

# St. Anthony Catholic School

## Parent Handbook

### 2019-2020



Established 2009

"Be it known to all who enter here that  
Christ is the reason for this school.

He is the unseen but  
ever-present teacher in its classes.  
He is the model of its faculty and  
the inspiration of its students"

St. Anthony Catholic School  
601.607.7054  
601.853.9687 (fax)  
[www.StAnthonyEagles.org](http://www.StAnthonyEagles.org)  
[www.facebook.com/StAnthonyEagles](https://www.facebook.com/StAnthonyEagles)

# Welcome



Dear St. Anthony Families,

It is with great pleasure that I welcome you to a new school year at St. Anthony Catholic School. As we begin our second decade of Catholic elementary education in Madison County, we are honored that you have entrusted us with the religious and academic education of your children. In choosing St. Anthony, you have demonstrated a commitment to the values and philosophy of a Catholic education.

As parents, you are the primary educators of your children. It is our responsibility to work in partnership with you to provide a quality Christian education. The St. Anthony faculty is committed to providing a rigorous course of study, integrating Gospel values across the curriculum.

This handbook has been revised to reflect the policies of St. Anthony Catholic School for the 2019 – 2020 school year. A resource for parents and students, the handbook outlines important details regarding academics, discipline and school life. Please read this document carefully. Once you are familiar with the information, we ask you to sign the agreement found at the end of the handbook. This agreement states that you and your child/children understand and intend to abide by the policies and procedures of St. Anthony Catholic School.

It is truly an honor and a privilege to serve the families of St. Anthony Catholic School. Along with the faculty and staff, I look forward to working with you to educate your children in the light of Catholic faith. I am confident that together we will do great things for our children. May God bless our school community.

Yours in Christ,

Anne C. Cowger

Principal

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## **Catholic Diocese of Jackson**

Bishop Joseph R. Kopacz, Diocesan Bishop-Diocese of Jackson  
 Ms. Catherine D. Cook, Superintendent of Schools

### **Administration**

Father Albeenreddy Vatti, Pastor  
 Mrs. Anne Cowger, Principal  
 Mr. Gabe Briseno, Business Manager  
 Mrs. Mary Venable, Office Manager  
 Mrs. Michele Warnock, Development Director  
 Mrs. Kati Loyacono, Development Office/Administration

Mrs. Joanna Johnson, Speech/Language Resource  
Ms. Aimee Burns, ACE Director

## Faculty/Staff

Mrs. Amy D'Alfonso/Mrs. Laura Stringer..... Prekindergarten  
Ms. Aimee Burns/Mrs. Amy Davidson..... Prekindergarten Teachers  
Miss Anabeth Hannan.....Kindergarten Teacher  
Mrs. Kerri Dare.....Kindergarten Teacher  
Mrs. Lindsay Naegele.....Kindergarten Assistant Teacher  
Miss Allison Coats.....1<sup>st</sup> Grade Teacher  
Mrs. Colleen Jones.....1<sup>st</sup> Grade Teacher  
Mrs. Stacy Shipley.....1<sup>st</sup> Grade Assistant Teacher  
Mrs. Katrina Folsom.....2<sup>nd</sup> Grade Teacher  
Mrs. Gail Kraft.....2<sup>nd</sup> Grade Teacher  
Mrs. Beth Burns.....2<sup>nd</sup> Grade Assistant Teacher  
Mrs. Christy Sims .....3<sup>rd</sup> Grade Teacher  
Mrs. Patricia Holder .....3<sup>rd</sup> Grade Teacher  
Mrs. Lisa Wilson .....3<sup>rd</sup> Grade Teacher Assistant  
Mrs. Jennifer Dukes .....4<sup>th</sup> Grade Teacher  
Miss Virginia Hollingsworth.....4<sup>th</sup> Grade Teacher  
Mrs. Cyndie Robertson.....5<sup>th</sup> / 6<sup>th</sup> Grade Math Teacher  
Mrs. Amanda Jones.....5<sup>th</sup> / 6<sup>th</sup> Grade Reading/Language/Social Studies Teacher  
Mrs. Katie Williams.....5<sup>th</sup> / 6<sup>th</sup> Grade Reading/Language Arts/Religion  
Mrs. Vicki Moorehead.....5<sup>th</sup> / 6<sup>th</sup> Science Teacher/STREAM Coordinator/Librarian  
Mrs. Kacey Matthews.....Dyslexia Therapist  
Miss Amanda Cashman ..... Art Teacher  
Mr. Joseph Coleman ..... Music Teacher  
Mr. Dwyane Demmin..... Physical Education Teacher  
Mrs. Michelle McCarty..... Spanish Teacher  
Mrs. Kate Holifield.....Technology Teacher  
Mrs. Erin Eatherly ..... Technology Coordinator  
Mrs. Carolyn Paulding..... Technology  
Mr. Jamie Stringer .....Maintenance Director  
Mr. Charlie Freemyer.....Maintenance

## **History of St. Anthony Catholic School**

St. Anthony Catholic School is a co-educational elementary school located in Madison, Mississippi. Established in 2009, St. Anthony is the newest addition to a 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. Together with Assisi Early Learning Center and St. Joseph Catholic School we are able offer Catholic education from birth to young adulthood.

Our school draws inspiration from the intriguing contemplative life of our patron saint, Saint Anthony of Padua. 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.

One evening while praying, Jesus appeared to Anthony in the form of a small child. A passerby 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 has received the highest accreditation with the State of Mississippi Department of Education and is AdvancED accredited. Thanks to the fine spirit of collaboration that has prevailed among parents, the parish priest, and school faculty and staff, St. Anthony Catholic School has created an environment for excellence in education and strives to develop basic Christian attitudes and values in the students.



## **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, a ministry of St. Francis of Assisi Catholic Church, 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 honor & 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.

## **Diocese of Jackson Policy 5102.1**

As the primary educators of their children, parents/guardians freely make the choice of a Catholic education for their sons/daughters. Registration in a particular Catholic school/center is an agreement by the parent/guardian to accept and abide by the rules and regulations of the institution and to support its philosophy of education.

A cooperative relationship between the school/center personnel and the parent/guardian is essential for the overall education of a student. It is critical that a cooperative relationship be maintained through constructive dialogue with the parent/guardian.

If a parent/guardian refuses to abide by the rules and regulations of the school/center or by word or action is unsupportive of its goals or otherwise fails to meet his/her obligations under school/center or Diocesan policies, the administrator may require the parent/guardian to withdraw his/her child or children from the school community.

