonable accommodations which may ensure the success of each child.

Team approach: St. Anthony Catholic School recognizes that the parent is the primary educator, and as such is a key member of the Student Support Team. The teacher is the team coordinator and child advocate, seeking consult as needed from all available resources to support the student and the family in collaboration with the Principal. Other team members available to the teacher and family include: resource teacher, school counselor, professionals from School District of Pasco County, and professionals sought privately by the parent, among others.

Access to evaluation and services: In justice to the parents and children who attend the St. Anthony Catholic School, the necessary procedures will be implemented for assessing and identifying the child who is suspected to have special learning needs. When seeking federally-funded evaluations (Child Find), or specialized services (IDEA or Title I) via Pasco County, St. Anthony Catholic School will provided parents with all the necessary information to access services directly from their local zoned school.

Administrative review of student need: If it is determined by authentic evaluation methods that a child requires specific accommodations to his/her program, the Principal must determine if these accommodations are reasonable, and if St. Anthony Catholic School is the most appropriate environment for the success of the child, in consultation with the educational team. Students who are transferring into Saint Anthony Catholic School, identified with a special learning need (with/without an IEP or 504 plan), may be accepted on a probationary basis, pending additional information from St. Anthony Catholic School's educational team.

Student Support Plan: Upon determination that available accommodations are reasonable and appropriate for the student, a Student Support Plan is developed, as approved by the Office of Catholic Schools and Centers of the Diocese of Saint Petersburg. The accommodations are developed in concert with the parent(s) and explained to the parent(s) and classroom teachers in need to know at the Student Support Plan team meeting.

Support Services: A part-time Resource Teacher and/or School Counselor work in a consultation model with the parents, faculty and administration to support the school

success of the student. Team meetings are held periodically throughout the year to review the effectiveness of the support plan strategies and monitor student progress. Parents are expected to attend at least one annual meeting, in addition to their routine parent-teacher conferences.

In addition to these supports, St. Anthony Catholic School provides facilities for authorized parent-contracted services (speech and language therapy, occupational therapy, Title I, hospice counseling, classroom observations, etc.) to be delivered during school hours. The parent must provide additional express written consent.

STUDENT TEACHERS, INTERNS AND PRACTICUM STUDENTS: The professional staff at Saint Anthony School recognizes that teaching and learning is a life-long process. In an effort to promote the continuance of qualified, competent and quality professionals, teachers are encouraged to become trained mentors to student-teachers and educational interns. Over the years, a cooperative effort has developed between our school and Saint Leo University and the University of South Florida. All student interns meet Safe Environment Requirements.

STUDY HALL (MID-DAY): A noon study hall is provided for students who wish to: begin homework; make-up homework missed/ past due; or complete short tests (at teacher's request). Students in grades 1-4 (whose parents wish for them to have reading enrichment activities) are invited to attend the lower grade noon study hall where work and direction will be provided by the Resource Teacher. Upper grade (5-8) students are also invited to access noon study hall to complete a variety of school-related tasks. The Resource Teacher provides supervision only.

SUMMER REMEDIATION REQUIREMENTS: Students considered to be at risk (excessive tardiness, excessive absences, academic deficiencies, failing grades in two or more quarters in core subjects) may be required to complete a teacher-prepared grade-level packet of assignments and/or be enrolled in a summer tutoring program at parent expense. Packets, or documentation of tutoring, must be received at the school one (1) week prior to the opening of school. The Principal will determine if requirements have been met successfully, in consultation with the educational team. Refer to the '*Attendance*' and '*Promotion and Retention*' sections in this handbook for additional information.

TESTING (STANDARDIZED): St. Anthony Catholic School administers an annual standardized achievement test to students in 2nd through 8th grades. The student's academic achievement is evaluated through the administration of the Iowa Assessment, as mandated by the testing protocol established for the Catholic schools in the Florida Province. Measures of achievement are obtained for students, class and diocesan levels in English Language Arts, Math, Science and Social Studies. The student's knowledge of the Catholic faith is evaluated in 5th and 8th grade, according to the mandates of the Office of Evangelization and Faith Formation of the Diocese of St. Petersburg, and the schedule established by the National Catholic Education Association.

