

St. Anthony Catholic School
2011-2012 Parent Calendar and Handbook

We Invite All Those Who Journey Through Our Doors
to Become Disciples of Christ.

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www.stanthonyeagles.org

2011-2012 SCHOOL HOLIDAYS

August 8.....	1ST DAY OF SCHOOL
September 5.....	LABOR DAY
November 21-25.....	THANKSGIVING BREAK
December 16	EARLY DISMISSAL
December 19-January 3.....	CHRISTMAS BREAK
January 4	CLASSES RESUME
January 16	MARTIN LUTHER KING, JR
February 20.....	PRESIDENTS' DAY
March 12-16.....	SPRING BREAK
April 6-9.....	EASTER HOLIDAYS
May 25	6TH GRADE RECOGNITION – EARLY DISMISSAL

*Two inclement weather days are added to the calendar each year.

THE PRINCIPAL RESERVES THE RIGHT TO AMEND THE HANDBOOK FOR JUST CAUSE. PARENTS WILL BE PROMPTLY NOTIFIED IN WRITING IF CHANGES ARE MADE.

ALL POLICIES/PROCEDURES DESIGNED FOR ST. ANTHONY CATHOLIC SCHOOL ARE IN EFFECT DURING THE REGULAR SCHOOL DAY, AFTERSCHOOL, SUMMER PROGRAM, AND ALL SCHOOL-RELATED ACTIVITIES. THE PRINCIPAL HAS THE RIGHT AND RESPONSIBILITY TO TAKE APPROPRIATE ACTION BASED UPON THE SITUATION AT HAND.

ADMINISTRATION

Msg. Mike Flannery, Pastor
Mrs. Angela Brunini, Principal
Mrs. Elise Jones, Business Manager
Mrs. Michelle Glorioso, Office Manager/School Nurse
Mrs. Mamie Sheldrick, Development Director
Mrs. Kinshasa Watson, Development Assistant
Br. Lucian Knaap, Director of Religious Education
Mrs. Paula St. Pierre, School Counselor/Records Clerk
Mrs. Penny Mack, Curriculum Coordinator
Mrs. Aimee Burns, ACE Director

FACULTY/STAFF

Mrs. Katherine Newell/Mrs. Kathleen Hood	PreKindergarten Teachers
Ms. Aimee Burns/Mrs. Jenny Perkins.....	PreKindergarten Teachers
Mrs. Allison Leigh Weems / Mrs. Laura Miller	Kindergarten Teachers
Mrs. Anne Cowger/Mrs. Racheal Cole.....	Kindergarten Teachers
Mrs. Cathy Lutz/Mrs. Ellen Chaney.....	1 st Grade Teachers
Mrs. Ashley Hemleben/Mrs. Lisa Wilson.....	1 st Grade Teachers
Mrs. Julie Evans/Mrs. Jennifer Funderburg.....	2 nd Grade Teachers
Miss Anna Nuzzo/ Mrs. Beth Burns.....	2 nd Grade Teachers
Mrs. Julie Benson	3 rd Grade Teacher
Miss Patti Reiss.....	3 rd Grade Teacher
Mrs. Magen Kisner.....	3 rd Grade Assistant
Mrs. Katrina Blossman	4 th Grade Teacher
Miss Virginia Hollingsworth.....	4 th Grade Teacher
Br. Lucian Knaap.....	5 th -6 th Religion Teacher
Mrs. Megan Leake	5 th -6 th Language Arts Teacher
Mrs. Penny Mack.....	5 th -6 th Math Teacher
Mrs. Vicki Moorehead	5 th Science Teacher/Librarian
Miss Katherine Nicosia.....	5 th -6 th Social Studies/6 th Science Teacher
Mrs. Stephanie Word	5 th Language Arts Teacher
Mrs. Amanda Cashman.....	Art Teacher
Mr. Joseph Coleman.....	Music Teacher
Mr. Dwyane Demmin.....	Physical Education Teacher
Mrs. Michelle McCarty	Spanish Teacher
Mrs. Joanna Johnson.....	Speech/Language Resource
Mrs. Cathy Bennett	Computer Assistant/Technician
Mr. Ronald Russell	Band Director
Fr. Al Camp.....	Latin Teacher
Mr. Jamie Stringer	Maintenance Director

CATHOLIC DIOCESE OF JACKSON
Jackson, Mississippi

Bishop Joseph N. Latino.....Diocesan Bishop-Diocese of Jackson
Sr. Deborah Hughes.....Superintendent of Schools
Ms. Catherine D. Cook.....Associate Superintendent of Schools

DIOCESAN MISSION STATEMENT

We propose to live in such a way that we proclaim the Kingdom of God, the Good News of Jesus Christ, by our own ongoing conversion and by the witness of an authentically Christian life lived according to the tradition of the Roman Catholic Church.

We, the Church of the Diocese of Jackson, believe:

- That Jesus Christ, our Lord and Savior, and the Sign of God's compassionate love, gives full meaning to our lives.
- That faith calls us to live the life of Christ nourished by word and sacrament, liturgy and prayer.
- That the vision of Jesus Christ for us is contained in his message that the kingdom of God means "justice, peace and joy that is given by the Holy Spirit."
- That through fidelity to and sharing of the gospel teachings of Jesus and his Church, the grace of the Holy Spirit flows through all of us and we experience being Church.
- That the gift of faith and love we receive demands that we be signs of God's love for us and instruments of God's love for others as we live our family life, parish life and civic life.
- That our choices and decisions as individuals and as a community of disciples must foster justice, peace, and joy for all.

As a pilgrim people committed to becoming an evangelizing people, we pledge ourselves to the development and stewardship of our spiritual, human, physical, and financial resources.

ST. ANTHONY CATHOLIC SCHOOL MISSION STATEMENT

Saint Anthony Catholic Elementary School is a living Christian community which endeavors to teach Christ's love and salvation. Believing that every child is unique and capable of reaching his or her full potential, we focus on each child's individual strengths, needs and gifts. Emphasizing the whole child, our curriculum is taught in the light of Catholic faith, integrating body, mind and spirit; and challenging each child to achieve academic excellence in a safe, nurturing environment. We invite all those who journey through our doors to become Disciples of Christ.

ST. ANTHONY CATHOLIC SCHOOL PHILOSOPHY

At St. Anthony we believe that in the atmosphere of a developing Faith Community we are to encourage persons to become more fully the unique individuals they are destined to be. This belief involves an acknowledgment that we are not the primary educators of children, but rather participants in a growth process that has begun before us and will continue after us. In Christ we find our reason for existence.

The St. Anthony Community will start each day with prayer, the Pledge of Allegiance, and the Eagle Honor Pledge:

Today...
I will **E**ntrust myself to God.
I will **A**ct with respect.
I will use **G**od's gifts to serve others.
I will **L**ove as God loves me.
I will strive for **E**xcellence in all I do.

As Christian educators we are commissioned by the Catholic Church to assist each child in developing a life in response to the message of Jesus and the stewardship of creation. We further believe that everyone is both teacher and learner, and that cooperative endeavor is essential in the developing Faith Community of students, parents, and faculty to:

- + Attain the doctrinal foundation of Catholic values
- + Express belief in our basic relationships with God
- + Realize Christian unity among all

Perceiving individual differences as strengths rather than as weaknesses, we hold it necessary to develop a climate of trust in which both adults and children can experience mutual respect and reverence. Moreover, we believe that flexibility is necessary to allow the teacher to adapt to the needs of the child and to allow the child, in our changing society:

- + To build self-worth, and self-identity
- + To develop self-discipline, responsibility, leadership skills, Christian values, and the formation of conscience

Finally, St. Anthony Catholic School seeks an environment in which faith in the Catholic Christian tradition affects the social development, academic growth, and religious maturity of all members of its Faith Community.

The U.S. Bishops' Pastoral, "To Teach as Jesus Did," states that the educational ministry of the Church has a three-fold purpose: to teach doctrine, to build community, and to serve others. As a Catholic school we are committed to teach the Gospel values of truth, justice, charity and freedom. As a Catholic school, we are committed to building an educational community of faith and love through our shared Catholic Eucharistic experiences and religious activities. As a Catholic school, we are committed to reach out into the community and serve others. It is anticipated that parents, faculty and students will grow in their commitment of service to God and to one another.

HISTORY OF ST. ANTHONY CATHOLIC SCHOOL

St. Anthony Catholic School is a co-educational elementary school located in Madison, Mississippi and established in 2009. Although our school is at its inception, our Catholic heritage is ancient. Catholics first appeared in our area prior to Mississippi statehood, during the 1600's, with the arrival of French explorers. Throughout the period of French rule (1682-1763) and the period of Spanish rule that followed (1779-1798), Catholicism was the principal religion in the region. There is also a long history of Catholic schools in the state of Mississippi, the first of which was chartered in the latter half of the 1800's. St. Anthony is the newest addition to this long-standing tradition of Catholic education in our state. We are proud to be a ministry of Saint Francis of Assisi Parish and the Catholic Diocese of Jackson, and we are proud of the evolving relationship we share with Saint Joseph High School.

Our school draws inspiration from the intriguing contemplative life of our patron saint – Saint Anthony of Padua. Born Fernando Martins de Bulhoes in Lisbon, Portugal in 1195, Anthony of Padua's family originally wished for him to become a noble. Instead, he entered the Augustinian Abbey of St. Vincent near Lisbon where he studied Scripture and the Latin classics.

In 1219, Fernando met a group of Franciscan friars on their way to Morocco to preach the Gospel. When news arrived a year later that the five Franciscans had been martyred, it had an enormous influence on the young man. He meditated upon their bravery and was inspired to enter the Franciscan order, changing his name to Anthony in honor of Anthony the Great, for whom the Franciscan hermitage was named where he was living.

Saint Anthony was a gifted preacher, teacher, scholar and a practiced contemplative. As a saint, Anthony is often referred to as the "finder of lost articles or objects." As such, his life is filled with many stories, miracles, and good deeds. One of the most famous stories of Anthony's life involves the Christ child. Toward the end of his life, Anthony spent many hours meditating and praying in a small hermit's cell. One evening, the room where Anthony was praying was suddenly filled with a near-blinding light. Jesus appeared to Anthony in the form of a small child. A man passing by the hermitage saw the light shining from the open door of the room and decided to investigate. When the passerby reached the cell, he saw Anthony holding and talking with the Christ child. When the miraculous vision ended, Anthony asked the man not to reveal what he had seen until after Anthony's death. To this day, most visual representations of Saint Anthony include him holding the Christ child.

ACCREDITATION: St. Anthony Catholic School seeks the highest accreditation with the State of Mississippi Department of Education and the Southern Association of Colleges and Schools. Thanks to the fine spirit of collaboration that has prevailed among parents, the parish priest, and school personnel, St. Anthony School has created an environment for excellence in education and strives to develop basic Christian attitudes and values in the students.