Additionally, parents/guardians will be held to the same standards of respect as students are in regard to their interactions with administrators, teachers, staff, and students.

## **School Hours**

- School begins at 7:55am and is dismissed at 3:00pm, except on Wednesdays when school is dismissed at 2:00pm.
- Office hours Monday – Friday 7:30am to 3:30pm.
- Students who arrive before 7:30am must report to the Library for Early Bird School.
- Books, lunches, messages, etc. are to be brought to the school office. As to not disturb learning, during school hours permission from the administrative staff is required to enter classrooms.
- All students are expected to leave the school grounds promptly after school except those staying for after school activities.
- ACE Program/Via Creativa students must report directly to the program and may only leave the school if accompanied by a parent or someone designated by a parent.
- Families who use Early Bird School and/or ACE will be billed through FACTS for this service.
- The principal (or administrative staff) must approve any variation of this policy.

## **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

regarding 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 based on 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 priority and will be allowed to re-register for the following year. Preference for admission is then given to students based on priority for enrollment guidelines listed below:

1. Children currently enrolled at St. Anthony
2. Siblings 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:

- Families who consistently attend Mass at St. Francis (as indicated by the weekly use of church envelopes);
- 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;
- Number of years registered in St. Francis of Assisi Parish;
- Contributions to the St. Anthony Capital Campaign Fund;
- 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 –

Students entering kindergarten must be 5 years old on or before September 1 of the current school year.

#### Preschool Age Policy –

Students entering preschool must be 3 or 4 years old by September 1<sup>st</sup> of the current school year. The Principal must approve any exception to this policy.

**All preschool children must be toilet trained.**

#### Placement Policy –

Prospective students 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 may be required for students/parents. Students demonstrating ability to perform successfully at St. Anthony may be considered for admission.

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 resource 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 Catholic 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 for the 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 and Fees

The St. Anthony Catholic School Advisory Council determines the annual rate of tuition and fees for the following year for all grades.

- Registration fee is due at time of registration and is NON-REFUNDABLE. After the registration deadline, a \$20 LATE FEE will be assessed.
- Book/Supply Fee (\$350 per child) includes books, technology/library, activities, accident insurance, guest speakers, etc. and is NON-REFUNDABLE.
- Technology Fee (\$150 per child) is NON-REFUNDABLE.
- Capital Fee (\$250 per child) is NON-REFUNDABLE.
- Parent Association Fee (\$100 per family) is NON-REFUNDABLE.
- Starry Night Gala Ticket Requirement (\$100 per family) is NON-REFUNDABLE.

### Cost

Please Note that Final Report Cards will be issued as INCOMPLETE to those students who have outstanding tuition and/or fees balances, ACE, lunch, textbook, or library balances.

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).

## Parish Subsidy

Parish Supplement tuition rates are afforded to in-parish practicing and contributing Catholics and a new Parish Verification Form **must be submitted for each school 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 the signed Parish Verification Form has been returned to the Business Office.**

- 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 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 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.

## 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 Mississippi State Department of Education and EdvancED, 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.

Our curriculum is built around the academic standards established by the Diocese of Jackson Office of Education. These standards set high expectations while remaining developmentally appropriate. Our curriculum meets or exceeds the rigor of state and national standards and our standards are aligned with a variety of resources to ensure college and career readiness.

### Prekindergarten

Our prekindergarten classes emphasize developing gross motor skills, social integration skills, academic readiness skills, and spiritual development. These objectives are achieved through developmentally appropriate lessons and activities. In addition to classroom learning centers, preschool students attend special classes including Art, Music, Library, and Physical Education.

Reading/Language Arts.....	Houghton Mifflin
Religion.....	Loyola Press, God is Everywhere
Math.....	Houghton Mifflin, Go Math
Science/Social Studies.....	Pearson Scott Foresman

## Grades Kindergarten through Sixth Grade

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

Reading/Language Arts.....	Houghton Mifflin
Reading/Language Arts (6).....	Pearson PH, <i>Reader's Journey</i>
Math .....	Houghton Mifflin, <i>Go Math!</i>
Social Studies.....	Houghton Mifflin
Social Studies (6) .....	Pearson, <i>myWorld Interactive</i>
Science.....	<i>StemScopes</i>
Religion.....	Loyola Press, <i>Finding God</i>
Phonics/Handwriting (Pre K- 3) .....	Wilson, <i>Foundations</i>

## Religious Education Program

Liturgy and prayer are a major part of our Catholic faith. Students begin their day in prayer and throughout the day with before meals, at dismissal and when the 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. Dress uniform is required on Mass days.

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.

Parents are expected to share in the preparation of their children for receiving the Sacrament of First Holy Communion 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.

The Diocese of Jackson continues to be committed to being a community that cares for children and young people. The children and young people in the parishes and schools are required to receive an annual age-appropriate safe environment lesson through the **VIRTUS, Teaching Safety – Empowering God’s Children Program**. Parents will be notified by their classroom teacher before the lessons are taught. The **Teaching Safety** program is a vehicle through which parents, teachers, catechists and youth ministers give children and young people the tools they need to protect themselves from those who might harm them.

### Liturgy

All children attend Eucharistic liturgy approximately twice a month. One of these may be an all-school liturgy. Opportunities for the Sacrament of Reconciliation and other religious activities are offered during the year.

### Mass Etiquette

St. Anthony wants to do our very best in modeling an appropriate worship environment and reverence for our children. Children are expected to demonstrate superior behavior and reverence while in Mass. Modeling for our children is imperative and begins with staff and families. Mass etiquette is something we reinforce with your children. We hold the same expectations for parents so that the children can recognize how we need to remain reverent during the Mass.

- We ask everyone to be quiet and prayerful while entering and before Mass. This is not a time to visit with other parents.
- We ask that parents also help model how to be quiet during the Mass including during Communion.
- We invite parents and grandparents to come and join your child to celebrate Mass. However, we ask that when joining your child for Mass, you sit in the FAMILY SECTION with your child. As the children come into Mass, they will enter up the center aisle. The teacher will quietly direct them to sit with you. It is not necessary that you wait for them, come get them, or call for them. The teachers know to look for you when they come in. If you would like to send an email letting the teacher know that you will be coming to Mass, that will help them know to expect you.