Iowa Assessment Form E – Administered in March

2nd grade	3rd through 8th grades
ENGLISH LANGUAGE ARTS	
Reading Language Vocabulary	Reading Written Expressions Conventions of Writing Vocabulary
Extended ENGLISH LANGUAGE ARTS Word Analysis Listening	
MATHEMATICS	
Mathematics Computation	
SOCIAL STUDIES	
SCIENCE	

Assessment of Catechesis and Religious Education (ACRE) – Administered in April

5th and 8th grades		
Faith Domains		Pillars of the Faith
God Church Liturgy & Sacraments Revelation, Scripture & Faith	Life in Christ Church History Prayer / Religious Practice Faith Literacy	Creed Liturgy and Sacraments Morality Prayer

The evaluation results are documented in each student’s permanent academic records. The information obtained from these assessments is one of the many pieces of your student’s educational experience utilized for progress monitor, instructional and placement purposes (middle school and high school).

Students cannot be exempted from mandated testing. We strongly encourage all families to ensure the students are present during the testing period. If your student has a fever or other symptoms which will affect their test performance, we encourage you to call the school and inform the teacher. We will follow the make-up schedule recommendation for the Province of Florida. Although some time is reserved for make-ups for students who are ill and unable to attend, missing large portions of the test could negatively impact your student’s performance during a make-up session.

TEXTBOOKS: Each student will be issued a complete set of textbooks appropriate to his/her level, as well as consumable materials. All textbooks are rented through the annual fee payment. Teachers assign a number to each set of books, and maintain a record of the students and their assigned numbers. The care of books and consumable materials is the responsibility of the student. Hardback textbooks should be covered at all times.

The teachers collect the textbooks from their students at the end of the school year, and report missing textbooks to the bookkeeper. Textbook loss or damage is charged to the student/parent at 100% of the cost. The official final Report Card will be withheld until students have fulfilled their responsibility regarding the return of textbooks, library books and late fees (when applicable) and sports uniforms.

When a Student's Support Plan dictates the use of a second book for home use, arrangements must be made through the Resource Teacher and the bookkeeper. A record will be kept in the school office accounting for the materials loaned to the family. St. Anthony Catholic School will try to accommodate requests, from parents of students who do not have a Student Support Plan, for a second set of textbooks if available in inventory. Parents must purchase them or pay a lender's fee to the school. If the publisher provides on-line or digital options, the teachers will forward the information to the family.

TUITION/FEES AND FINANCIAL RESPONSIBILITY: Tuition, fee payments, and fundraising are the responsibility of the parent/guardian. All tuition and fees payments are processed through **FACTS Tuition Management**. Every family must create an account which will be updated by the Catholic School System with the family's tuition and fees information. The service can be accessed through the FACTS icon available at our school's website. The on-line service is accessed via <https://online.factsmgt.com> and offers:

- Convenient and secure ACH payment plan
- Demographic and financial account management
- E-mail notification four (4) business days prior to scheduled payment
- On-line payment at any time and option to apply payment to a specific charge
- Multiple payment plan options
- Options to change payment methods (bank account to credit card and vice versa)
- Optional Peace of Mind Insurance

All payments (tuition and fees) must be paid in full by June 1 of each school year. Tuition in arrears over 30 days, without explanation, may require non-enrollment for the next semester. Families with tuition in arrears will be asked to utilize a specific payment schedule or may be asked to withdraw their students at the January or June semester/year break at the discretion of the school's administration. Parents who have outstanding balances at the time of annual application will forfeit their right to complete the process until account balances are resolved. All school-related documents (electronic and paper formats) will be retained by St. Anthony Catholic School when accounts are outstanding. Access to Rediker's Parent Portal will be restricted until all financial responsibilities are satisfied.

Pre-paid Lunch payments may be made in the school office, sent in the tuition envelope in the weekly vinyl packet, or mailed to: *Saint Anthony Catholic School, P.O. Box 847, San Antonio, Florida 33576.*

TUITION AND TUITION ASSISTANCE: The parishes of the Diocese of St. Petersburg have committed a percent of the weekly collection to defray the cost of Catholic education for the Catholic Schools System. The parishes are not obligated to provide additional supplemental tuition to help defray educational expenses. Nonetheless, Catholic families **who are not receiving state-funded scholarships** and registered at a Catholic parish may request verification of membership by their pastor, if interested in the discounted rate available to parishioners. The family's pastor must sign the *Pastoral Approval Form* to access the subsidized rate. Any additional assistance approved by the pastor is based in consideration of the family's contribution of time, treasure, and talent to the parish community.

In addition to the discounted rate for **registered** Catholic families **who are not eligible for state-funded scholarships**, tuition assistance may be available from various sources, according to financial need. Families interested in applying for these options must complete an application

through **FACTS Grant and Aid Assessment** on line at www.factstuitionaid.com AND disclose the most recent tax return documents. Families deemed eligible for assistance through this service benefit from the school's absorption of the percent of the cost not billed to the family. Please note that we are especially aware of your right to privacy with regard to tuition assistance and will maintain confidentiality. We ask that all families respect this stance.