ST. ANTHONY SCHOOL FACILITIES

We are very proud of what we have to offer regarding the facilities of St. Anthony Catholic School. Located at 1585 Old Mannsdale Road in Madison, adjacent to St. Joseph Catholic High School, St. Anthony was designed by expert architect J. Carl Franco of JH&H Architects of Jackson, a firm with a strong portfolio of designing award-winning educational institutions, and built by Malouf Construction, well known for commitment, quality construction, and experience. Our 47,000 square foot facilities at St. Anthony include:

- +16 state-of-the-art classrooms with abundant day-lighting and outside views
- +covered pick-up and drop-off area with continuous drive
- +a large library with reading loft and outdoor courtyard
- +a multi-purpose play court gymnasium/auditorium with raised stage
- +sound-proof classrooms
- +enhanced acoustic music room
- +special classrooms for art studies
- +individual classroom discovery centers and school-wide science lab through partnership with Sheldon Laboratory Systems
- +a computer lab and classrooms with Promethean ActivBoard technology
- +award-winning playground area and 1/8 mile fitness and walking track
- +cafeteria with abundant exterior views and day-lighting
- +a unique Chapel with stained glass windows depicting the four Gospels
- +fully-computerized administrative software, intercom, and security system
- +future expansion of the Outdoor Learning Explorium currently featuring over 30 varieties of tree species

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ADMISSIONS

Non-Discriminatory policy - *In compliance with Title IX and the Civil Rights Act, St. Anthony Catholic School reaffirms that it has a non-discriminatory policy with regard to race, color, national origin, and sex; both in the enrollment of students and the employment of teachers. St. Anthony Catholic School admits students of any race, color, creed, sex or national origin to all rights, privileges, programs, and activities generally accorded or made available at the school. Additionally, the school does not discriminate on the basis of race, color, national and ethnic origin, sex or age in the administration of its educational policies, admission policies, personnel policies, financial assistance and loan programs, and athletic and other school administered programs.*

The policy of this school is to give preference in admission based on the following criteria. Students currently enrolled will have first priority and will be allowed to pre-register for the following year. Preference for admission is then given to students based on their status as defined herein below. Priority for new enrollment shall be first determined by attendance at the Open House held in the fall of each school year. The order of priority for enrollment purposes shall be:

1. Children currently enrolled in St. Anthony
2. Siblings who are entering PreK4 of children who are currently enrolled in St. Anthony
3. Children of active parishioners of St. Francis of Assisi Catholic Church in Madison, Mississippi*
4. Children of active parishioners at other Catholic parishes
5. Children of other faith traditions

*The following factors are taken into consideration when more parish children seek admission than spaces allow for any given year in any given grade:

- a. Families who consistently attend Mass at St. Francis (as indicated by the weekly use of church envelopes);
- b. Active participation as defined by the pre-registration survey of time, talent, and treasure in St. Francis of Assisi Parish and/or St. Anthony Catholic School, and/or active involvement in previous parish and/or previous Catholic School;
- c. Number of years registered in St. Francis of Assisi Parish;
- d. Contributions to the St. Anthony Capital Campaign Fund;
- e. Any other factors deemed important by the St. Anthony Admissions Committee.

This analysis will also be conducted should there ever be more children of active parishioners of other Catholic parishes than spaces allow for any given year in any given grade once all St. Francis Parish children have been accepted.

Age policy - No child shall be enrolled or admitted to kindergarten during any school year unless he/she will reach his/her fifth (5th) birthday on or before September 1st of said year.

Preschool age policy – Preschool children must be 4 years old by September 1 for the PreK-4 class. The principal must approve any exception to this policy which could include children seeking admission from out of state or out of the country with different age requirements. **All preschool children must be toilet trained.**

Placement policy - Prospective students for grades 4th-6th are required to take a placement examination. All students must provide St. Anthony Catholic School with academic transcripts, most recent grade appraisals, and most recent standardized test scores. An interview is required for all students. Students demonstrating ability to perform successfully at St. Anthony may be considered for admission. Members of Catholic parishes that support the school will receive preference for available space.

As per Diocesan policy, St. Anthony has varied resources to assist with students with disabilities. Unfortunately, it is impossible for all students/applicants with a documented disability to be accommodated by St. Anthony. St. Anthony will assess the physical, emotional and educational needs of the student/applicant. St. Anthony reserves the right to refuse an application – student or employee - if it concludes that it does not have the necessary resources to implement the requested accommodation.

Diocesan Policy 5106 states that students requesting admission from a Home-Schooling environment or from a non-accredited school must take and pass tests for admission and grade placement.

Students who are new to St. Anthony are considered on academic/behavior probation for one semester, during which time the counselors and administration determine whether the students are meeting the standards of St. Anthony Catholic School. Students who do not meet these standards may be asked to withdraw.

IF A CHILD IS ACCEPTED TO ST. ANTHONY SCHOOL, HE OR SHE IS BOUND TO ABIDE BY THE DIRECTIVES OF THE DIOCESE OF JACKSON GENERAL POLICIES AS WELL AS THE LOCAL POLICIES AS SET FORTH BY THE ST. ANTHONY ADVISORY COUNCIL. A COPY OF THE HANDBOOK OF SCHOOL POLICIES OF THE DIOCESE OF JACKSON IS AVAILABLE FOR REVIEW IN THE PRINCIPAL'S OFFICE.

TUITION

St. Anthony School Advisory Council will determine the tuition rate for the following year for all grades. **All tuition rates are significantly lower than the actual costs of education, which is currently over \$7,500.00 per child.**

*The preschool tuition payments can qualify for the childcare tax credit benefits, which could directly reduce the parents' federal income tax liability (Tax ID # 26-3324367).

**Registration fee (\$450-1st child, \$200-2nd child, \$100-3rd child) is due at time of registration and is a NON-REFUNDABLE FEE. A \$100 will be accessed if availability exists.

***Non-refundable Book/Supply Fee (\$350 per child) includes books, technology/library, activities, insurance, guest speakers, etc.; Capital Fee (\$150 per child) and Parent Association Fee (\$100 per family) are assessed annually.

Tuition per Child	Catholic	Non-Catholic
1 st Child	\$5,250.00	\$6,825.00
2 nd Child	\$4,200.00	\$5,775.00
3 rd Child	\$3,360.00	\$4,935.00
4 th Child	\$3,360.00	\$4,935.00
5 th or more Children	free	free

PAYMENT PLANS

The Advisory council has approved a program of pre-paid tuition and tuition financing. The Registration Fee of \$450.00 is required on or before the given deadline to guarantee the student's place in that grade. There is a \$100 late fee for registration paid after the registration deadline if availability exists for registration. **Families have the following two options for paying tuition each year:**

Pre-payment Plan – This plan does not require enrollment in the M&F Bank Tuition Loan Program. A 5% discount off of the tuition amount is offered for families wishing to pay all tuition and fees in full by June 30th. If payment is not made in full by the deadline, the discount will not be offered. Pre-payments may be made any time once invoices are received until the June 30th deadline. Payments may be mailed to the school office and the discount will be honored as long as it is postmarked by the deadline.

Monthly Payment Plan – requires enrollment in the M&F Bank Tuition Loan Program for prime plus ½ % plus a fee of \$25.00 per year. The payment will be automatically debited from the assigned bank account in twelve (12), eleven (11), or ten (10) monthly payments. Financing is available for all or part of the tuition and fees. The school guarantees all tuition loans. The parents of any student who is accepted by the school can finance a tuition loan with the bank. Parents who have defaulted on a previous loan will not be eligible for the school guaranteed loan.

There is no credit check. However, the loan does appear on your credit record should you apply for other credit or in the event of default on this loan. The bank will send past-due notices and make collection on this loan as it does with any commercial loan.

DEFAULT OCCURS AT SUCH TIME AS THE LOAN IS SIXTY (60) DAYS PAST DUE. IN THE EVENT OF DEFAULT, THE SCHOOL IS REQUIRED TO PAY THE PRINCIPAL, ACCRUED INTEREST AND ANY FEES. THE PARENT/GUARDIAN MUST REPAY THE TOTAL AMOUNT PAID BY THE SCHOOL WITHIN FIFTEEN (15) WORKING DAYS FOR THE STUDENT(S) TO CONTINUE ATTENDING CLASSES AT ST. ANTHONY CATHOLIC SCHOOL. ANY STUDENT WHOSE FAMILY HAS OUTSTANDING TUITION WILL RECEIVE "INCOMPLETES" UNTIL ALL OBLIGATIONS ARE MET.

WITHDRAWAL FROM SCHOOL

Parents or legal guardians of students withdrawing from St. Anthony Catholic School must complete the required paperwork in the school office, including providing the office with a **written letter regarding the intended withdrawal**. A Withdrawal Form must be completed by the student's teacher. All library books, textbooks, and lunch records must be cleared before the child's transfer record is completed. School records cannot be forwarded to the student's new school unless he or she has been properly withdrawn.

Permanent records cannot be given to parents or students, but will be forwarded to the school to which the student transfers upon receiving the school's request. However, an unofficial copy of the records may be requested by parents/guardians.

For withdrawal, once the parent/guardian has completed the process, tuition refunds will be pro-rated according to the following schedule. You are obligated to pay all pro-rated tuition and/or fees. The registration fee, book supply fee, parent association fee, and Family Capital Fee are non-refundable. Please allow twenty (20) days for processing of any refund. Tuition will be refunded as follows:

PRIOR TO OPENING DATE OF SCHOOL	FULL TUITION LESS \$50.00
ON OR BEFORE SEPTEMBER 15	85% OF TUITION
ON OR BEFORE END OF QUARTER 1	75% OF TUITION
ON OR BEFORE END OF QUARTER 2	50% OF TUITION

RETURNED CHECK POLICY

If a family writes more than three NSF checks at the school (including cafeteria, PA, etc.) no further checks may be written for the remainder of the school year. All further items must be paid in cash. The family will also incur a \$30.00 service charge for processing. There will be no exceptions to this policy.

SCHOOL DIRECTORY

St. Anthony family names will be published in the St. Anthony School Directory. The school directory will be distributed to St. Anthony School families, the Parent Association (PA), St. Anthony Starry Night Gala, Eagle Scramble Golf Tournament, St. Francis Cajun Fest Committee, and the Parish Rectory. If you do not wish your address and phone number to be published in the directory, indicate such on the school directory form and/or alert the school office.

PARISH SUBSIDY

Parish Supplement tuition rates are afforded to in-parish practicing and contributing Catholics and **must be applied for each year**. *In-parish practicing and contributing* Catholics are Catholic families who are registered, active, contributing members of the parish. **All Catholic families will be registered at the Standard tuition rate until their application has been returned to the school and evaluated.**

- **To be considered a registered member of the parish; the family must submit a completed parish registration form to the parish office and be placed on the parish census.**
- **To be considered an active member of the parish, the family must be attending Mass on a weekly basis.** Church attendance and regular contributions are most important. When out of town, families are encouraged to attend Mass where they are visiting.
- **To be considered a contributing member and receive the Parish Supplement, the family must regularly contribute financially to the parish by using Church support envelopes.**

The Parish Supplement tuition status may be afforded to parishioners from other local subsidizing parishes if a verification form from the Pastor of the other parish states that the parishioner meets the Parish Supplement criteria stated herein. The letter should be sent to the **school** office and the office will forward it to the Advisory council attendance committee. New parishioners may apply for the Parish Supplement tuition rate **after six months** of being registered, active, contributing members of the parish or provide a letter from the previous parish stating membership as active.

Each Pastor or a committee may be appointed by your local Parish will prepare a list of all families receiving the Parish Supplement. **The select committee will review necessary records in order to implement the Catholic tuition rate for the coming school year.** If the family attendance record or contribution falls below an acceptable rate during the year's period, the tuition rate for the following year will be raised to the higher Standard rate for the next school year. All letters detailing church absences will be taken into consideration when the rate of tuition is determined. To appeal the decision of the committee a written appeal along with supporting documentation to change the tuition classification may be submitted for review to your local Parish.

Standard tuition shall be afforded to any family who is not a registered, active, contributing member of a Catholic Parish.

TUITION ASSISTANCE

If a family has a need for reduced tuition, an appointment can be made with the school administration to include the Pastor. A very limited amount of funding is available for tuition assistance. Tuition assistance may be applied for if such funding is available for the following school year. Tuition assistance is based on need and availability of funds and must be applied for each school year.

Kroger = All families are encouraged to participate in this program by purchasing Kroger debit cards for your purchases of groceries in order to keep the fundraising to a minimum. Kroger pays our school five percent (5%) back from the purchases that our parents and friends make with these Kroger debit cards.

Fundraisers = It is imperative that we have 100% participation by our St. Anthony families. It is expected of every family to participate in each of the school fundraisers: St. Anthony Starry Night Gala, Eagles Scramble Golf Tournament, St. Francis Cajun Fest, and any other fundraisers which St. Anthony may plan. **At total of 10 volunteer service hours must be completed by each family whereby two of those hours must be applied to the Starry Night Gala.** *Any adult who wants to volunteer with any functions having direct contact with children for two hours or more must attend a Protection of Children Training Class. It is suggested that each adult family member, including grandparents, etc., attend a class at the beginning of the year; that person will be covered for two years subsequent to said training. Any person may attend the class at any parish who may report that parent's attendance to the school.