- Everyone should enter AND EXIT quietly. Parents will be dismissed before the children. This allows us to get all students back to their class seating and then dismiss the children quietly. Please dismiss quietly following our Prayer & Pledge at the conclusion of Mass.
- Please refrain from bringing any food or drink in the gym before, during, or after Mass.
- Please remember to turn off any cell phones or other communication devices. Please do not allow your children to play with these devices during Mass.
- Pictures and other flash photography are NOT ALLOWED DURING MASS. We may have one representative from the Development Office that takes pictures during particular parts of Mass but even this has been limited. Please do not get up from your seat to take pictures before or during the Mass. This is distracting to others trying to concentrate and be reverent during the Mass.

## Guidance Program

The School Counselor works to help your child learn more effectively:

Your School Counselor:

- Works with individuals
- Works with small groups
- Instructs in classroom guidance
- Consults with parents, teachers, administrators, and outside resources on a wide variety of topics of relevance to our student's well-being
- Coordinates school-wide events and activities to promote a positive school climate
- Maintains confidentiality
- Encourages students to recognize and make the best of their own unique capabilities
- Helps children cope with emotional crisis

## Physical Education

Physical Education plays an integral part in your child's physical and mental development. Our goal is to provide a program based on active play that will

instill in the students a pursuit of lifelong activity, therefore promoting the importance of staying physically fit throughout one's life.

This will be done by:

- Encouraging students to pursue active play when they are away from school
- Teaching the skills needed to participate in various activities
- Expressing the importance of fitness (while participating in various activities) over winning
- Offering a variety of activities for students to experience

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 medical provider 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 3<sup>rd</sup> 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 4<sup>th</sup> through 6<sup>th</sup> 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.

## Extra-Curricular Activities

**Diocesan policy does not allow St. Anthony Catholic 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, such as Cub Scouts, Girl Scouts, and St. Francis Parish sports teams. **St. Anthony School does not sponsor these groups.** We will, for the convenience of the parents, notify families of leaders and times of meetings. Groups that use our facilities are required to provide insurance coverage.

## Library

St. Anthony Catholic School is privileged to have the service of a librarian and an attractive, well-stocked library. Students can 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.

## Music Program

The unique experience of music provides a worthwhile contribution to the development of the student. Various activities in the music program develop skills of listening, analyzing, creating and performing. The basics of pitch, rhythm, dynamics, form, melody and timbre will peak meaningful and aesthetic experiences that help create excited learners.

## 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 for your child to go on any particular field trip, there will be a place on the form to indicate this. **The ONLY acceptable form of a parent's granting permission for the child to attend the field trip is by returning the signed field trip permission form 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** because chaperones are liable for the safety of the students. Chaperones must be able to observe and monitor student behavior at all times.

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 chaperones 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.

Early Bird School

Early Bird School begins at 7:00 a.m. in the Library.

Early Bird School Rates:

Drop-in \$3; Monthly \$50; Semester \$250; Annual \$500.

After Care Enrichment (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 are eligible and invited to participate in after school activities. **The ACE program officially begins at 3:00 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 snack and bottled water is provided daily. There is mandatory study hall held Monday through Thursday lasting 45 minutes for 1<sup>st</sup> through 6<sup>th</sup> grade. All students, grades 1-6 are required to study, do homework or read during this time. Students attending the ACE program do not go to carpool line but will go directly to after school study hall with the ACE staff members. At 4:00 p.m., students who have completed their assignments will be involved in enrichment activities and free play.

ACE Hours and Rates–

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

	<b>ACE Registration Fee: (NON-REFUNDABLE)</b>	<b>ACE Tuition Rates Per Month:</b>	<b>ACE Wednesdays Only Per Month:</b>
<b>1<sup>st</sup> Child</b>	\$60.00	\$150.00	\$55.00
<b>2<sup>nd</sup> Child</b>	\$10.00	\$70.00	\$22.00
<b>3<sup>rd</sup> Child</b>	\$10.00	\$70.00	\$22.00
<b>4<sup>th</sup> Child</b>	\$10.00	\$70.00	\$22.00
<b>5<sup>th</sup> or more Children</b>	free	free	Free

Full-time ACE Participants –

All ACE billing will be done through FACTS. Failure to stay current with your monthly tuition may result in termination of your child(ren)'s ACE slot.

*Drop-in Participants –*

Parents are allowed to utilize ACE on a drop-in basis throughout the school year. Drop in rates are \$15 per day and will be tallied and payed monthly through FACTS.

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 will be billed through FACTS. 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 Catholic School Enrichment Program (ACE) follows a behavior program to foster the philosophy of individual worth and responsibility.

Enrichment Expectations –

ACE staff members expect to conduct activities without behavior disruptions.

ACE Staff members will expect students to:

- Listen when the ACE staff member is speaking and to follow directions immediately the first time given.
- Behave appropriately, using good manners at all times.
- Be respectful to ACE staff members and fellow students at all times.
- Refrain from hurting others.
- Comply with all school rules.

Student Expectations –

- When ACE staff member is speaking, student must listen and follow directions immediately the first time given.
- Students should be respectful of all ACE staff members 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.
- Students are expected to participate in after care enrichment activities without causing a disruption to the ACE staff member.
- Students are expected to behave appropriately, using good manners at all times.

- Students should raise his or her hand to be recognized and wait until he/she is recognized before speaking.
- 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 ACE staff member.
- Students are required to have a book to read every day.
- Students are expected to participate in planned enrichment activities.
- Students are expected to comply with all school rules.
- Students are not allowed to leave their designated ACE area without permission from their ACE staff member.

#### Behavioral Procedures –

- Students will receive behavioral forms that will indicate discipline issues or challenges.
- Behavior forms will be given to the parent and will require a parent signature before the child can return to ACE.
- 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.
- 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.
- 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 and/or Director. If the Principal or Director considers the infraction extreme, the student may not be allowed to return.

#### Via Creativa

Via Creativa is St. Anthony's after school Activities/Arts Program. This program functions to enrich the curriculum at St. Anthony. These classes are an additional charge depending on the class. All student expectations and

behavioral procedures are the same as those of the After Care Enrichment Program (ACE). See these categories under ACE for explanation.