Other sources of financial assistance are available as follows. Income eligibility levels are varied and determined by the specific sponsors of the assistance.

Need-based Financial Assistance Options

- *Bishop's Tuition Assistance* from the Catholic Education Foundation
- *George & Mary C. Kremer Foundation*
- *Mary Forbes Foundation*
- *Knights of Columbus* – families apply directly to the Knight of Columbus Council in their parish
- Florida Department of Education School Choice - *Step-Up for Students Scholarship* - Applications for admission under this scholarship are accepted once a year. Additional information is available at our schools' website.

Learning Need-based Financial Assistance Option

- Florida Department of Education School Choice - *John McKay Scholarship* – available to students in grades Kindergarten through 12th grade based on the specific learning needs documented through the Individualized Education Plan or 504 Plan developed by the public school. St. Anthony Catholic School requires additional academic screening, interviews and placement requirements prior to admission. Applications for admission under this scholarship are accepted once a year. Additional information is available at our schools' website.

St. Anthony Catholic School will make every attempt to notify parents of special foundations and grants, which may augment tuition payments. St. Anthony Catholic School is not authorized to modify procedures or deadlines for any of these financial aid options. Parents are responsible for following application procedures, meeting eligibility requirements and adhering to deadlines established by the various scholarship options. Failure to follow procedures, meet eligibility and/or adhere to deadlines will result in denial of financial aid by the sponsoring agency or program.

UNAUTHORIZED ARTICLES: Students are to refrain from bringing the following items to school or any school-sponsored function. These items will be confiscated by the teachers/staff and may be claimed by the parent in the school office. Any items not claimed by the close of the school year will be donated to charity. Disciplinary actions will be determined by the teacher in consultation with the Principal.

- toys or distracting items
- liquid correction fluid
- perfume or any type of sprays,
- pagers
- two-way radios
- walkmans, iPods or any digital media players
- instant messaging devices or Wi-Fi devices
- Gameboys or other portable gaming devices
- head-phones of any size
- laser pointers
- iPads or any other type of e-Readers
- cell phones – refer to the 'Phone' section in this handbook for detailed information

Students are never permitted to bring weapons, flammable or toxic items to school. These items pose serious harm and danger to the school community. The school administrator, or her

designee, will confiscate these items. Law enforcement and parents will be notified immediately. In addition, the student may face suspension or expulsion, at the discretion of the Principal and Superintendent of Catholic Schools.

UNIFORM CODE AND UNIFORM CODE VIOLATIONS: All students are expected to adhere to the uniform code. Parents are expected to help students follow the school's Uniform Code. Your efforts to be vigilant about jewelry make up, shoe/socks, skirt and PE shorts length and proper color and design of PE uniforms will prevent unnecessary disciplinary actions. All teachers are expected to monitor and enforce the uniform dress code. Uniform code violations will result in demerits being issued. Continued violations will result in detention.

VALUABLES AND CASH: St. Anthony Catholic School and its employees will not be responsible for the loss of valuables or cash which students bring to school. **It is recommended that students leave all valuables at home.** If special circumstances make it necessary to bring important possessions to school, these items can be safeguarded by leaving them in the care of the office staff. Cash or checks should be placed in a sealed envelope with the student's name on it. Valuables and money (cash or check) should never be left in a classroom.

VISITORS' POLICY: The safety and security of students is of utmost importance. All Visitors to St. Anthony Catholic School, parents included, must report to the main office to sign in and be given a pass. Visitors are not authorized to visit any of the school areas without a Visitor's Pass. Parents invited to visit/help during school hours must make arrangements ahead of time with the teachers/staff.

WITHDRAWAL: When a parent decides to withdraw a student from St. Anthony Catholic School, an application for withdrawal should be completed. Withdrawal forms may be secured from the school office. The signature of both parents is required. The student's file will be prepared for forwarding to the next school of enrollment. All financial and material obligations must be met before **school-related records** are forwarded. **Withdrawal with Intent to Home-School:** When a parent is considering a home-schooling venue, the Permanent Academic Record is retained at Saint Anthony Catholic School until another school requests the records. Saint Anthony Catholic School will notify the appropriate public school system of the family's intent to home school, when required by the district.

DISCIPLINE POLICY

Reviewed July 2015

Decisions regarding disciplinary action will always be made by placing the utmost consideration of the social and emotional well being of the student. It must be understood, however, that the school is required to act responsibly in reporting to law enforcement authorities any situation which is in direct violation of local, state and federal law when appropriate.