ATTENDANCE

Desirable habits of punctuality and attendance are important for academic success. Students are expected to attend school on a regular basis in compliance with the law for compulsory attendance. **Excessive absences and tardies may result in** formal disciplinary action taken by the administrator, and these unexcused absences are to be reported to proper authorities. **Documentation for an excused absence must be received within five days of the absence. Students missing five unexcused consecutive days of school will be reported to the State Attendance Officer in accordance with Mississippi Code Annotated § 37-13-91, which defines Excused** absence. Such absences may include: school business, illness or injury, death or serious illness in the immediate family, court proceedings, and religious observance. Doctor's excuse is required for medical absences to be considered excused. In all cases of excused absences, students will be expected to make up work and tests in a timely manner with teachers assistance. **Unexcused absences** are any absences that are not medical, non-emergency **(including vacations)** and/or not cleared and approved by the principal. **In all cases of unexcused absences, the teacher is not obligated to assist the child in making up missed work/tests. It is the student's job to make up missed work – the assignments are on Edline.** As to absences due to vacations and the like, parents must send a note and obtain prior approval. Additionally, work needs to be made up before the child is absent. Please do not abuse the policies as outlined herein. Work shall be made up in a timely manner at the discretion of the teacher.

Any extended absence or contagious disease diagnosis requires a note from the doctor to return to school, which states that the child is no longer contagious.

Notification of Absence - Parents are asked to call the school office by 9:00 a.m. on the first day of a student's absence, informing the school why the child is absent. In order to receive an excused absence, a student must bring in a doctor's excuse or a form of documentation stating the reason for the absence; it must be received by the school office within five (5) days of the students return to school. When an absence is planned, the student should submit a note two days prior to the absence for approval by the principal.

Each parent shall fill out a sign-out list including all individuals who may pick up their child(ren). These lists shall be kept in the office. When a person requests the ability to check out a student, some form of identification, such as a driver's license, should be provided to the office staff.

Tardiness - At 7:50 a.m. a line-up bell will ring. At 7:55 a.m. a bell will ring for the start of the school day. **Any child coming to Prayer and Pledge after the 7:55 a.m. bell is considered tardy. Students coming in after the 7:55 a.m. must be checked-in at the office by the parent/guardian when tardy.** The parent/guardian must come into the school and sign the child(ren) in when tardy. Parents should make every effort to have students arrive on time. It is disruptive to the office, the classroom, and the late student when students are tardy. Occasional tardiness is understandable, but consistent tardiness sets a bad example for our children. In order for your child to be considered present for half-day, they must arrive before 11:30am. **Three tardies or early dismissals shall be the equivalent to half-a-day absence.**

Early Dismissal - Students must bring a note from home or a parent must call the office when it is necessary to leave school early for medical appointments or other important reasons. Parents and/or visitors wishing to check a student out or return a student to school must be cleared by the office by signing the student in/out, and wait for the office staff or principal to get the student from the classroom or return the student to the classroom. No teacher and/or teacher aide is to release a student to a parent or visitor. Parents are expected to keep early dismissals to an absolute minimum. Teachers maximize bell to bell instruction. If you remove your child from the classroom, it is the student's responsibility to make up missed work. In order for your child to be considered present for half-day, they must not dismiss before 11:30am. **Three tardies or early dismissals shall be the equivalent to half-a-day absence.**

Promotion & Retention - Saint Anthony Catholic School has set high expectations at each grade level for all students. Every teacher, administrator, parent, and other adult involved in the lives of our students shares in the responsibility to ensure that all students meet these expectations. Promotion and retention decisions are based upon student achievement of objectives as outlined in the instructional management plans. In all subjects and at all grade levels, mastery will be defined as the student demonstrating ability to perform the objective at the 70% level or above. To be eligible for promotion to the next grade level, a student must master essential skills as identified in the curriculum structure of the State of Mississippi and the Catholic Diocese of Jackson, and must show proficiency in the designated essential skills for all subjects taken.

If a student receives a final grade of F in any course, this constitutes failure of that course and could result in the student being retained.

Perfect Attendance Award - Perfect attendance awards are given only to those students who have no absences and no tardies/early dismissals for the entire period of enrollment for the given school year. This includes no check-outs and no check-ins.

UNIFORM REGULATIONS/DRESS CODE

Uniform Policy - School uniforms reinforce students' shared identity and sense of purpose as students of St. Anthony Catholic School. Uniforms de-emphasize decisive differences (i.e. economic, religious, national backgrounds, taste and style) and allow each student the opportunity to be perceived and accepted as the person she or he is. Any final decision as to the appropriateness or not of a specific dress code situation shall be determined by the school principal. All students, pre-school through sixth grade, will wear uniforms. This uniform, as described in this handbook, will be worn at all times throughout the school day. The Uniform Committee voted on the uniform choices, and the school advisory council approved the school uniform: 1) to reduce cost of clothing your child 2) to avoid dress competition, and 3) to overcome the need to keep up with fads. **When you permit your child to deviate from the established code, you are encouraging poor habits in following the rules.**

Uniform Procedure - Students are expected to dress in the school uniform unless changes or exceptions are announced for special occasions. Appropriate dress uniforms should be worn on all designated Mass days. All uniforms should be clean and pressed, not torn, tattered or with holes. When emergencies or other problems necessitate an exception, a note from the parent should be brought into the principal on the morning of the day the improper uniform is worn. The principal will notify the student's teacher of the exception to the violation. Untied shoes, un-tucked shirts, and inappropriate hair length constitute a uniform violation. White cotton tights (not leggings) can be worn in cold weather. Students must wear Saint Anthony sweatshirts, sweaters, and/or fleece jackets on cold days. Hair accessories must be simple and may be green, white, or approved plaid only. **The principal has the final decision on all matters of dress and grooming.**

Students are expected to display an appearance of neatness and modesty at all times. Parker Uniform is the official uniform supplier for St. Anthony. All skorts, shorts, pants, dress shirts, knit shirts, vests, sweaters/cardigans, and school tie must be purchased from Parker Uniforms. The St. Anthony sweatshirts, fleece jackets may be purchased through the St. Anthony Eagle Booster Club or Parker Uniforms. The Physical Education uniform and other items such as the St. Anthony hat, athletic hoodie, backpack, and spirit wear may only be purchased through the Eagle Booster Club.

Required Uniform

Ladies

- khaki skort or shorts/pants with leather belt (brown only)
- green or white knit shirt w/SA logo (**dress blouse cannot be worn with casual skort or shorts/polo cannot be worn with plaid skort**)
- casual or athletic shoes (**solid white**) or saddle oxfords
- socks (**solid white**) crew, knee length, or bobby socks

Gentlemen

- khaki shorts or pants with leather belt (brown only)
- green or white knit shirt w/SA logo
- casual (**solid brown**) or athletic shoes (**solid white**)
- socks (**solid white**) crew, knee length, or bobby socks

Optional

- green SA sweatshirt, green SA fleece, navy SA cardigan or navy jacket (hoodie can only be worn on specified spirit days)

Required Dress Uniform (REQUIRED FOR ALL MASSES, but may be worn other days as well)

Ladies

- plaid skort, skirt, or jumper
- dress blouse (**dress blouse cannot be worn with casual skort or shorts/polo cannot be worn with plaid skort**)
- St. Anthony girl's tie
- white knee socks or cotton tights
- black or navy dress shoes (no heels)

Gentlemen

- khaki pants with leather belt (brown only)
- dress shirt with SA Logo (the collar must be buttoned)
- St. Anthony boy's tie
- Socks (solid khaki)
- solid brown dress shoe

Optional

- green SA fleece or navy SA cardigan only

ADDITIONAL GUIDELINES:

- + PARENTS SHOULD PUT THE STUDENT'S NAME IN ALL UNIFORM ITEMS
- + No shoes with wheels
- + Flip-flops may not be worn
- + No heels
- + Shirrtails *MUST* be tucked in at all times with the exception of the Parker girls' blouses/shirts
- + Socks must be **solid white** crew, knee length, or bobby socks
- + Socks must be visible at all times
- + **The no-show or ankle socks are not permitted**
- + No leggings
- + No money pinned to clothing
- + No tattered or torn clothing
- + No oversized clothing
- + Only a single watch, a religious medal necklace, or cross necklace is permitted
- + No large, decorative crosses may be worn
- + No bracelets may be worn (the House System bracelet is considered an exception)
- + Girls may wear one pair of button or stud earrings (No hoop or dangling earrings are permitted)
- + No excessive jewelry; no large necklaces
- + A belt must be worn if pants or shorts have belt loops
- + No fake fingernails are permitted
- + Nail polish or make-up of any kind should not be worn
- + No piercings, except for girls' ears
- + No headdresses, hair wraps, feathers, extensions, hair-dye, beads or bandanas
- + Approved St. Anthony outdoor hats may be worn as part of the sun safety program
- + Hats must be purchased from the Eagle Booster Club and worn only during specified outdoor activities
- + No boots, work boots, or any shoe above the ankle
- + No sandals (backless shoes or with only a strap in the back)
- + Pants, shorts or skorts are not to be worn lower than the hip bone
- + Undershirts or T-shirts worn under the uniform must be solid white (no lettering, graphics, etc.) and not extend beyond the uniform (i.e. long sleeves under a school shirt)
- + Nothing should be tied around the waist
- + Athletic uniform shirts (jerseys) and hoodies may only be worn with the Principal's permission on special days
- + Only green SA sweatshirts, vests, cardigans, or fleece, may be worn in the buildings during the school day
- + When the temperature falls below 60°, a solid (NO LOGO OF ANY KIND) navy coat may be worn but must be removed in the classrooms
- + Skirts, skorts and shorts must be a modest length (use TWO inches from the floor when kneeling up straight as a guide)
- + Skirts, skorts and shorts may not be rolled up
- + Hair accessories should be simple, no large or multiple bows/ties (green, white, and approved plaid only)
- + Hair should be neat, combed, out of the eyes and appropriate length; no excessive hair styles, colors, unusual designs or tails (students will only be given two days to get hair cut should an infraction exist)
- + Gentlemen students must have hair length above the eyebrows, above the top of the shirt collar in the back and above the ears
- + No designs are to be shaved into the hair
- + **Rolling backpacks are not permitted**

THE FINAL DECISION CONCERNING THE DRESS CODE RESTS WITH THE ADMINISTRATION.

Non-Uniform: - Non uniform clothing may only be worn on designated “free dress” days or with a “NUT” – Not in Uniform Today pass. Students may wear regular jeans or shorts (**no shorter than 3” above the knee**). There shall be no tight clothing, miniskirts, low rise pants, hip huggers, or saggy, baggy pants. All non-uniform tops shall cover the midriff (no tank tops or sleeveless shirts, and no exposed stomach areas).

TRANSPORTATION

For the safety of our students and staff, please follow these procedures:

Parents should not talk on cell phones in the school parking lot while dropping off or picking up students. Parents should refrain from walking students through the parking lot to the school during carpool line. All parents must pick up their children in carpool line with the official carpool number.

Parents are responsible for their children's transportation to and from school. All traffic will be expected to adhere to the following traffic pattern that has been designed to ensure the safety of the children. Teachers have been instructed to place students in the back seat. Parents are asked to follow state and federal guidelines concerning the use of car seats or booster; St. Anthony personnel cannot be responsible for confirming a child's weight. Booster seats are encouraged for pre-kindergarten students and for those students falling within the federal and state guidelines.

Early Student Arrival: Students arriving before 7:30 a.m. are to go directly to the school library. No student should be dropped off before 7:00 a.m. Students in need of early care need to contact the office for availability. There is an additional cost.

Normal Drop-Off for All Students (7:30-7:50): Drivers for all students, Pre-K through 6th grade, should enter the St. Anthony Catholic School drive from Old Manssdales Road and proceed through carpool line, dropping students off at the covered walk way at the front of the school. 1st through 6th grade students may exit the cars without assistance and go to the cafeteria. Parents should not exit cars during morning drop off or leave unattended cars in the carpool line. If a parent wishes to attend morning assembly, students should be dropped off first, and then the parent may park in a designated parking place and join their child for *Prayer and Pledge*. Should a child forget an important item in the car, the teachers are not expected to deliver said item to the children. Rather, the parent should park and come into the office to drop off the forgotten item. Please do not park in the lane next to the carpool line. If you need to enter the school, parents must park in a designated parking space.