## **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 cafeteria menu will consist of three daily meal choices along with a drink (white or chocolate milk or bottled water):

1. Hot Entrée – healthy main entrée with fruit and/or vegetable, bread, and dessert;
2. Soup, Salad and Potato Bar – salad bar, daily soups, and baked potato with toppings offered (2<sup>nd</sup> -6<sup>th</sup> graders only)
3. Eagle Feeder – includes a sandwich or turkey hot dog, fruit, chips, and dessert

**"Restaurant food" or "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. Please do not send your child to school with food for a microwave and send no glass containers to school.

All payments for lunch will be done through FACTS. Specifically, lunch payments can only be made online through the **FACTS Prepay lunch account**. We will post lunch charges daily. If your account balance is low, you will receive a reminder email from FACTS. Notices regarding charges and low balances are only sent via email. There are two separate daily rate plans of \$4.50 for students from K3 - 1st grade and \$4.75 for 2nd grade - 6th grade. The minimum payment must be at least \$10, however there is no maximum payment amount. See the lunch price schedule below for reference for the 2019-2020 school year.

### **Lunch Rates for the 2019-2020 school year:**

#### **K3 - 1st Grade**

\$4.50 per student per day.

Fall Semester -> 90 days = \$405

Spring Semester -> 91 days = \$409.50

Annual -> 181 days = \$814.50

## **2nd Grade - 6th Grade**

\$4.75 per student per day.

Fall Semester -> 90 days = \$427.50

Spring Semester -> 91 days = \$432.50

Annual -> 181 days = \$859.75

Positive lunch balances can be carried from year to year for each family's account.

**Please Note:** If a child selects to bring a lunch and forgets it, the child will be fed a cafeteria meal and drink at a cost of \$4.50 or \$4.75. Options are available for students with a nut allergy.

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: [gbriseno@stanthonyeagles.org](mailto:gbriseno@stanthonyeagles.org) or [cpaulding@stanthonyeagles.org](mailto:cpaulding@stanthonyeagles.org)

## **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. Like house systems at Harvard and Yale, the St. Anthony House system is an effective way to build stronger community spirit within our 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.”

## **Attendance**

St. Anthony Catholic School believes good student attendance enhances learning. When a student is not in school, he/she misses valuable instructional time. For this reason, we equate attendance with academic achievement and establish policies and procedures designed to encourage and require students to be in school.

Desirable habits of punctuality and attendance are important for academic success. Students are expected to be present and on time every scheduled school day 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 teacher's assistance and at the teacher's discretion. **Unexcused absences** are any absences that are not medical, non-emergency (**including vacations**) and/or not cleared and approved by the Principal. **It is the student's job to make up missed work.** 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.

A student who is absent from school on a given day is NOT allowed to participate in any school activities including school parties, Mass, plays, and athletic events that same day or evening.

#### 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 as to the reason for 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 and it must be received by the school office within five (5) days of the students return to school.

#### Tardiness

At 7:50 a.m. the first bell will ring, and at 7:55 a.m. the bell to start the day will ring. Parents should make every effort to have students arrive on time. **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.** It is disruptive to the office, the classroom, and students when students are tardy. Occasional tardiness is understandable, but consistent tardiness sets a bad example for our children. **Three tardies or early dismissals could be the equivalent to half-a-day absence at the principal's discretion.**

#### 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 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. **Three tardies or early dismissals could be the equivalent to half-a-day absence at the principal's discretion.**

### **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.

## **ACADEMIC PROCEDURES**

### **Homework Policy**

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. A homework folder or planner will be provided for each student in 1<sup>st</sup> through 6<sup>th</sup> grade in which all the assignments are recorded daily. Homework is assigned on most days. If there is no written assignment, students should be encouraged to read. Missing assignments will be indicated by the teacher and must be completed. In addition to the homework folder, 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.**

Please note that a Weekly Newsletter from your teacher will be given with assignments and information about school activities. If your child is absent from school on a given day, homework will not be sent to the office or emailed to parents unless request this be done. Please notify the teacher and office as so as possible to allow the classroom teacher time to gather the assignments. Homework will not be ready for pick up until after 3:00 PM.



The maximum time spent on homework should be approximately 30 minutes for Kindergarten through 2<sup>nd</sup> 0grade; 45 minutes for 3<sup>rd</sup> and 4<sup>th</sup> grades, and 60 minutes for 5<sup>th</sup> and 6<sup>th</sup> 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**

Grading is a method of evaluating student progress and is based on the philosophy that students, and not the subject, are being taught. Each child is different, and our teachers take great care when evaluating each student. Grades are based on daily work, daily participation in class, homework assignments, written test at conclusion of certain activities, extra work, notebook, oral reports, neatness, promptness of work, initiative, etc.

### Diocese of Jackson Grading Scale

#### **PreK-2<sup>nd</sup>**

**M – Has Met Objectives**

**P – Acceptable Progress**

**I – Improvement Needed**

**NA – Not Applicable**

#### **3<sup>rd</sup>-12<sup>th</sup>**

**A 100-90**

**B 89-80**

**C 79-75**

**D 74-70**

**F 69-Below**

#### **3<sup>rd</sup>-8<sup>th</sup>**

**E – Excellent**

**S – Satisfactory**

**N – Needs Improvement**

**I – Incomplete**

## Honor Roll

An Honor Roll can be a powerful motivator to encourage students to achieve. 3<sup>rd</sup> – 6<sup>th</sup> grade recognition for academic achievement is accomplished by meeting the following requirements: First Honors: Students must have all A's in all academic areas and S's in non-academic areas. Second Honors: Student must have all A's and B's with the majority of grades being A's. Also, the student must have S's in non-academic area.

## Promotion and Retention Policy–

St. 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.

## 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:

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

## Retention Policy

The following guidelines will determine recommendation for student retention:

- 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.

- Students will not be promoted unless he/she has successfully completed the required course work as set by the administration and teacher(s).
- Teacher and Principal will consult with parents to fully explain the reasons for recommendations for retention.

## Withdrawal

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 and financial obligations settled.

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.

## Pupil Services

### Clinic

### 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 immunizations 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*
- *severe 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. *Parents are required to keep information current and to update changes to telephone number, email address, employment, and addresses.*

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

## Illness/Accidents

If a child becomes ill or injured while at school, the parent will be contacted, and the child will rest in the nurse's room until picked up. If neither parent can be contacted, the persons listed as an emergency contact will then be called. In the event the parents/persons on the emergency list 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

Only the school nurse or office personnel can administer medication that has been prescribed by a medical provider and it must be in the original prescription bottle. The student's name and medication dosage must also be on the label attached. A written medical release form must be completed and signed by the medical provider as well as the parent in order for St. Anthony Catholic School to administer the medication.