Students are always to conduct themselves as St. Anthony Catholic School students and to exhibit the behaviors expected of such students.

The administration of Saint Anthony Catholic School reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at his/her discretion.

Discipline

Enrollment at St. Anthony Catholic School implies a willingness of both parents and students to comply with the policies and procedures of the school. Discipline at St. Anthony Catholic School is considered an aspect of moral guidance and not simply a form of punishment. Discipline has several definite objectives:

- to provide a classroom situation conducive to learning
- to provide genuine character development
- to assist growth toward self-discipline
- to foster respect for duly constituted authority

Correction of minor classroom misbehavior will be made by the teacher immediately. A conference with the administrator will occur if misbehavior continues. Contact with the parent, detention or suitable disciplinary action will be assigned to the student

1. verbal warning
2. note to parent
3. conference with administrator

Missed Recess

Student is isolated from classmates during independent play (class recess/lunch recess) and remains under the close supervision of a member of the school staff.

Detention

Students will receive a detention for continued violations against school rules. Detentions will be served from 3:15 p.m. to 4:15 p.m. under the supervision of school personnel. No schoolwork or homework may be done during detention. Telephone contact will be made with subsequent written notice which will require parent/guardian signature. Students who receive three or more detentions will be referred to the Principal and may be required to serve an in-school suspension.

- **Lunch Detention** isolates the student from classmates during the lunch period and may include an after-lunch recess detention.

Serious Disciplinary Situations

In cases where serious disciplinary action/consequences are warranted, the student will be isolated and the parents will be contacted immediately by the Principal, who will research and review the situation. The Principal will assign the formula for discipline.

In-School Suspension (With an accumulation of 9 demerits within a quarter)

When a student should be suspended from regular classroom attendance, the parents will be contacted by the Principal and a disciplinary notice sent. This disciplinary notice must be signed and a copy returned to the school. The student will attend school in isolation from other students for a defined period of time. All assignments must be completed so the student stays abreast of class instruction and information. Should the student be absent during that time, s/he will make up the in-school suspension days upon return to school. Students may not participate in any school-sponsored activity on the assigned in-school suspension day.

Out-of-School Suspension

When the student is to be suspended from regular classroom attendance, the parents will be contacted and informed by the Principal in writing. This disciplinary notice must be signed and a copy returned to the school. The student will not be permitted to attend school. He/she will remain in the care of the parent/guardian for a defined period of time. All assignments must be completed so the student stays abreast of class instruction and information. **However, no credit will be given for these assignments.** Students may not participate in any school-sponsored activity on the assigned out-of-school suspension day(s). Suspended students may not return to class until all terms for re-entry established by the administration have been met, and a parent conference has taken place with the administration and its designees.

Expulsion

Expulsion or recommendation for transfer to another school will be made only in exceptional cases and for the most urgent reasons when all other measures have failed. Situations necessitating expulsion are at the discretion of the Principal and/or Associate Superintendent or Superintendent of Catholic Schools and Centers.

DEMERIT SYSTEM

Students are always to conduct themselves as St. Anthony Catholic School students and to exhibit the behaviors expected of such students.

**A total of 3 accumulated demerits will result in detention.
A total of 9 demerits will result in ISS, a parent conference and the student will be placed on 30-day probation.**

LEVEL I - VIOLATIONS Each offense will result in 1 demerit. A total of 3 demerits = detention

- Gum chewing at any time on school property or at school functions including sports and PE
- Eating at inappropriate times or places; spitting any inappropriate time or place
- Misbehavior at lunch including throwing or unnecessary waste of food
- Failure to conform to dress code including PE uniforms
- Causing classroom disruptions
- Lack of cooperation
- Inappropriate language (i.e. slang, unnecessary colloquialisms)
- Possession of toys and other inappropriate items described in handbook
- Unprepared for class (lack of supplies and non-readiness to begin class)
- Unsigned or failure to return communications between home and school (including, when requested, signature in planners)
- Repeated missed classroom and/or homework assignments

LEVEL II - VIOLATIONS 3 demerits each and automatic detention

- Disrespect or defiance to any adult
- Inappropriate behavior in church
- Unacceptable language or gestures (i.e. profanity)
- Rough-housing (even in jest)
- Lack of respect for other students
- Possession of inappropriate items which contradict Catholic morality
- Dishonesty: including copying or loaning of work to be copied, forging a signature
- Excessive tardiness

LEVEL III - VIOLATIONS Each offense will result in 9 demerits and automatic in-school suspension (ISS)