Late Drop-Off for All Students (After 7:55): The first bell rings at 7:50 a.m. If a student arrives after the 7:55 a.m. tardy bell rings, parents should park and escort the student to check in at the front office. Any child coming to morning assembly after the 7:55 a.m. bell is considered tardy. Once Prayer & Pledge has begun, students will not be allowed to enter the gymnasium.

Pick-up – All classes: School will dismiss for Pre-K through 6th grade students at 3:00 p.m. Cars should enter the campus for afternoon pick-up as they do for morning drop off. **Parents must place the school issued identification sticker for the child being picked up on the front windshield, upper right corner (passenger's side). Please be sure the sticker is in the upper right corner, but below the shaded area.** Parents must stay in their cars and wait for the child to come to the car. Children will be assisted into the cars. If a parent wishes to come into the school, the parent should park the car in a designated parking place. **All changes in pick-up arrangements for your child must be called into the office by 2:00 p.m.** **No child will be released to a car that does not have the school issued identification sticker for that child.** Any person picking up a student that does not have that child's school issued identification sticker must park their vehicle, go to the office, show identification, and sign the child out. The child will then be sent to the office from carpool line for pick-up in the office.

Each family will receive four carpool line identification stickers. Should a family need more or lose their stickers, that family will need to purchase four more identification stickers for ten dollars (\$10.00) in the office.

Late Pick-Up: Children who have not been picked up by 3:15 p.m. (2:15 p.m. on Wednesday) will be sent to After Care Enrichment. After care charges are assessed beginning at 3:30 p.m. until 6:00 p.m. Children must be picked up before 6:00 p.m. Parents must have an emergency pick-up plan. It is understood that conditions are sometimes beyond one's control (inclement weather, traffic, etc.), but if these conditions arise, it is imperative that parents notify the staff as soon as possible (601-607-7054) and put their emergency pick-up plan into effect.

ST. ANTHONY AFTER CARE ENRICHMENT PROGRAM (ACE)

The St. Anthony Catholic School ACE Program is an extended care program that strives to integrate academics, tutelage, play, and spiritual guidance for the students after the school day has officially ended. All students enrolled at St. Anthony School are eligible and invited to participate in after school activities. **The ACE program officially begins at 3:15 p.m. during school days. Students may be picked up any time before 6:00 p.m.**

ACE utilizes all of St. Anthony facilities, although the children and staff are primarily located in the Gym/Cafeteria complex. A nutritious snack is served daily. There is mandatory study hall held Monday through Thursday lasting 45 minutes for 1st through 6th grade. All students, grades 1-6 are required to study, do homework or read during this time. Students attending the ACE program will not go to carpool line but will go directly to after school study hall with the counselors. At 4:00 p.m., students who have completed their assignments will be involved in enrichment activities and free play.

Hours:

7:00 – 7:30 a.m. – Before School Care – This is a separate program than ACE. Please call the school office for availability and information on this service.

3:15 – 6:00 p.m. – After Care Enrichment - Monday through Friday

These fees are subject to change.

	Registration: (NON-REFUNDABLE)	Tuition Rates Per Month:	Wednesdays Only Per Month:
1 st Child	\$60.00	\$130.00	\$52.00
2 nd Child	\$10.00	\$52.00	\$21.00
3 rd Child	\$10.00	\$52.00	\$21.00
4 th Child	\$10.00	\$52.00	\$21.00
5 th or more Children	free	free	free

Tuition Fees:

Full Time Participants – ACE tuition is due on the 1st of each month and considered late after the 10th of the month. A \$10.00 late fee will be assessed for any pas due ACE tuition. Please make note of this choice on your Statement of Tuition and Fees worksheet if you intend to include after care costs with tuition.

Drop-in Participants - Parents are allowed up to five drop-in ACE visits per school year/child before the ACE registration fee must be paid. Each drop-in must be paid at the time of drop-in at a cost of \$15 per day. There are a limited number of ACE positions available, and those students who are registered for full-time care have reserved spots. Your child may not return as a drop-in until after care fees are brought up to date. This means that if you have not paid for Monday the child cannot attend on Tuesday without a prepayment, and you will be called to come and pick up your child.

Picking up Students Late From After Care: The responsibility to be prompt in picking up your child lies with the parent. If you are late picking a student up from after care, you **MUST** call; 601-607-7054, and a late fee will be imposed. The late charge is \$20 from 6:01 – 6:05 p.m. and an additional \$1 per minute after 6:05 p.m. Late Fees are due at the time you arrive to pick up your child. Your child may not return to after care until fees are brought up to date. **Continued late pick-up will result in termination of your child or children’s ACE slot(s) in the program.**

ENRICHMENT PROGRAM DISCIPLINE

St. Anthony School Enrichment Program (ACE) follows a behavior program to foster the philosophy of individual worth and responsibility.

Enrichment Expectations

Counselors expect to conduct activities without behavior disruptions.

1. Counselors expect students to listen when the counselor is speaking and to follow directions immediately the first time given.
2. Counselors expect students to behave appropriately, using good manners at all times.

3. Counselors expect the students to be respectful to counselors and fellow students at all times.
4. Counselors expect students to refrain from hurting others.
5. Counselors expect the students to comply with all school rules.

Student Expectations

1. When counselor is speaking, student must listen and follow directions immediately the first time given.
2. Students should be respectful of all counselors and other students; keeping hands, feet, and objects to himself or herself, while at all times refraining from hurting others, including but not necessarily limited to not kicking, biting, punching, pinching, spitting, throwing objects, intimidating, or bullying.
3. Students are expected to participate in after care enrichment activities without causing a disruption to the counselor.
4. Students are expected to behave appropriately, using good manners at all times.
5. Students should raise his or her hand to be recognized and wait until he/she is recognized before speaking.
6. Students are required to go into study hall time and to work on homework without disrupting the other students. When homework is completed, students are required to read a book during the remaining time in study hall at the discretion of the counselor.
7. Students are required to have a book to read every day.
8. Students are expected to participate in planned enrichment activities.
9. Students are expected to comply with all school rules.
10. Students are not allowed to leave their designated ACE area without permission from their counselor.

Behavioral Procedures

1. Students will receive behavioral forms that will indicate discipline issues or challenges.
2. Behavior forms will be given to the parent and will require a parent signature before the child can return to ACE.
3. After the student receives the second discipline form, the student will be placed on probation. The child cannot return to after school enrichment without a parent conference.
4. After the third behavior form is sent home, a conference will be held with the Director and the child may be prohibited from returning to the ACE program. This decision is solely at the discretion of the Principal and Director.
5. Please be advised that if a child is sent to the Principal or Director for a severe infraction (i.e. bullying, biting, fighting), the parent will be called and the parent or parent designee is responsible for picking the child up immediately. The student may not be left at the enrichment program after a severe infraction and may not return until the parent has had a conference with the Principal or Director. If the Principal or Director considers the infraction extreme, the student may not be allowed to return.

EDUCATION PROGRAM

Concerned with the academic progress of students, the faculty participates in an on-going process of developing programs that will provide for the needs of all students. The basic curriculum offered includes Religion, Reading, Language Arts, Math, Science, Social Studies, Physical Education, Spanish, Art, Music, Computer, Latin, and Band. Our goal is for all students to successfully complete their academic expectations based upon their personal needs. All students will complete work and homework assigned by the teacher. A wide range of teaching materials and media is used at each level as well as learning experiences appropriate to the student's development. Emphasis is given to planning educational field trips, cultural programs, use of computers, and the participation of parents and professional persons in the classroom programs. A resource teacher will provide assistance if able to students who need additional help and enrichment.

RELIGIOUS EDUCATION PROGRAM

Liturgy and prayer are a major part of our Catholic faith. Students begin their day in prayer. They will pray at 7:55 a.m. and throughout the day, before meals, before dismissal and when the particular occasion arises. Each class prepares a Mass, which includes altar servers, lectors, music, prayers of the faithful, gift bearers, and banner makers. Parents are encouraged to attend Mass and sit with your child. Dress uniform is required on Mass days. Masses will be held on the first Friday of each month (for All-School Mass), Tuesdays and Thursdays for class Mass, and Holy Days of Obligation.

Religion classes are held at all grade levels. The curriculum is uniquely Catholic and follows the guidelines of the Department of Religious Education of the Diocese of Jackson. In addition to formal religious instruction, care is taken to provide regular opportunities for receiving the sacraments and participating in the liturgy of the church. Additionally, each day will close with the St. Anthony community reciting prayers including the Act of Contrition.

Parents are expected to share in the preparation of their children for receiving the Sacrament of First Eucharist and the Sacrament of Reconciliation by attending classes and following the parish guidelines held prior to these events. Noncompliance will cause your child to miss the Sacraments. A Family Life Program is correlated with the 4th, 5th, and 6th grade religion program. Parents are encouraged to familiarize themselves with the subject content.

Our PreK and Kindergarten students also infuse The Catechesis of the Good Shepherd program as an approach to the religious formation of children. It is rooted in the Bible, the liturgy of the church, and the educational principles of Maria Montessori. Children gather in our "atrium," a room prepared for them, which contains simple yet beautiful materials that they use alongside the teachers.

Liturgy – All children usually attend Eucharistic liturgy twice a month. One of these may be an all-school liturgy. Opportunity for the Sacrament of Reconciliation and other religious activities are offered during the year. Children are expected to demonstrate SUPERIOR behavior and reverence while in Mass. Parents are not allowed to remove students from their class during Mass but are invited to join the class at their designated location. Talking before, during, or after Mass is not allowed. Students must wear the required Dress Uniform.

CURRICULUM

The St. Anthony school day is planned to meet state requirements of twenty-seven and a half (27.5) hours of instructional time per week. As outlined by the MS State Department of Education and Southern Association of Colleges and Schools (SACS), St. Anthony teaches both the state and national curriculum framework for essential skills at each grade level. All skills are included in the grade level yearly overview to determine the scope and sequence in which skills are taught. Curriculum maps are intended to serve as a guide to teachers but can be altered as the needs of the students dictate instruction.

Pre-Kindergarten: Our four year old classes emphasize developing gross motor skills, social integration skills, academic readiness skills, and spiritual development. These objectives are achieved through the use of games, cooking activities, art, music, story time, Spanish, technology/computer, play and participation in formal church worship.

Reading/Language Arts.....Houghton Mifflin
Math.....Houghton Mifflin

Religion.....Loyola Press, God is Everywhere
Science.....Scott Foresman, Diamond Edition

In addition, Story time, Art, Music, Spanish, Library, P.E. are taught with the help of Learning Centers. Pre-Kindergarten students participate with the entire student body in other developmental activities.

Grades Kindergarten through Six: Continuing the development of the whole child, our curriculum offers a more structured program of intense skills development. As our future citizens grow, we strive to give them an all-encompassing education with the following curriculum:

Reading/Language Arts.....Rigby, Literacy by Design
Social Studies.....Houghton Mifflin
Religion.....Loyola Press, Finding God

Math.....Scott Foresman, Envision
Science.....Scott Foresman, Diamond Edition
Handwriting.....Zaner-Bloser

Homework Policy: A homework folder or planner will be provided for each student in 1st through 6th grade in which all the assignments are recorded daily. Missing assignments will be indicated by the teacher and must be completed. A daily folder will go home with all students containing important news, teacher notes, graded assignments, and tests. On occasion, teachers send papers home that indicate areas where the student may need extra help. Tests will also be sent home to be signed. This is part of their homework. **Parents are to examine the child's folder every night.**

Homework is an essential part of the school program. Assignments are given to reinforce daily lessons, enrich and supplement class work, and to prepare for the next day's class. Homework is assigned on most days. If there is no written assignment, students should be encouraged to read. Homework will not be sent to the office unless you call and request this be done. You must call the office by 10:00 AM to allow the classroom teacher time to gather the assignments. Homework will not be ready for pick up until after 3:00 PM. Check the web page for your teacher's weekly update or assignments at www.stanthonyeagles.org.