### ADMINISTRATION OF MEDICATION TO STUDENTS

- Medication may be given to a student by the principal or a person the principal designates only if the below conditions are followed:
- Medication should be brought into the office by the parent/guardian of the child. Medicine should NOT be sent in with the child or through his/her backpack.
- Medicine will be checked and counted by either the office staff or the principal while the parent is present.
- Medicine will then be logged and placed in secure cabinet.
- Written instructions from the prescribing medical provider must accompany the medicine.
  - These instructions should include:
    - The reason that the medication has been prescribed
    - What side effects to expect from the medicine
    - What actions to take if side effects are experienced
    - The length of time that the drug will be given
- Written statement from the parent/legal guardian must include:
  - Authorizing school personnel to give the medication in the dosage prescribed by the medical provider, and authorizing school personnel to contact the medical provider directly.

### Medication Consent form and Physician's Order Form

The Medication Consent forms must be completed and signed by both the medical provider and parent/guardian. These forms can be found in the back of handbook.

Medication given to the school personnel must be in the original container. This container must have the following information printed on the label:

- Child's full name
- Name of the drug and dosage
- Time to be given
- Medical provider's name

Medication will be taken by the child at the designated time administered by the principal, or by another individual who has been identified to do so. It is the responsibility of the student (if appropriate) to take his/her medication at the designated time.

Only limited quantities of any medicine are to be kept at school.

School personnel are asked to report any unusual behavior of students on medication.

School personnel may permit a student to take a non-prescription medicine with written authorization from the student's

Medical care provider and/or parent/guardian. **The Request and Authorization for Non-Prescription Medication** can be found in the back of the handbook. **This form must be signed before any over the counter medicine can be administered to the child.**

Parents must pick up all remaining medication by the end of the last day of school. Medicines will not be sent home with children. All remaining medicine after that date will be properly disposed.

Child Abuse and Neglect – Diocesan Policy 5606

All persons in the State of Mississippi, including all employees in the Catholic Educational Institutions of the Diocese of Jackson, are required to comply with Mississippi Law and the Diocesan regulations ("Protection of Children – Catholic Diocese of Jackson") relating to reporting child abuse or neglect. If any employee reasonably believes a child has been subjected to abuse or neglect, he/she should promptly report such concerns to the school administrator. If the school administrator reasonably believes that such abuse/neglect has occurred, the administrator should report the incident to the appropriate legal officials and investigatory agencies.

## PARENT-SCHOOL RELATIONS

### Parental Commitment

Parents are expected to be active and interested in the life of the school community – social events, fundraising projects, and spiritual activities. The operation of a successful school very much depends on the participation and support of parents and friends in the community.

### FACTS Family Portal

The FACTS Family Portal 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 they may monitor academic progress, and converse with teachers.

Follow the following steps to enter the Parent Portal:

Go to St. Anthony Catholic School Homepage – [www.stanthonyeagles.org](http://www.stanthonyeagles.org).

Double click on the FACTS.

Use your assigned login and password to access your Family Portal. This login will be assigned to you once the school year has begun.

### Volunteers

Children learn about service when they observe those they love – especially adults they live with – serving others. If you have time and talents to share, please contact your child's teacher, a member of the Parent Association, or the school office at 601-607-7054.

The Diocese of Jackson requires that ALL volunteers, including but not limited to coaches, room parents, field trip chaperones, etc. must have background clearance by completing a Protection of Children application and training PRIOR to volunteering. These trainings are offered periodically at St. Anthony and your local parish. Contact the school office or your parish office for more information.

### Parent Association

The Parent Association functions to provide service and information to the parents of students attending St. Anthony Catholic School. In addition, it provides financial support to the school. All St. Anthony parents are urged to

show support for the school by becoming an active member of the organization. There are many different opportunities and options in which to become involved. Parents should make an effort to attend the meetings and support the Parent Association and its efforts.

### Parent-Teacher Conferences

Formal Parent-Teacher conferences are scheduled at the end of the first quarter. Other conferences or meetings can be arranged as the individual need arises. If a parent has any reason to contact a teacher, this can be done by email or by contacting the front office and leaving a message with the office staff.

### Communication

Communication and mutual support between parents and teachers are imperative. If there are any questions or concerns with school matters, parents are encouraged to meet with the child's teacher. If a parent needs to speak with his/her child's teacher, parents are requested to communicate via email or by leaving a message in the school office. The teacher will then contact the parent within 24 hours to discuss concerns or to set up a time to meet. Parents are strongly encouraged to not try to "catch" the teacher in the hallway, at lunchtime, in the classroom, or in the carpool line. The teacher has primary responsibility to the children as well as many tasks to accomplish during the school day. This type of unplanned meeting does not result in quality communication, proper supervision of the children, or attention to the educational process.

### 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 after the staff member has been contacted and the issue cannot be resolved should the principal be addressed.**



Should a criticism remain unresolved, 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:

- the original statement
- the record of the formal meeting with the Principal
- 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.

### Responsibilities/Rights

School, Parent, Students "Constitutional Rights" do not apply to St. Anthony Catholic School. While St. Anthony Catholic School students and their parents do not have "Constitutional Rights", parents and students do have rights under statutory law, common law, and contract law. Parents do have the following rights:

- To have their child receive an academically sound education.
- To talk with school personnel and have requests for meetings answered in a timely manner.
- To receive fair hearings on concerns and grievances.
- To have students supervised in a safe and appropriate manner.
- To review records and respond.
- To participate in the life of the school.

The school, the parents, and the student each have roles to accomplish common goals.

The school is to:

1. Offer opportunities to learn by using a variety of materials, techniques, and styles;
2. Advise students, parents, and faculty of expected behaviors and consequences for unacceptable behavior;
3. Discern and communicate with parents about the student's progress and needs.

The student is to:

1. Attend school on time, ready to participate in the day's activities;
2. Contribute to the learning environment through attentiveness and participation;
3. Behave in the expected manner;
4. Facilitate communication between home and school by delivering messages between the two;

The parent is to:

1. Meet the child's basic needs so that the child can be alert and open to learning at school;
2. Ensure that the student gets to school on time;
3. Provide a suitable environment for study and homework, including parental attention and help as needed when appropriate;
4. Demonstrate to the child excitement about learning and the importance of education;
5. Support teachers and principal in their decisions and talk with them, and the child when appropriate, to work through problems;
6. Model responsible behavior by following through on communications from school;
7. Participate in school activities as appropriate when possible.