- Misuse of the technology
- Stealing or Vandalism (actual or threatened)
- Behavior which could result in injury or harm to self or others
- Language which contradicts Catholic morality

Out of School Suspension (OSS) Each offense will result in immediate recommendation for removal from campus, and possible expulsion

- Harassment/bullying: implicit or explicit, verbal or written threats, excessive teasing, cyber-bullying, and/or making fun of others
- Behavior which could result in serious/life-threatening injury or harm to self/others
- Possession or use of drugs or alcohol, or any controlled substances or drug paraphernalia with or without intention to use or give to others at school (including threats of bringing same)
- Possession of weapons, firearms, flammables, and explosive devices (including threats of bringing or building same)

**Level I and Level II K-5 demerits are cumulative and cleared each quarter;
Level I and Level II Middle School demerits are cumulative and cleared at the end of each semester.**

Saint Anthony Catholic School reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at its discretion.

SAINT ANTHONY SCHOOL UNIFORM CODE

Gregory's Embroidery Service (www.gregoryemb.com) is the SAS official vendor of uniform apparel

SCHOOL UNIFORM for GIRLS

Blue plaid, knee-length jumper (Grades K-2)

Uniform skort (knee length) (All grades)

Navy dress slacks with belt and tucked-in shirt

Belts: brown, black or navy with simple buckle

Navy dress (walking) shorts (knee length)

Navy blue (Mandatory), white or red pullover 3-button shirt

Plain white, gray, navy or black **crew or knee socks - Ankles must be completely covered**

Uniform cardigan (or plain navy cardigan or sweatshirt), no hood is permitted indoors (school and church)

Girls' shoes: Plain solid-black or solid-brown shoes, securely fitted, with no decorations or symbols (advertisement), flat-heel, no sandal-like shoes

SCHOOL UNIFORM for BOYS

Navy blue (Mandatory), white or red pullover 3-button shirt

Gray or navy uniform pants or walking shorts Belts are required with pants and shorts

Belts: brown, black or navy with simple buckle

Plain white, gray, navy, or black **crew socks –**

Ankles must be completely covered

Navy uniform cardigan (or plain cardigan or sweatshirt), no hood is permitted indoors (school and church)

Boys' shoes: Plain solid-black or solid-brown shoes, securely fitted, with no decorations or symbols (advertisement).

BOYS and GIRLS P.E. UNIFORM

Navy blue shorts, with SAS logo or plain

9" inside seam – knee length shorts

White or navy tee shirts with SAS logo

FUN RUN shirts are OK

SAS or **plain** navy, black or gray sweat suits (November - February as weather dictates)

GIRLS GROOMING

- No face make-up, lipstick or artificial nails
- 8th grade girls ONLY are permitted LIGHT face make up (no eye shadow)
- Only clear nail polish
- No tattoos, body piercing
- Bangs above eyebrows, hair pulled back with hair band or in pony tail/braids, no excessive gel
- No faddish hair cuts nor coloring
- No more than 1 bracelet or watch; ankle bracelets are not permitted
- Post earrings only; 1 each ear (in ear lobe)
- One simple, religious necklace worn under shirt; no shells, chunky or stage jewelry
- Shirt/blouse tucked in so waistband shows

PE shoes: **lace-up only athletic shoes are required for participation.**

Hats/sunglasses are only permitted by written parental request

Protective sun lotion, if used, must be applied at home; it may not be brought to school

BOYS GROOMING

- No unusual, faddish haircuts nor coloring
- Traditional haircut, above eyebrows, cut around ears so no hair touches ears or collars; no excessive gel
- Must be clean shaven, if applicable
- No tattoos, body piercing or earrings
- No more than 1 bracelet or watch; ankle bracelets are not permitted
- One simple, religious necklace worn under shirt; no shells or other chunky or stage jewelry
- No hats permitted indoors
- No more than one bracelet or watch
- Shirt tucked in so belt shows

Non-uniform outdoor apparel to school must be removed when in the classrooms, for indoor assemblies and church services. ALL shirts/blouses must be tucked in at all times.

Dress-up/Dress-down Code: Students are permitted a few announced "Dress-Up"/"Dress-down" days when non-uniform apparel is permitted. Students may wear "Sunday best", e.g., collared shirt, slacks for boys, skirts or dresses for girls. Unless specifically announced, jeans or casual dress is not permitted. When jeans are permitted, they must not be torn, either by design or accident. Tank-tops, half-shirts, sheer fabrics, sleeveless tops, elevated shoes/heels are never permitted. Shoes must be worn with socks. When shorts, skirts and dresses are permitted, students must adhere to the knee-length rule.