The maximum time spent on homework should be approximately 30 minutes for kindergarten through 2nd grade; 45 minutes for 3rd and 4th grades, and 60 minutes for 5th and 6th grades.

TEACHERS REQUEST PARENTS NOT BRING HOMEWORK (OR OTHER FORGOTTEN ITEMS) TO THE SCHOOL WHEN IT IS LEFT AT HOME. THE OFFICE AND PARENTS ARE NOT ALLOWED TO MAKE DELIVERIES TO THE CLASSROOM AS THIS DISTURBS INSTRUCTION.

GRADING SCALE

Grades 3rd through 6th:

- A = 90-100
- B = 80-89
- C = 75-79
- D = 70-74
- F Below 70

(3rd grade: 1st semester – Reading, Language Arts, Spelling and Math; 2nd semester – All above, Social Studies and Science.)

Comment Code – These marks are indicators for sub-topics in all areas:

3rd grade

- (L) – Learning in Progress
- (M) – Mastery
- (/) – Not introduced

4th – 6th grade

- () No mark – Satisfactory
- (X) – Needs Improvement

Grades K4 through 2nd: Assessment is based on Mastery of Skills

Explanation of Markings

4 – Exceeds expectations of the grade level standard

Student displays deep understanding and extension of the concepts, processes and skills for the grade level standard.

3 – Meets grade level standard

Student consistently grasps and applies the concepts, processes and skills for the grade level standard.

2 – Shows progress toward the grade level standard

Student is beginning to grasp the skills and apply the concepts and processes of the grade level standard.

1 – Does not meet or experiencing considerable difficulty with grade level standard

Student is not demonstrating an understanding of the concepts, processes, and skills of the grade level standard and requires additional time and support.

X – Standard not addressed this reporting period

S – Satisfactory Growth

N – Needs Improvement

Honor Roll:

3rd – 6th grade recognition for academic achievement is accomplished by meeting the following requirements:

First Honors: Students must have all A's in all academic subjects and S's in non-academic subjects.

Second Honors: Student must have at least one A in an academic subject with the remaining subject grades being a B or better. Also, the student must have S's in non academic subjects.

Academic achievement will be sent to local newspapers, and students will receive Honor Roll recognition.

Retention Policy: The following guidelines will determine recommendation for student retention:

1. A student may not be promoted to the next grade if he/she missed more than twenty (20) days of the school year except on the recommendation of the principal and concurrence of the school advisory council.
2. Students will not be promoted unless he/she has successfully completed the required course work as set by the administration and teacher(s).
3. Teacher and principal will consult with parents to fully explain the reasons for recommendations for retention.

Promotion Considerations: The St. Anthony instructional management program has sequentially planned instructions for all subject/grade levels. Minimum proficiency requirements are necessary for student progress to the next higher grade/level. Considerations for promotion are:

1. A minimum numeric average of 70 or higher in current subject/grade level.
2. Potential for doing work in the higher grade/level attendance.
3. Mastery of the St. Anthony instructional management programs.
4. Competencies at 70% mastery or higher after necessary instruction.

Parents may stay informed on student progress by logging online to Edline, which will be updated at least every two weeks. Formal conferences will be scheduled for the first nine weeks report card issuance. Parents will be expected to conference with the teachers before receiving the student's 1st Nine Weeks Report Card. Kindergarten teachers will schedule conferences for the last nine weeks also. **Final Report Cards will not be issued to those students who have outstanding Library Books or Fines or to Families who have outstanding lunch, ACE, textbook or tuition balances. Please ensure that these issues are handled prior to the last day of school so that there will be no delay in receiving your child's grades.**

Conferences: Conferences may be requested by teacher or parent at any time during the year and are highly encouraged. Parents calling the office during school hours can make conferences with teachers and/or with the principal. *Parents are asked not to approach teachers during class time or without a scheduled conference to discuss student's progress.* All conferences shall be scheduled and take place between the teacher and the parent, rather than the assistant teacher and the parent. Please respect the teachers' family time by not calling them at their homes. Please call the school, and leave a message, and the teacher will return your call as quickly as possible.

Edline: Edline is an internet based program that allows parents to take an active role in all aspects of their child's school life, both academic and enrichment. Parents will be assigned login and password information so that the parents may monitor academic progress, converse with teachers, check assignments, keep up with important dates, and read weekly bulletins from teachers and office. Follow these steps to enter Edline:

1. Go to St. Anthony School Home Page - www.stanthonyeagles.org.
2. Double click on the Edline Link in the upper right hand corner of the page.
3. Use your assigned login and password to click into your child's grades and assignments.
4. Each child will have a login specific to him/her.

REMEDIAL PROGRAM

When learning difficulties are noticed, the teacher first develops a program of remediation through the assistance of the Teacher Support Team (TST). Parents are informed at this point. In some cases, help outside of school may be recommended.

Records Review Policy: In keeping with the family education rights and privacy act, parents have the right to request an appointment with the administrators to view their child's record at any time during regular school hours.

Non-Custodial Parent Policy: This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. "In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child." If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Standardized Testing Program: Students in 2nd through 6th grade will be given the secured form Stanford Achievement Test. A profile of all scores is shared with the parents. All test scores become a part of the cumulative record of the student.

Assessment: Teachers conduct regular tests, daily skills reviews, and comprehensive assessments of the students' progress to determine retention of information learned.

TEXTBOOKS

A number of textbooks are furnished by St. Anthony School and the State of Mississippi and are issued at the beginning of the school year. The school furnishes consumable books, workbooks, testing material, and religion text. It is important for parents to know that the amount of money allotted us for the purpose of State textbooks is based on our average daily attendance. We strongly discourage any unnecessary absences because this decreases the amount of funds we receive for textbooks. Parents are responsible for damaged or lost books. All textbooks must be covered at all times and given the proper care to allow the maximum years of use from the books. Any textbook or school issued book that is damaged, destroyed, or lost will need to be paid for prior to receiving the final report card.

LIBRARY

St. Anthony Catholic School is privileged to have the service of a librarian and an attractive, well-stocked library. Students are allowed to check out a book each week, read books and magazines during library time, as well as receive instruction in the correct uses of the library. Books are checked out for a period of one week. At the end of the week, the student may return that book and check out another, or the student may check out the same book again. A student may only check out one book at a time.

PHYSICAL EDUCATION

Physical Education plays an integral part in your child's physical and mental development. Every child will participate in the program. If there is anything the physical education teacher should know about your child that will affect his/her participation, please inform the administration. If at any time, your child cannot participate in P.E., a note from his/her doctor stating the reason should be sent to the teacher.

Dress - Make sure your child is dressed properly on P.E. days. For Pre-K through 3rd grade, girls must wear skorts, shorts, or long pants or P.E. shorts under the skirt or jumper. Boys must wear shorts or long pants. For 4th through 6th grades, the proper P.E. uniform is required. Students not in the proper uniform will not be allowed to participate. **Appropriate P.E. tennis shoes are required; no tennis shoes with black soles will be allowed.**

Discipline – P.E. teachers must maintain appropriate discipline for the safety of the children. Classroom expectations for P.E. will be sent home with children on the first day of school for parent and student signature. If students choose to not follow the class plan and expectations of the P.E. teacher, students will receive appropriate consequences for the disruption of the teaching/learning process. Parents will be informed of class disruptions if there is a consistent and on-going problem.

FIELD TRIPS

In a continued effort to afford our children an education that may be applied to God's world, we encourage and provide field trips to places and events that relate directly to a topic being taught in a given class. All field trips are educational and have an educational purpose. Enrichment and follow-up activities will be expected and completed by each student. Field trips are privileges afforded to students. **No student has an absolute right to a field trip.** If a student fails to meet academic or behavioral requirements, **the teacher and/or principal may determine, in the best interest of all parties, that the child should not attend any given trip and will stay home.** Every field trip will be preceded by a "field trip permission form" from the teacher which includes details of "what, when, where, etc." If you do not wish your child to go on any particular field trip, there will be a place on the form to indicate this. The acceptable forms of a parent's granting permission include ONLY the following: (1) returning the signed field trip permission form to the school; (2) faxing or delivering to the school a hand-written note from the parent. Unacceptable methods of granting permission for your child include: (1) emailing the school, or (2) placing phone calls to the school. **If the parent denies the child the field trip, the child will have to stay home and be counted excused-absent for the day. No siblings may accompany the child and parent/chaperone on any field trip.** Chaperones are liable for the safety of the students.

Field trips are a privilege, and as such if a student's behavior or schoolwork is unacceptable, participation in field trips or special activities can be denied. Inappropriate behavior is cause for having a child removed from a field trip. Buses are used for field trips. Students must ride to and from the destination on the bus. Students are not dismissed early from a field trip unless it is the case of an emergency. Parents are often asked to ride the bus with the students as a chaperone if space allows. Once the bus leaves the school, it will not stop for late students, etc. If a bus must stop for an emergency, it will only do so at a safe location. ALL chaperones must be over 21 years old and must be a parent or guardian. There will be no refund for field trip moneys spent should your child be unable to attend. Fees are determined by the total cost of the field trip, divided by how many children and chaperones may attend.

Parents are asked not to send money with children unless otherwise requested by the teacher to purchase items from gift or souvenir shop, snack bars, etc. This becomes a distraction from the purpose of the educational trip. The school is not responsible for lost or stolen items.

LUNCH PROGRAM

Menu: The lunch menu is posted monthly to the website so students and/or parents know what is to be served and can plan accordingly. The choices are made from the following: a main entree, a salad, a serving of fruit or vegetable, and a serving of milk or juice. **"Fast food" items and carbonated beverages may not be brought into the cafeteria at lunch for any occasion. This includes parents that join or bring food for the students.** Students have the option to bring lunch or buy lunch from the cafeteria. You must keep a balance on your lunch account unless you have selected the semester or year lunch program. Please do not send your child to school with food for a microwave, and send no glass containers to school.

These are the only options for paying for lunches, milk/juice, or snacks:

1. **Pay for the entire year.** The cost of lunch for the entire school year is \$630.00 (\$3.50 per lunch). This payment can be added to your pre-payment or to your monthly payment. This is a ONE MEAL PER DAY PLAN. Once paid, if the meal credit is not used it is not applied forward. There are no refunds for days missed.
2. **Pay for the entire semester.** You can purchase a semester meal plan in August or December at a cost of \$330.00 (\$3.65 per lunch). This is a ONE MEAL PER DAY PLAN. Once paid, if the meal credit is not used it is not applied forward. There are no refunds for days missed.
3. **St. Anthony Cafeteria Card.** The cafeteria card is similar to a debit card that money can be added on a monthly or as needed basis. The card is scanned at the cafeteria and deducts the required amount (\$3.75 per lunch) from the student's account. All payments must be made in the school office. No money will be collected in the cafeteria.
4. **Snack.** PreK4 through 1st Grade students have a daily, healthy snack including a choice of milk or juice. The cost is \$135.00 per year. Snack cannot be purchased daily through the cafeteria.

Please Note: If a child selects to bring a lunch and forgets it, the child will be fed a sack lunch of a peanut butter and jelly sandwich and milk at a cost of \$3.75. Ordering a cafeteria lunch will not be an option. Those students with a nut allergy will be given a substitution.

Guidelines: All of the money you send for your child's lunch goes to the office and is keyed into our Food Service program (QSP). This shows as a positive balance on your child's account. When the children go to the cafeteria to eat lunch, their ID card is scanned, and that day's lunch amount is subtracted from the balance on their account. This means that no cash is handled in the cafeteria at any time.