If, in the opinion of the administration, parent behavior seriously interferes with the teaching/learning process, the school may require parents to withdraw their children and sever the relationship with the school.

#### Legal Costs the School Incurs for Parents

In accordance with Diocesan Policy 5205, if a teacher (or other school employee) is subpoenaed to testify in a child custody case or other legal proceeding, or if the school or school employee is required to provide documents pursuant to a subpoena, request for production of documents, or court or administrative order, the school will assess the subpoenaing parent the cost of substitute teacher and all costs and attorneys' fees incurred by the school or employee in producing documents and/or appearing in court.

#### Availability of School Records

Parents have a right to inspect and review all official records, files, and data directly relating to their own children. Anyone desiring access to student records is required to sign a written form, which is kept in the student's permanent file. Consistent with the provisions of the Buckley Amendment of 1975, such records are confidential and may not be released or made available to persons other than parents or student (over 18) without consent of such parents or student. Requests to review student records are to be made directly to the principal. Records must be reviewed in the school office in the

presence of the principal. The school respects the right of the non-custodial parent to review the educational records of a child unless a copy of the custody section of the divorce decree stating otherwise is supplied by the parent and is on file in the office.

#### 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. **The school is required to follow the most recent court order on file with the school.**

## Disciplinary Procedures and Policies

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 in 4<sup>th</sup> – 6<sup>th</sup> grades 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

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

## Classroom Expectations:

- When the teacher is speaking, students must listen and follow directions.
- Respect all others; keep hands, feet, and objects to yourself.
- Be prepared for class each day, i.e. book, paper, pencils, homework.
- Stay in seat unless given permission to do otherwise.
- 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

Choices is a program designed to help the student recognize his or her responsibility in making appropriate choices. After School Choices is held as needed on Fridays 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. 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 80 will be assigned Choices. Students will be expected to attend Choices on the assigned day. **Sporting events, music lessons, parties, etc. are not reasons to be excused from Choices.**

## 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 quarterly 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, stealing, 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 as needed basis. 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 (\$60.00) 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 (\$60.00) 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.

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, does not tolerate 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 on 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 – 6<sup>th</sup>) 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 email, 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 without prior permission from the Principal.**

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.

#### ACCEPTABLE USE POLICY FOR INTERNET ACCESS

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

Any use of the Internet at St. Anthony Catholic 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 Catholic 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:

- Using impolite, abusive, or otherwise objectionable language in messages, including bullying in any form.
- Placing unlawful information on the Internet.
- Using the Internet illegally in ways that violate federal, international, state or local laws or treaties.
- Using the Internet at school for non-school related activities.
- Sending messages or data that are likely to result in the loss of the recipient's work, data, and/or hardware or software.

- 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.
- Using the Internet for advertising or commercial purposes.
- Using the Internet for political lobbying.
- Sending or receiving copyrighted materials or materials protected by the trade secret without the owner's permission.
- Knowingly giving one's (school's) password to others.
- Using another person's password.
- 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.
- Circumventing security measures on school or remote computers or networks.
- Attempting to gain improper access to another's resources, programs, or data.
- 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.
- 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).
- Falsifying one's identity to others while using the Internet
- Changing any computer fields that do not belong to the user

**REMINDER: FEDERAL LAW REQUIRES AN INDIVIDUAL TO BE 13 YEARS OF AGE OR OLDER TO HAVE A PERSONAL SOCIAL MEDIA ACCOUNT.**

It is understood that any email 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 email personally. Parents and staff will not send email or text message to individual students. Any messages determined as 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 without prior permission from the Principal.**

## **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. **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 display an appearance of neatness and modesty at all times. Unless changes or exceptions are announced for special occasions, the school uniform must be worn. 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. **The Principal has the final decision on all matters of dress and grooming.**

TC's Uniforms, Inc. is the official uniform supplier for St. Anthony. All skirts, shorts, pants, dress shirts, knit shirts, vests, sweaters/cardigans, and school ties must be purchased from TC's Uniforms, Inc. The St. Anthony sweatshirts, fleece jackets may be purchased at J. S. Iupes or TC's Uniforms, Inc. The Physical

Education uniform and other items such as the St. Anthony hat, athletic hoodie, and spirit wear may only be purchased through J. S. Iupes.

#### Boys Everyday Uniform

- Khaki Shorts or Pants (solid brown belt required for pants/short with belt loops)
- Short or Long Sleeve Polo Shirt with school monogram – white or green
- Solid white socks must cover ankles
- Green sweatshirt with school monogram
- St. Anthony Approved Shoes (see below)
- St. Anthony Approved Outerwear (see below)

#### Boys Dress Uniform

- Khaki Pants
- Short or Long Sleeve Yellow Oxford Shirt
- St. Anthony Boys Tie
- Khaki Socks must cover ankles
- St. Anthony Approved Dress Shoes (see below)
- St. Anthony Approved Outerwear (see below)

#### Boys General Guidelines

- A solid brown belt must be worn if pants or shorts have belt loops.
- Shirts must be tucked in at all times.
- Undershirts or T-shirts worn under the uniform must be solid white, without graphics, lettering, etc. Undershirts may not extend beyond the length of the school uniform shirt.
- Wearing of socks is mandatory and must cover the ankles at all times.
- Hair is to be neat, combed, and appropriate length (above the eyebrows, ears, and back collar.) Excessive styles such as mohawks, unusual colors or designs, tails, etc., are not allowed. Students will only be given three days to get a haircut should an infraction exist.
- Bracelets are not permitted.
- Only a single watch is permitted (Smart watches, Apple watches and Fit Bits are not permitted).
- A small religious medal or cross necklace is permitted.
- Piercings are not allowed.