- At the beginning of the month, it is preferred that payment is received to cover your child's estimated meals for the entire month. If this is not possible, you may send in payment to credit your child's balance in amounts of \$20 or more. *Please do not send money on a daily basis, as it is time prohibitive to log money each day individually.* Remember that it stays on the child's account, so you don't lose money if your child eats less than expected. A check is recommended, as there is no way to trace cash if it should become separated from your child's folder. Please place all money in an envelope with "lunch money" on the outside. Loose checks can be lost in transition to the office.
- If you opted for the yearly or semester lunch plan paid through your tuition, the credit has already been applied to your child's account.
- Parents are invited and encouraged to eat with their child at anytime. Please note, no fast food is allowed – however, we offer a variety of foods and drinks each day. The cost for an adult meal is \$4.25 and may be deducted from your child's account balance.
- When your child's account balance gets low you will get a letter from us informing you of the balance. This gives you time to send a check which will cover the next month's meals.
- You may combine multiple children's money on one check, however, please denote on the check memo line how you would like it to be split. If nothing is denoted, it will be split evenly among your children. Please avoid asking to transfer money between children once the check is received. At the end of the year we can look at siblings and even out any large discrepancies.

If you have any questions, or would like to see a statement of your child's food service activity at any time, please call the business office or email at: ejones@stanthonyeagles.org.

DISCIPLINE

In the spirit of our philosophy, the teachers at St. Anthony Catholic School use a positive approach to discipline. A central goal of the school is to help students develop self-discipline. We hold the understanding that when working with children, we must help them learn through teachable moments. We believe that children want to be successful. By working in together with the parents, we provide consistency in expectations for behavior. Corporal punishment is not permitted.

In addition to school-wide rules, each classroom teacher develops a plan of discipline in consultation with other teachers and the administration. The plan is sent home to be signed. If student actions are not corrected by the classroom plan, then the school wide plan takes over. This school wide plan addresses inappropriate behavior where detentions, suspensions, or possible expulsion are considered as corrective action. At this point in the process, the school counselor and the principal are involved.

The students receive a conduct grade and a responsibility grade on their report cards. A written description of how this grade is determined is sent home with the discipline plan.

Campus Expectations:

1. Teacher expects to teach without behavior disruption.
2. Teacher expects each student to be allowed to learn without interruption from other students.
3. Each student should be allowed to learn in a safe bully-free environment.
4. Each student is expected to conform to the uniform code at all times.

Classroom Expectations:

1. When the teacher is speaking, students must listen and follow directions.
2. Respect all others; keep hands, feet, and objects to yourself.
3. Be prepared for class each day, i.e. book, paper, pencils, homework.
4. Stay in seat unless given permission to do otherwise.
5. Raise your hand to be recognized and wait until you are recognized before speaking.

Assignment Policy: All assignments are to be turned in on time. *Repeated failure to complete assignments will result in Choices.*

Choices is a program designed to help the student recognize his or her responsibility in making appropriate choices. After School Choices is held every Friday from 3:00 to 4:00 p.m. If a student fails to follow the classroom expectations he/she may be assigned to After School Choices during the same week the student makes the choice to not comply with the classroom expectations. When a student is sent to Choices for disciplinary reasons (i.e. class disruption, inappropriate conduct, etc.), the child will be engaged in disciplinary actions which will be appropriate for the child based on the reason that the child was sent to choices. This could include cleaning designated areas, researching and writing discipline themed reports, cleaning desks, etc. Parents will be notified when Choices has been assigned. Students whose responsibility and/or conduct grade falls below 90 will be assigned Choices. Students will be expected to attend Choices on the scheduled day. Sporting events, music lessons, parties, etc. are not reasons to be excused from Choices.

Anytime a student is sent to the Principal's Office for disciplinary reasons while the principal is away from school, the parent (or the parent's designee) will be called and is responsible to pick the child up immediately. This child is to remain out of school for the remainder of the school day.

DETENTION/PROBATION/SUSPENSION/EXPULSION

The following disciplinary situations may warrant the "Choices" detention, Saturday detention, probation, suspension, removal from special activity, or expulsion of a student. Only the school administrator can enforce detention, probation, suspension, or expulsion actions. Probation periods can extend until the issuance of Choices or until the issuance of the nine-week report card. Suspension periods can be from one to five days dependent upon the seriousness of the situation. Suspensions can be in-school suspension or may require home suspension. Such infractions can include, but are not limited to, the following:

- + Habitual infraction of school rules, dress code and the teacher's individual classroom plan. This can include habitual tardiness and excessive unexcused absences.
- + Defiance of and disrespect for authority. Lack of cooperation, "rolling eyes," and "answering back" are considered forms of disrespect.
- + Continued misconduct, which is detrimental to the physical and/or moral safety of others.
- + Fighting, cheating, or lying.
- + Conduct, inside or outside of school hours, which may reflect in an unfavorable manner on the school.
- + Threatening or intimidating behavior toward staff or other students.
- + Dishonesty including, but not necessarily limited to, cheating of any kind, forging parents' signatures, stealing, plagiarism, or willful lying.
- + Habitual or serious classroom disciplinary problems.
- + Any fighting on the school grounds, at a school-related function, or at some prearranged location. Fighting is defined as an act of physical aggression resorted to when alternatives are available for avoiding such an act. Self-defense is defined as engaging in a physical assault when there is no possibility of escape.
- + Biting is a behavior that occasionally occurs among the very young students. If a student bites another student and breaks the skin, the biter will be sent home. If student bites repeatedly or routinely, the student will be sent home even if the skin is not broken.

Choices detention will be held on Friday of each week from 3:00-4:00 p.m. Students must be picked up no later than 4:00 p.m. Students not picked up after 4:00 p.m. will be sent to ACE where payment will be due. Students assigned Saturday detention are responsible for the cost of supervision (\$50.00) to be

provided by the school during the time they are in detention. Written notification will be given in the event of an assigned detention. **An accumulation of detentions could result in further disciplinary action.**

If a student detention, probation or suspension is deemed necessary, the principal will notify the parents. In some cases, the pastor may be notified. The student must satisfactorily make up all work outside of school hours. Tests are made up after school at the directive of the teacher. Conduct is lowered at least one letter grade if a child is suspended. Students may also not be allowed to participate in special activities/privileges to include field day, field trips, programs, etc.

In accordance with the Catholic Diocese policy:

Suspension-In-School - Students who receive an in-school suspension will be required to report to school each day and parents will be responsible for the cost of supervision (\$50.00) to be provided by the school.

Attending a Catholic school is a privilege afforded by the Church. If a student is unwilling to abide by school rules and their conduct is a detriment to the learning process of other students, the parents or guardian will be contacted to arrange a conference. If marked improvement is not seen after the conference with the parents or guardian, they will be required to transfer the student to another school.

Uncooperative parental conduct can also result in a child or children being asked to leave St. Anthony Catholic School. This is in accordance with diocesan policy. If at any point a parent is disrespectful or hostile towards a staff member or student, that parent will be removed and may be unable to attend future events, or the student(s) will be asked to leave St. Anthony Catholic School.

Serious or repeated infractions may result in expulsion of a child from St. Anthony Catholic School. The Pastor/Superintendent is consulted before expulsion takes place. Parents are notified in writing and have the right to appeal the action according to diocesan regulations.

All new students are on an automatic 90-day probation period according to diocesan regulations.

Inappropriate Objects on Campus: Fireworks, water guns, stink bombs, teen magazines, beanie animals, virtual pets, electronic games devices (such as Game-boys, iPods/MP3 players, DS games), cellular phones, recorders, CD players and similar objects that serve no purpose at school must not be brought onto the campus (including parking lots) or attached to the book bag. Bringing such objects onto the campus could result in corrective action including suspension and/or dismissal. In addition, any objects in question are subject to confiscation by the school and only returned to the parent/guardian or may be kept until the end of the school year.

HARASSMENT/BULLYING

Catholic educational institutions need to be havens where Gospel respect is paramount in the learning environment. They should be places where students and employees feel safe and valued. The Diocese of Jackson, therefore, has a zero tolerance policy for harassment of any kind in its schools/centers.

Harassment includes any physical, psychological, or verbal action reflecting a lack of respect for another. All forms of harassment have the effect and/or purpose of creating a hostile environment for another person or group. Student derived "clubs" or "cliques" of any kind are not allowed at St. Anthony Catholic School. Any such act to make students feel unwelcome will result in disciplinary action.

Bullying is another form of harassment. It occurs when an individual takes advantage of another person that he/she perceives as vulnerable since the goal of the bully is to gain control over his/her victim. Any case of harassment/bullying must be reported to school personnel when it occurs. Students are encouraged to not wait until they are home to report such issues as the opportunity to immediately act of the offense is lost.

All harassment/bullying complaints will be immediately investigated by the appropriate adult (i.e. classroom teacher or administrator). Individuals making threats – seriously or in jest – either physically, verbally, in writing, or in any manner, including on-line, texting, or in an email will be subject to immediate disciplinary action, up to and including expulsion or termination.

In order to protect each and every student, as well as employees of Catholic schools/centers and the institution itself, each student and employee is expected to treat the good name and reputation of each person with dignity and respect.

All children (grades PreK4 – 6th) are taught the same rule of reporting and decision making.

-If the behavior/disruption is minor, the student can IGNORE or walk away from the other student.

-If this does not stop the disruptive behavior, the student has the right to tell the aggressor to stop.

-If the behavior continues, then the student must tell ANY ADULT/SCHOOL PERSONNEL present about what is taking place at the time of the incident.

-The student CANNOT use physical force or act in an unchristian way.

Public defamation of any of the above by a student, a parent, or an employee is serious whether this is done orally, in writing, via e-mail, text messaging or on the web and whether it is done on a school or a home computer during school time or after-hours. **St. Anthony Catholic School's name, staff names, and student names are not to be used in public or online formats including websites, blogs and email for any reason.**

Any individual found to be participating in any defamatory activity will be subject to disciplinary action by the school/center, which could include expulsion/termination.

Parents should feel safe to come to the principal to report any such behavior, and are assured that all cases will be handled with the utmost confidentiality.

COMPLAINTS/GRIEVANCE PROCEDURES

Constructive criticism of the school is welcome when it is motivated by a sincere desire to improve the quality of the education programs and assist the school to perform its task more effectively. **Complaints concerning individual school staff members should be first directed to that staff member. Only in the second instance should the principal be addressed.**

Should a criticism not be resolved, it might be considered in the area of a grievance.

Procedure:

DEFINITION: A grievance is a claim that there has been a violation, misinterpretation or misapplication of any provision of any policy, rule, order, or regulation applicable to the grievance.

Only matters which fall within this definition are subject to the following grievance procedure.

This grievance procedure shall not apply to any matter which is prescribed by state or federal law and/or regulations. Dismissal, suspension, and non-renewal of employees are not subject to this procedure.

LEVEL ONE

Any parent or person connected with the school and not covered by another grievance procedure may bring a serious complaint to the attention of the principal. The first level is an informal one. The person with the grievance and the principal shall attempt to resolve the complaint at this lowest level.

LEVEL TWO

If the grievance is not satisfied with the results of the Level One procedure, she/he may proceed to Level Two. The grievance shall prepare a written statement setting forth in detail the basis for the complaint. The school principal shall arrange, within fifteen (15) days, a formal meeting with the person filing the complaint, at which time a further effort will be made to equitably resolve the grievance.

The principal shall keep a detailed record of the discussion and the action agreed upon. One copy shall be given to the pastor and one copy shall be filed in the school files.

LEVEL THREE

If the grievant wishes to appeal to the Superintendent, the appeal must be in writing. The appeal must be accompanied by all records pertaining to the grievance, including:

1. the original statement;
2. the record of the formal meeting with the principal; and
3. any other information pertinent to the case.

Within thirty (30) days of receipt of all the information, the Superintendent will set up a hearing. Within ten (10) days after the completion of the grievance hearing, the superintendent shall notify all parties of his/her decision. The decision of Superintendent shall be final.

HOUSE SYSTEM

One of the major goals at St. Anthony is to create a sense of community on our campus and among our students, faculty, and parents. Similar to house systems at Harvard and Yale, the House system is an effective way to build stronger community spirit within a school. Through Houses, children not only develop closer friendships with students on their grade level, but they also develop significant relationships with children in all grades. Houses provide students the opportunity to develop stronger connections with members of the faculty who belong to the same House, thus allowing the House faculty to follow the progress of the students in their House through the grade levels. This leads to closer mentoring, less anonymity, and a stronger network of support for every child.

We have twelve Houses named after Catholic saints that students can learn from and emulate. Children in the same family will be in the same House. Houses are divided between the classroom groups at each grade. Children meet with their House on a regular basis. At the beginning of the year these meetings are to learn the names of others in the House and get to know one another. Other meetings and challenges throughout the year utilize the tenets set forth in the "Six Pillars of Character Education."

Trustworthiness

Be honest • Don't deceive, cheat or steal • Be reliable — do what you say you'll do • Have the courage to do the right thing • Build a good reputation • Be loyal — stand by your family, friends and country

Respect

Treat others with respect; follow the Golden Rule • Be tolerant of differences • Use good manners, not bad language • Be considerate of the feelings of others • Don't threaten, hit or hurt anyone • Deal peacefully with anger, insults and disagreements

Responsibility

Do what you are supposed to do • Persevere: keep on trying! • Always do your best • Use self-control • Be self-disciplined • Think before you act — consider the consequences • Be accountable for your choices

Fairness

Play by the rules • Take turns and share • Be open-minded; listen to others • Don't take advantage of others • Don't blame others carelessly

Caring

Be kind • Be compassionate and show you care • Express gratitude • Forgive others • Help people in need

Citizenship

Do your share to make your school and community better • Cooperate • Get involved in community affairs • Stay informed; vote • Be a good neighbor • Obey laws and rules • Respect authority • Protect the environment

Along with character development activities, students at St. Anthony can earn points toward their House for good behavior aligned with the above character traits as they compete for the coveted "House Cup."

PHONE USAGE

Only in an emergency are teachers or students called to the telephone. Messages are given to the person answering the phone and they will have the messages delivered before dismissal. Teachers are expected to return calls within 24 hours.

Usually, students are not permitted to use the phone except in the case of an emergency. Students are not allowed to call for forgotten homework, lunches, money, or PE uniforms. Permission to use the phone is given by the principal or in extreme cases by a secretary or a teacher. Cell phones and pagers for students are not allowed at St. Anthony Catholic School at any time.

EMERGENCY AND SAFETY PROCEDURES

The school has developed a school wide crisis management plan to address areas of crisis and emergencies.

Since all emergency situations cannot be put into categories, school personnel use procedures dictated by common sense in carrying out the guidelines for emergencies.

In the event that an emergency situation occurs, all students remain under the supervision of school personnel until the students are picked-up by the parents or other authorized person. **It is unsafe to release students to parents during a tornado drill, bomb threat, lock down, etc.**

To be prepared in case of any emergency situation, classrooms are equipped with a phone system to the school office. Also, spaced throughout the building are FM hand-held radios for communication between teachers, the office personnel and the police, if necessary. The halls and classrooms of the school building are equipped with emergency lighting that is activated upon loss of electrical power to provide for safer movement of faculty and students.

Bomb threats – The principal makes the final decision about evacuation or for a bomb search. The decision to notify the Police Department is made by the principal or person in charge. Evacuation follows the same procedure as fire drills. Various school personnel are assigned to inspect areas of the school. If the Police Department is called, that agency determines search procedures.

Fire – When the fire alarm is activated, the Fire Department is automatically contacted. The school's fire alarm system is checked annually. The faculty and students evacuate the school buildings using posted fire evacuation plans that are practiced monthly in class and routinely with the entire student body. Once out of the building, each teacher checks class role to ensure that every child in his/her class left the building.

Earthquake – Students will move under desks, tables, etc. in the building or crouch to the ground if outside. Those in the building move outside as soon as it is determined that the earthquake is over and move away from the buildings and electrical wires. Students are to remain at the school supervised by staff until picked up by parents or other authorized person.

Tornadoes/Severe Storms – If severe weather is eminent or if the city of Madison's tornado alarm sounds; students move to the halls, or other designated areas and follow tornado drill procedures as directed by the teacher/staff. Students will not be dismissed during tornado drill procedures.

Inclement Weather Notification – St. Anthony follows the decision of St. Joseph Catholic School when there is inclement weather and school closing, early dismissal, or delayed opening is necessary. Parents will be alerted to scheduling changes through our School Reach notification program as well as through local radio and television stations. St. Anthony has access to emergency notification instruments to better assess violent weather.

Lockdowns – Some emergency situations may require a lockdown of the school building. All rooms are locked from within. The teacher notifies the office his/her classroom condition(s) using special procedures. The principal or other authorized person will call emergency officials if necessary.

Nuclear emergency – Civil defense guidelines are followed. St. Anthony Catholic School may use the St. Joseph Catholic School facilities in the need of evacuating our immediate school grounds.

State Immunization Policy: Pre-school students and all new students are required to present an immunization record at the time for registration. **All students (including preschool) are required to present to the school a certificate of compliance (Form 121) from the MS Dept. of Health proving the student has had all of the necessary shots to attend school.** If a student is transferring from another school, within the state, his/her records should contain the certificate of compliance, and St. Anthony Catholic School will require receipt of said records.

Health Procedures: Parents are asked to inform the school of any serious or chronic ailments a student may have. **A child may not attend class with any of the following symptoms: fever of 100 degrees or above, diarrhea, undiagnosed rash, lice, inflamed or matted eyes, vomiting, severe cold, or sore throat.** The school staff will only treat minor accidents and will make every effort to inform the parent of such events. Universal precautions of wearing gloves will be performed by all faculty/staff in treating all students involving blood, mucus, vomit, or urine and feces. An emergency card must be completed and signed when registering for St. Anthony. **Parents are required to keep information current and must check the emergency cards routinely to update changes to telephone number, employment and addresses.**

Illness/Accidents: If a child becomes ill or injured while at school, the parent will be called, and the child will rest in a quiet area near the office until picked up. If neither parent can be contacted, the persons listed on the emergency card will then be called. In the event the parents/persons on the emergency card cannot be reached, the school administration will call 911, if required. If the parent chooses not to come and pick up the child, and no one on the emergency card is available, the principal has the responsibility to report the parents to the Department of Human Services for neglect.

The staff will contact the parent immediately if a SERIOUS ACCIDENT OCCURS so that the child may receive necessary medical treatment. In an EMERGENCY, when immediate attention is needed, the staff will call 911, and then immediately contact the parent. After 911 has been called, the paramedics will decide on the appropriate action. If the child needs emergency treatment, it will be at the nearest available medical facility. The parent will be responsible for all medical charges.

Medication: The school staff can only administer medication that has been prescribed by a doctor such as Ritalin (ADD), epilepsy, epi-pens, and asthma medications that are in the original prescription bottle with the student's name on the bottle with the dosage label attached. A written medical release form must be completed and signed in order for St. Anthony School to administer the medication. (Obtain from school office.)

PLEASE ASK THE PHYSICIAN TO PRESCRIBE MEDICATION THAT CAN BE ADMINISTERED AT A TIME OUTSIDE OF SCHOOL HOURS. A record of regular medications a child may be taking is required for the school staff when they affect a student's educational or behavioral well-being.

Campus Security/Safety

Visitors: Parents, visitors, and volunteers are welcome; however, exterior doors will be locked for security reasons. For entry into the school, use the main entrance. Upon entry, please check in at the desk by the office. Visitors must sign in, obtain a visitor's pass, and leave your car keys at this desk. The keys are left as a reminder to return your badge and sign-out before leaving the school. The visitor's pass must be worn at all times while on campus. After signing in, the office staff or principal will then direct or escort guests to the appropriate place. **No parent or visitor should stand in the hallway outside a classroom/office or visit a class unless prior written approval has been given by the principal.** Visitors should return to the office when leaving campus, sign out, and return the visitor's pass. The Police Department provides regular walk-throughs for additional security.

Pick-Up Authorization: For each child's protection, the only people authorized to pick up a child are those designated by the parent/guardian on the emergency card. If a child is to be released to anyone other than the person(s) listed, a written note authorizing pick-up must be received prior to pick-up time or the authorized person must have the school issued identification sticker placed in the window of the vehicle picking up the student. If the school issued identification sticker is being given to someone who does not usually pick-up your child please call or fax the school so that notification can be sent to the child's teacher. Anyone picking up your child in the carpool line must have the school issued sticker properly placed in the window. If this sticker is not provided, you must park in a designated parking space and enter the front office to check-out your child. Students will be called from the carpool line to meet you or the person picking up your child in the office. **Please do not send this notification by email.**

Custody: Any student of parents who are divorced or separated must have a certified copy of their Child Custody Agreement on file in the office. The Custodial Parent shall provide said agreement to the school office to be kept in each file of the parties' children. In cases where parents have a joint physical custody arrangement, each parent is responsible for turning the Child Custody Agreement in to the office.

Insurance Policy: All parents are required to carry student insurance. This information is kept on file in the school office. If your child does not have insurance, please contact the school to obtain information. Coverage does not extend to recreational sports such as basketball, football, and cheerleading; coverage is only for those activities that are school-related.

ACTIVITIES

Accreditation regulations do not allow St. Anthony School to sponsor competitive team sports. However, the St. Francis of Assisi Church sponsors teams in football, basketball, and cheerleading.

Various groups do use the school facilities after school hours to afford easy gathering of such groups as Cub Scouts, Girl Scouts, football, cheerleading, and basketball. The school does not sponsor these groups. We will, for the convenience of the parents, notify them of leaders and times of meetings. Groups that use our facilities are required to provide insurance coverage.

Parties/Gifts: All party invitations, valentine cards, etc. are to be placed in blank envelopes for easy distribution to all students in the class. Teachers may give out party invitations for student parties if either **all** students OR **all boys or all girls** in the class are invited to the party. **There shall be no exchanging of gifts between students on campus for ANY reason.** Additionally, please do not send gifts, flowers, or other deliveries to children at school.

Communication: Every effort is made to keep parents informed of school happenings. Important information is communicated through the Padua Press newsletter, our website www.stanthonyeagles.org, and the Parish bulletins. The St. Anthony Parent Association (PA) is another important avenue of exchange between home and school. Parents are always welcome to confer personally with the teachers and/or principal. In each case, it is advisable to call the school office in advance to arrange an appointment.

ST. ANTHONY SCHOOL ADVISORY COUNCIL

The School Advisory Council is to provide a support mechanism to assist the principal in creating school policy and makes recommendations to the principal and pastor regarding policy. The council does not address issues of discipline, personnel issues, implementation of policy, or any matters that involve the daily operation of the school.

School Advisory Councils have specific areas of responsibility. Some are:

- To be the forum of discernment for the formulation of those visionary directions and programs which emerge through the inspiration of the Spirit speaking within the life of the St. Anthony Faith Community.
- To set the goals, purposes, and direction of the school in accordance with the officially approved philosophy of St. Anthony School which reflects the teachings of the Church.
- To formulate policy consistent with the philosophy of the school.
- To participate in the preparation of the annual school budget and reviews budget reports of school finances.
- To accept responsibility for observing the Diocesan policy regarding the selection of the principal.
- To evaluate the school administrator annually according to Diocesan policy.
- To review and approve the school's Strategic Plan.
- To conduct an annual maintenance review of building and grounds.
- To accept responsibility for the development of adequate facilities as required by the enrollment and educational programs, with due regard for the directives of Diocesan authority in regard to the matter of expansion and financial encumbrance.
- To be accountable for advisory council actions, to the pastors and to the Bishop of the Catholic Diocese of Jackson.

There are other areas the council may be involved in, but they all flow from these major responsibilities. The St. Anthony School Advisory Council, in an advisory capacity, participates in developing and defining the policies that govern the standards.