### Girls Everyday Uniform PK3 - 2<sup>nd</sup>

- Plaid Peter Pan Dress
- Plaid Jumper with Short or Long Sleeve Blouse
- Plaid Skort with Sailor Blouse & Tie or White Polo
- Khaki Skort with White or Green Polo
- Khaki Shorts or Pants with White or Green Polo
- Green Sweatshirt with School Monogram
- Solid White Socks must cover ankle
- White socks with St. Anthony Plaid Ruffle
- Navy or White Footed Tights may be worn with Plaid
- White Footed Tights may be worn with Khaki
- St. Anthony Approved Shoes (see below)
- St. Anthony Approved Outerwear (see below)

### Girls Dress Uniform PK3 - 2<sup>nd</sup>

- Plaid Peter Pan Dress
- Plaid Jumper with Short or Long Sleeve Blouse
- Plaid Skort with Sailor Blouse & Tie
- Solid White Knee Socks
- Navy or White Footed Tights may be worn with Plaid
- White Socks with St. Anthony Plaid Ruffle
- St. Anthony Approved Dress Shoes (see below)
- St. Anthony Approved Outerwear (see below)

### Girls Everyday Uniform 3<sup>rd</sup> – 6<sup>th</sup>

- Plaid Skort with Sailor Blouse & Tie or White Polo
- Khaki Skort with White or Green Polo
- Khaki Shorts or Pants with White or Green Polo
- Green Sweatshirt with School Monogram
- Solid White Socks must cover ankle
- Navy or White Footed Tights may be worn with Plaid
- White Footed Tights may be worn with Khaki
- St. Anthony Approved Shoes (see below)
- St. Anthony Approved Outerwear (see below)

### Girls Dress Uniform 3<sup>rd</sup> – 6<sup>th</sup>

- Plaid Skort with Sailor Blouse & Tie
- Solid White Knee Socks
- Navy or White Footed Tights may be worn with Plaid

- St. Anthony Approved Dress Shoes (see below)
- St. Anthony Approved Outerwear (see below)

### Girls General Guidelines

- Skorts/shorts must be no shorter than three (3) inches above the knee, or fingertip length.
- The dress blouse cannot be worn with khaki skort, shorts or pants.
- Socks are mandatory and must be solid white in ankle, crew, knee, or bobby sock length only.
- Leggings are not permitted.
- One pair of button or stud earrings are allowed; hoop or dangling earrings are not allowed. Excessive jewelry, large necklaces, etc. are not permitted.
- Bracelets are not permitted.
- Only a single watch is permitted (Smart watches, Apple watches and Fit Bits are not permitted).
- A small religious medal or cross necklace is permitted.

### Footwear Guidelines

#### Boys Everyday Shoes

Boys may wear casual (brown) or athletic shoes (in solid white, grey, navy or black; a single accent color may be grey, white, navy, or black). Laces must be white or must match the base shoe color). Shoes with high tops, lights, sounds, characters, beads, wheels, etc. are not allowed. Boots are not allowed.

Pre-school students are encouraged to wear Velcro shoes.

#### Boys Dress Shoes

Boys may wear any solid brown dress shoe (for example oxford topsider, lace up, or loafer style).

#### Girls Everyday Shoe

Girls may wear casual or athletic shoes (solid white, grey, navy, or black shoe. Single accent colors may be white, grey, navy, or black; laces must match base shoe color or be white). Saddle oxfords are allowed. Shoes with lights, sounds, characters, beads, etc. are not allowed. Heels, boots, or high tops are not allowed.

Pre-school students are encouraged to wear Velcro shoes.

## Girls Dress Shoes

Girls may wear any flat closed toe navy blue or black dress shoe (for example, mary janes, ballet flats, and saddle oxfords are acceptable).

## Outerwear Guidelines

The following outerwear are available for purchases through TC's Uniform and JS lupes:

- Green St. Anthony monogram fleece
- Green dry-fit pullover
- Green St. Anthony monogram sweatshirt
- Green St. Anthony hoodies may only be worn on Spirit Days
- Navy St. Anthony monogram jacket
- Navy St. Anthony monogram cardigan

When an overcoat is necessary, only solid navy, hunter green, or black without embellishments may be worn.

## OUT OF UNIFORM DAYS (NUT PASSES) DRESS CODE

### Girls

- SHIRTS: All shirts must have sleeves. Halters, tank tops, or mesh "see-through" shirts are not allowed. Bare midriffs or shoulders are not allowed. T shirts must
- have positive messages.
- SHORTS/SKIRTS/DRESSES: Must be no shorter than three (3) inches above the knee, or fingertip length. Athletic shorts (such as NIKE running shorts) are not allowed.
- PANTS/SHORTS: Must stay at "natural" waist. Saggy or baggy jean/pants are not allowed. Pants/shorts must be clean, neat, and without holes.
- SOCKS: Socks must be worn if closed toe shoes are worn.
- SHOES: Students must come to school with appropriate shoes for Physical Education class.
- JEWELRY: Please refer to Uniform policy.

### Boys

- SHIRTS: Shirts must have sleeves and must have positive messages only.
- PANTS/SHORTS: Must stay at "natural" waist. Saggy or baggy jean/pants/shorts are not allowed. Pants/shorts must be clean, neat, and without holes.

- SHOES: Students must come to school with appropriate shoes for Physical Education class.
- SOCKS: Socks must be worn if closed toed shoes are worn.
- JEWELRY: Please refer to Uniform Policy

THE FINAL DECISION CONCERNING THE APPROPRIATENESS OF THE UNIFORM AND DRESS CODE RESTS WITH THE SCHOOL ADMINISTRATION.

## 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 student 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 seats. St. Anthony personnel cannot be responsible for confirming a child's weight. Booster seats are encouraged for students falling within the federal and state height and weight 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-K3 through 6<sup>th</sup> grade, should enter the St. Anthony Catholic School drive from Old Manssedale Road and proceed through carpool line, dropping students off at the covered walkway at the front of the school. 3<sup>rd</sup> through 6<sup>th</sup> 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 are required to 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.

**Pick-up – All classes:** School will dismiss for Pre-K through 6<sup>th</sup> 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 when they enroll at St. Anthony Catholic School. Should a family need additional or replacement stickers, four more carpool stickers for fifteen dollars (\$15.00) 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.

## Emergency and Safety Procedures

### Emergency/Crisis Plan

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.

If 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. **Students will only be dismissed when it is safe to do so.**

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.

**Inclement Weather Notification** – St. Anthony School will notify parents when due to inclement weather the school will close, delay opening, or dismiss early. The administration may also consider the decision of St. Joseph Catholic School and Madison County School System. Parents will be alerted to scheduling changes through our School Messenger notification program as well as through local radio and television stations. St. Anthony has access to emergency notification instruments to better assess inclement weather. If school is closed due to the inclement weather, the Before School/ACE Program/Via Creativa Program will not offer services/classes. Students will not be dismissed during inclement weather if deemed appropriate by the Principal.