2011-2012 Advisory Council

Alicia Baladi, President
Tina Dancer, Vice-President
T.G. Bolen, Secretary
Msgr. Michael Flannery, Pastor
Angela Brunini, Principal
Patrick Harmon, Past President
Brigette Towler, PA President
Ann Beard
Eustis Corrigan
Ronnie Tubertini

PARENT ASSOCIATION (PA)

The welfare of the student is paramount to the parents, school faculty, and staff. The Parent Association (PA) organization promotes and encourages cooperation in discharging their respective responsibilities and in sharing time, talents, and treasures for the betterment of the students and school. The base objectives of the Parent Association are:

1. To help parents and teachers acquire a profound appreciation of the ideals of parents and teachers;
2. To encourage high standards of family life;
3. To promote clearer understandings of the mutual educational responsibilities of parents and teachers;
4. To promote cooperation between all approved diocesan organizations working toward the goals of the school;
5. To help fund needed educational and school projects and programs.

The Parent Association meets two times a year and sponsors various school-related activities throughout the year.

2011-2012 Parent Association Board

Brigette Towler, President
Jocinda Roach, President-Elect
Paige Harrison, Vice-President of Community and Social Concerns (Lisa Crout, Co-Chair)
Tisha Thomas, Vice-President of Volunteer Support
Shannon Manning, Vice-President of Recruitment
Marcie Ralston, Vice-President of Teacher Support (Maria Stewart, Co-Chair)
Deneen Graves, Vice-President of Ways and Means
Amanda Williams, Vice-President of Ways and Means Elect
Clare Van Loon, Corresponding Secretary
Arista Evans, Recording Secretary

VOLUNTEERS

Your personal gifts and talents are always needed in the school. The educational goal of St. Anthony Catholic School is that each child be helped to reach his/her own potential. Consistent with this philosophy of education is the volunteer-in-education concept whereby parents and other community persons are involved with enriching and supplementing the school curriculum. As a volunteer you will be expected to participate in the teaching process in whatever capacity the teacher to whom you are assigned deems appropriate. The school volunteer never replaces the teacher, but rather offers supplementary service, which can increase the teacher's effectiveness and can help individualize attention for the student.

Whatever your particular contribution may be, an ever-deepening understanding of the children you work with can enhance your success. You must know that love and respect for the child, as a person is the most important ingredient in working effectively. Self-esteem and self-confidence are basic in learning. The personal interests you show a child may make him/ her recognize his/her own worth and ability.

Areas Where Volunteers Are Needed:

Baking for special occasions
Cafeteria servers
Classroom aides

Public relations
Playground supervision
Library aides

Painting
Office Aide
Lawn Care

Phone committee
Room parent
Fundraising activities

St. Anthony requires a minimum of 10 volunteer hours per family per year. **Two of your volunteer service hours must be dedicated to the Starry Night Gala.** Families should log volunteer hours on the Volunteer Hours sheet which can be found in the school office and on the school's website. All persons are expected to log their hours based on the honor system. Forms should be turned into the school office for verification. Attending an activity and not assisting does not constitute volunteering and volunteer hours may not be logged. Some of the many activities a family may volunteer for include newsletter copying, school fundraising activities, putting up and taking down chairs for weekly mass and various school programs, spring and fall pictures, back-to-school activities, helping the teacher with projects upon request, child care at PA meetings, summer building and/or repair work, furniture assembly, work on the grounds, library or classroom volunteer, cafeteria helper, etc. The opportunities are endless. Teachers will include opportunities for service in their newsletters.

Parents who do not fulfill their volunteer hour minimum are subject to a fine of up to \$100 per family.

*Any adult who wants to volunteer with any functions having direct contact with children for two hours or more must attend a Protection of Children Training Class. It is suggested that each adult family member, including grandparents, etc., attend a class at the beginning of the year; that person will be covered for two years subsequent to said training. Any person may attend the class at any parish who may report that parent's attendance to the school.

STUDENT SERVICE

In keeping with the spirit of the Catholic Church all students, 4th-6th grades, are required to participate in the Christian Service Program of the school. This participation is a *requirement* for promotion. The service must be done at approved sites and must be verified by the St. Anthony Service Coordinator. One-half of the required hours are due in December or more hours will be required. Students may earn service hours during the summer. Summer hours will only count ½ of the total amount acquired until the grade level requirement is met.

Service Requirements:

Grade 4: Six (6) hours

Grade 5: Eight (8) hours

Grade 6: Ten (10) hours

ACCEPTABLE USE POLICY FOR INTERNET ACCESS

St. Anthony School provides access to the Internet for all students, faculty and staff. Students may have permission from at least one of their parent/guardians to access the Internet at school.

Any use of the Internet at St. Anthony School must comply with the philosophy and rules of discipline already in place as outlined in the handbook as well as policies and procedures and any infraction of these rules while accessing the Internet will be dealt with as with any other infraction. The use of the Internet is a privilege, not a right, and inappropriate use will result in disciplinary action by school officials and/or the cancellation of those privileges. Each user who is provided access to the Internet and related technologies will participate in a discussion with assigned staff personnel concerning the proper use of the network. A student's activities while using the Internet in this school must be in support of education and research, and consistent with the educational objectives of St. Anthony School. Such constitutes "acceptable use" under this policy. In addition, a student accessing the Internet from a school site is responsible for all online activities. Students are required to have teacher supervision when accessing information.

Actions, which constitute "unacceptable use" and, therefore, violate this policy, include by way of illustration, but will not be limited to the following:

1. Using impolite, abusive, or otherwise objectionable language in messages, including bullying in any form.
2. Placing unlawful information on the Internet.
3. Using the Internet illegally in ways that violate federal, international, state or local laws or treaties.
4. Using the Internet at school for non-school related activities.
5. Sending messages or data that are likely to result in the loss of the recipient's work, data, and/or hardware or software.
6. Sending chain letters, flame letters, etc., or pyramid schemes to lists or individuals, and any other types of sue that would cause congestion of the Internet or otherwise interfere with the work of others.
7. Using the Internet for advertising or commercial purposes.
8. Using the Internet for political lobbying.
9. Sending or receiving copyrighted materials or materials protected by the trade secret without the owner's permission.
10. Knowingly giving one's (school's) password to others.
11. Using another person's password.
12. Using Internet access for sending or retrieving pornographic, threatening or violent material, such as information on bomb, and/or inappropriate text files, or files dangerous to the integrity of the network.
13. Circumventing security measures on school or remote computers or networks.
14. Attempting to gain improper access to another's resources, programs, or data.
15. Vandalizing, which includes any malicious attempt to harm or destroy data of another user on the Internet, and also including the uploading or creation of computer viruses.
16. Revealing one's name, address, phone number or any personal information to any person or identity on the system (with a requirement to immediately disconnect and inform a faculty member should anyone request this information of you).
17. Falsifying one's identity to others while using the Internet
18. Changing any computer fields that do not belong to the user.

It is understood that any e-mail received through the online access at the school will not be considered private and will be read by a staff member. No student should solicit e-mail personally. Parents will not send e-mail to individual students. Any messages that are inappropriate use will be reported. Use of any information obtained via the Internet and related technologies are at the user's own risk. The educational programs governed by the school specifically deny any responsibility for the accuracy or quality of information obtained and makes no warranty with respect thereto or costs incurred thereby.

No student, parent, or outside source should use the school logo for any purpose without prior written approval from the principal, including Facebook or any other online personal information statement. **Furthermore, St. Anthony Catholic School's name, staff names, and student names are not to be used in public or online formats including websites, blogs and email for any reason.**

MEDIA RELEASE

Parents grant the school the right, **unless put in writing stating that they do not grant the right**, to obtain, disseminate and utilize the following listed information pertaining to your child/children.

1. Photographic images, video images, or similar technology that may affect a visual representation of your child/children including candid images taken during school hours and at school functions. (Ex. Yearbook pictures, athletic pictures, etc.)
2. Audio or digitally reproduced, taped, and other vocal reproductions and representations of your child/children's voice;
3. Honor roll lists containing your child/children's name in conjunction therewith;
4. Student of the Month/Quarter, religious, athletic, and other awards received by your child/children as judged appropriate for inclusion in the sole discretion of the school;
5. Samples of your child/children's work (ex. art, essays, etc.);
6. The school newsletter/newspaper with any references made to your child/children or his/her school activities.
7. Home telephone number/address in a school directory.

These photographs or visual reproductions of your child/children may appear on the school's website. All images, reproductions, content, or other information on which is hereby authorized to be utilized shall become the property of St. Anthony Catholic School, to be used as deemed appropriate in its sole discretion, without royalty payments, fees, or remuneration of any kind.

Further, you waive and release any claims for damages or liability against the school, its related parishes or the Catholic Diocese of Jackson, which you may now have or may have in the future arise out of or in any way connected with the reproduction, use and dissemination of the above authorized information on your child/children upon the aforementioned website/home page.

ADMINISTRATION OF MEDICATION TO STUDENTS

No medication shall be given to a student by any employee for the school unless the following are delivered to the individual administering the medication:

1. Written instructions from the prescribing physician for the administration of medication. Such instructions shall be signed by the prescribing physician.
2. A written statement from the prescribing physician which:
 - a. Identifies the specific conditions and circumstances under which contact should be made with him/her in relation to the conditions or reactions of the student receiving the medications, and
 - b. Reflects a willingness on the part of the physician to accept direct communication from the person administering the medication.
3. A written statement from the parent/legal guardian:
 - a. Authorizing school personnel to give the medication in the dosage prescribed by the physician, and
 - b. Authorizing school personnel to contact the physician directly.
4. No medication will be administered by school personnel without the completion of the Medication Consent Form and the Physician Order for Medication Administration form being filled out and returned to the individual(s) administering the medication.
 - a. Medication Consent Form must be filled out by the parent/legal guardian and addressed and returned to the individual(s) administering the medication.
 - b. Physician Order for Medication Administration Form must be completed by the prescribing physician and addressed and returned to the individual(s) administering the medication and School Nurse.
5. Medication to be given in the school must have the following information printed on the container:
 - a. Child's full name;
 - b. Name of the drug and dosage;
 - c. Time to be given, and
 - d. Physician's name
6. Medication will be taken by the child at the designated time administered by the School Nurse, or by another individual who has been identified to do so. It is the responsibility of the student, if appropriate, not school personnel, to take his/her medication at the designated time.
7. Only limited quantities of any medicine are to be kept at school.
8. All medication administered at the school will be kept in a safe, locked place.
9. The length of period for which the drug is to be administered, which is not to exceed the current school year, shall be contained in the written instructions from the prescribing physician, and further written instructions must be received from the physician if the drug is to be discontinued or the dosage time it is to be administered is changed from the original instructions.
10. School personnel are asked to report any unusual behavior of pupils on medication.
11. School personnel may permit a student to take an aspirin or other non-prescription medicine with written authorization from the student's physician and/or parents. The non-prescribed medicine must be brought from home in the original container, kept in the school office, and the required form must be signed by the parent/guardian.
12. Parents must pick up all remaining medication by the end of the last day of school. All remaining medicine after that date will be properly disposed.

Medication Consent Form
Catholic Diocese of Jackson

Saint Anthony Catholic School

Student Name _____

Physician's Order for Prescription
Medication Administration

Name of Medication _____

Dosage _____

Times to be given _____

The physician must be notified immediately if the following conditions or circumstances arise in connection with the administration of this medication.

Physician Signature _____

Date _____ Phone Number _____

Parent Request and Authorization

I authorize the school to administer the above medication and release the school/center and its employees from any liability in administering the above medication according to stated dosage and times.

Parent Signature _____

Date _____

Request and Authorization
For Non-Prescription Medication
Catholic Diocese of Jackson

Saint Anthony Catholic School

Student Name _____

Non-Prescription Medication Administration

Name of Medication _____

Dosage _____

Times to be given _____

Parent Request and Authorization

I authorize the school to administer the above medication and release the school/center and its employees from any liability in administering the above medication according to stated dosage and times.

Parent Signature _____

Date _____



Parent Consent Form

All parents are required to sign below and return to this page to the school showing their support and understanding of the policies of the school and diocese. Parents must sign this form in order to keep their child in attendance at St. Anthony Catholic School.

I, _____, have read, understand and agree to abide by the regulations in this guidebook and to the policies referred to in this guidebook.

Parent Signature _____ Date _____

Student Insurance

My child has insurance coverage through _____ (Name of the company).

If your child does not have insurance, please contact the school to obtain information about purchasing insurance.

Parent Signature _____ Date _____