**Tornadoes/Severe Storms** – If severe weather is eminent or if the city of Madison's tornado alarm sounds; students will 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. Parents that enter the building for safety will be seated in the opposite hall of their child.

**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.

**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. Students will not be dismissed during a lockdown event.

**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. St. Anthony Catholic School may use the St. Joseph Catholic School facilities in the need of evacuating our immediate school grounds. Various school personnel are assigned to inspect areas of the school. If the Police Department is called, that agency determines search procedures.

**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 another authorized person.

**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.

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. **All visitors must first ring the bell and stand directly in front of the camera before the doors will be opened. Doors can only be opened by someone in the front office. Other staff members and students are not allowed to open the doors for visitors.** Upon entry, please check in at the desk in the office. Visitors must sign in, obtain a visitor's pass, and leave car keys at the 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.** 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.

Pursuant to SEC. 97-37-17(2): It shall be a felony for any person to possess or carry, **whether openly or concealed**, any gun, rifle, pistol or other firearm of any kind, or any dynamite cartridge, bomb, grenade, mine or powerful explosive on educational property.

**Pick-Up Authorization:** For each child's protection, the only people authorized to pick up a child are those designated by the parent/guardian. 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 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. For legal purposes, the custodial parent has the responsibility to provide the administrator with all official court orders that affect the well-being of the student when he/she is in the care of St. Anthony Catholic School. 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 into the office. **All subpoenas, court orders, production of records, etc. received by St. Anthony in child custody issues must be reviewed by the Diocesan attorney. Any legal fees incurred by the school in these custody matters will be billed to the parent(s).** In the absence of a court order, both parents will have access to the student.

## General School Procedures

### 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.

### Textbooks

A number of textbooks are furnished by St. Anthony 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 always be covered 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.

### Personal Belongings/Backpacks

Only those items determined by the teacher to be "necessary" for school are to be brought to school. "Unnecessary" items (i.e. toys, cell phones, Smartwatches, Apple watches, Fit Bits, electronic devices, iPods, etc.) can be distracting and can disrupt the learning environment we are trying to create and are not to be brought to school. All students are encouraged to have a book bag. **Rolling backpacks are not permitted.** Please be sure that ALL items that are brought to school are clearly labeled with the child's name, so that

they can be easily identified. **PLEASE LABEL ALL UNIFORMS, JACKETS, AND BACKPACKS that your child brings to school.**

### School Directory

The St. Anthony directory is created for communication purposes within the school community as related to school related needs only. The directory information is never to be used for solicitation or its contents shared with anyone that is not a member of the school family. If you do not wish your address and phone number to be available in the directory, indicate such on the school directory please notify the school office.

### Electronic Devices

St. Anthony School makes every effort to assure that each student is safe while they are at school and tries to assure that the teaching/learning process is interrupted as little as possible. Since electronic devices can be disruptive to the teaching/learning process, these items should not be brought to school.

### Fundraising

It is important that we have 100% participation by our St. Anthony families with our fundraising efforts. Every family is asked to support each of the school fundraisers: St. Anthony Starry Night Gala, Eagle Color Run, and any other fundraisers which St. Anthony may plan.

All families are encouraged to participate in by Kroger Rewards and Amazon Smiles by registering online with St. Anthony as the beneficiary.

### 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.

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.

### Health Insurance Policy

All parents are required to carry student health 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 through the parish such as basketball, football, and cheerleading. Coverage is only for school related activities.

#### Parties/Gifts/Invitations

All classroom parties and holiday celebrations are to be cleared with the classroom teacher and principal first, and should be in keeping with the spirit of the season or the occasion. **Parents, including the Party Coordinator, are asked to not enter the classrooms until 15 minutes prior to the classroom party in order to maximize instructional time. 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. Please do not send overnight bags for sleepovers to keep in the classroom or office. **Invitations to non-school sponsored parties are not allowed to be distributed in school.**

#### St. Anthony Catholic 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 Catholic 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 Catholic School Advisory Council, in an advisory capacity, participates in developing and defining the policies that govern the standards.

### 2019-2020 Advisory Council

Amy Deer

Wes Williams

Jobe Maynor

Michelle Rayner

Stacy Franklin

Kevin Kosek

Donna Taylor

Amy Hornback

Carolyn Erwin

Father Albeenreddy Vatti

Anne Cowger, Principal

### Parent Association

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#### Parent Association (PA)

Carolyn Erwin, President

Laura Ring, President Elect

Beth Vanderloo, Past President/Advisor

Alice Coleman, VP of Hospitality

Abbey Schuhmann, VP of Hospitality Elect

Caroline Curro, VP of Recruitment

Whitney Beck, VP of Volunteer Support

Donna McCarthy, VP of Teacher Support

Michelle Rayner, VP of Ways and Means

Gibson Eatherly, VP of Ways and Means Elect

Corinne Stewart, VP of Communications

Allie Stringer, Recording Secretary

Colleen Jones, Staff Representative

Susan Schenk, Fortuna

Brandi Klein, Used Uniforms

Michaele Glisson, Box Tops

Member at Large-TBD

Member at Large- TBD

## Volunteerism

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 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.

## Family Service

St. Anthony requires a minimum of 10 volunteer hours per family per year. **Three (3) of your volunteer service hours must be dedicated to the Starry Night Gala or Eagle Scramble.** A representative from the PA will collect and monitor the forms to ensure all families are meeting their minimum hour requirement. 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, summer building and/or repair work, furniture assembly, work on the

grounds, library or classroom volunteer, etc. Teachers will include opportunities for service in their newsletters.

Parents who do not fulfill their volunteer hour minimum will be fined \$100 per family.

\*Any adult who wants to volunteer with any functions having direct contact with children for two hours or more per school year 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. It is also the responsibility of that individual to maintain a **compliant** status by completing online reviews every 2 years. A 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, 4<sup>th</sup> – 6<sup>th</sup> 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/Director of Religious Education. 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

### 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.

- 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.)
- Audio or digitally reproduced, taped, and other vocal reproductions and representations of your child/children's voice;

- Honor roll lists containing your child/children's name in conjunction therewith;
- 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;
- Samples of your child/children's work (ex. art, essays, etc.);
- The school newsletter/newspaper with any references made to your child/children or his/her school activities.
- Home telephone number/address in a school directory.

These photographs or visual reproductions of your child/children may appear on the school's website and/or social media/networking sites i.e. Facebook, Twitter. 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/homepage.