

**SAINT ANTHONY INTERPAROCHIAL CATHOLIC SCHOOL
MISSION STATEMENT**

Saint Anthony Interparochial Catholic School is a 125-year-old history of excellence based in the Benedictine tradition of prayer and work. We follow Christ's example in educating the whole child in a loving and caring atmosphere, while respecting individual differences and abilities. We encourage and empower the student to attain the highest academic achievement, while providing a stable environment of Christian values.

**SAINT ANTHONY INTERPAROCHIAL
CATHOLIC SCHOOL**

www.stanthonyschoolfl.org
P.O. Box 847
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San Antonio, Florida 33576-0847
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Sister Alice Ottapurackal, FSSE, Principal
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**OFFICE of CATHOLIC SCHOOLS
& CENTERS
DIOCESE OF SAINT PETERSBURG**

Most Rev. Robert N. Lynch, Bishop
Mr. Alberto Vazquez Matos, Superintendent
Mrs. Helen Marston, Associate Superintendent
Mrs. Concetta Rizzo, Associate Superintendent
Mr. Chris Wiand, Associate Superintendent

Office Hours	7:30 a.m. – 5:30 p.m.
School Day	8:15 a.m. – 3:15 p.m.

BELIEF STATEMENTS

Adopted 2005
Affirmed 2008

Prayer and Spirituality

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

Community

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

Relationships

- + Individual Learners
- + Honesty
- + Integrity

Academic Achievement

- + High Expectations
- + Discipline
- + Responsibility

*Saint Anthony School is a drug-free / smoke-free zone.
The possession/sale/use of illegal/controlled substances or tobacco products
by adults/children is strictly forbidden
on school grounds, at school functions, or on field trips.*

SUPPORTING Parishes and Pastors

Pasco County Deanery

Rev. Edwin Palka
Saint Anthony of Padua Catholic Church
P.O. Box 875
San Antonio, FL 33576
Phone: (352) 588-3081

Rev. John Murphy
Sacred Heart Catholic Church
32145 St. Joe Road
Dade City, FL 33525
Phone: (352) 588-3641

Rev. George Rozycki
Saint Joseph Catholic Church
5316 11th Street
Zephyrhills, FL 33540
Phone: (813) 782-2813

Rev. Craig Morley
St. Anthony the Abbot Catholic Church
20428 Cortez Blvd
Brooksville, FL 34601
Phone: (352) 796-2096

Rev. Daniel Kayajan
Saint Rita Catholic Church
14404 14th Street,
Dade City, FL 33523
Phone: (352) 567-2894

Rev. David DeJulio
St. Mark the Evangelist Catholic Church
9724 Cross Creek Blvd
Tampa, FL 33647
Phone: (813) 907-7746

Hernando County Deanery

Rev. John S. Hays
St. Anne Catholic Church
4124 Treiman Blvd. (Hwy.) 301
Ridge Manor, FL 33523
Phone: (352) 583-2550
Fax: (352) 583-0300

Saint Anthony School Staff

Administration

Reverend Edwin Palka, School Pastor
Sister Alice Ottapurackal, FSSE, Principal (MS)
Mrs. Marilyn Powers, Assistant Principal (MA)

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Office Staff

Miss Dellie Bevans, Administrative Assistant
and Bookkeeper (BA)
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Faculty / Professional Aides

Miss Lourdes Milán – Kindergarten (MA)
Mrs. Lidia Guadarrama - K Aide (BS)
Miss. Laura Daffer, 1st/2nd/Library Aide (MA)
Mrs. Franchesca Blocher - Grade 1 (BA)
Mrs. Connie Fernandez - Grade 2 (BA)
Mrs. Betsy Navin - Grade 3 (BS)
Mrs. Wendy Briscoe- Grade 4 (MA)
Ms. Linda Whitman - Grade 5 /Art 1-8 (BA)
Mrs. Elizabeth Bodine - Gr 6/ 6-8 Soc. St. (BS)
Mrs. Tammy Barthle - Gr 7 / 6-8 Sci. (BS)
Mrs. Marilyn Powers - Gr 8 / 5-8 Math (MA)
Mrs. Kathy McKendree – Music – (BS)
Mrs. Teresa McLamb - 5th Math / Spanish (BS)
Mrs. Cassandra Plazewski, PE (BA)
Sister Sherly Vazhappilly, FSSE (BA)

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Religion/Music

Mrs. Betty Will - K-8 Media/Computer (BA)
Mrs. Jane Maitiski - Special Education (MA)
Mrs. Carmen Anderson, MA, LMHC
Licensed Mental Health Counselor

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Extended Care Supervisors

Miss Lourdes Milán,
Miss Laura Daffer, and/or
Mrs. Cassandra Plazewski

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Support Staff

Mr. Daniel Lenske – Maintenance

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

ACCREDITATION

Saint Anthony Interparochial Catholic School is accredited by The Florida Catholic Conference whose accrediting practices are approved by the Southern Association of Colleges and Schools. The school is a member of the National Catholic Education Association. Individual staff members hold membership in subject-area associations.

ADMISSION POLICIES **Open admission policy DBS#5110-5/83**

The open admission policy of the Catholic Schools of the Diocese of Saint Petersburg clearly states that no person can be discriminated against on the grounds of race, color, national or ethnic origin in administration of educational and admission policies, scholarship and loan programs, athletic and other school-administered programs.

To enroll in the PreK-4 students must be 4 years of age on or before September 1ST. Kindergarten students must be 5 years old on or before September 1. New first grade students must be 6 years old on or before September 1ST and have successfully completed an **approved kindergarten program**. A physical exam is required when a student enrolls for the first time. Age must be verified by a birth certificate. Immunization records must be complete and kept up to date. A copy of the baptismal certificate is required for Catholic students. Each child must have a copy of his/her Social Security card on file. In situations of custodial stipulation, a copy of the official court document is required for the file and the signature of both parents is required on application and withdrawal documents. Please request a copy of the diocesan policy and forms.

Annual application takes place at regularly scheduled times, which are announced through the newsletter and through the parish bulletins. Parents are asked to complete registration and tuition information in a timely fashion, returning completed packets and fee payments. Annual fees (non-refundable and not applied toward tuition) cover rental of hardback texts, consumable texts, technology fee, student insurance and standardized testing fees. In certain situations, Wait Listing may be advised. A non-refundable fee is required to hold a child's place for the next available seat.

Priority for Enrollment is as follows:

1. Currently enrolled students who are eligible to re-enroll and their siblings
2. Catholics from the four (4) interparochial supporting parishes:
3. Saint Anthony, Saint Joseph, Saint Rita and Sacred Heart
4. Children transferring from a Catholic school
5. Other Catholics (verification required)
6. New non-Catholics

Transfer Students: Parents of students who are transferring from other schools should arrange to visit the school with the prospective student for a tour

and appointment with the principal. **Parents should be prepared to present copies of recent grade reports.** In addition, arrangements should be made for the student to "shadow" for a minimum of 2 hours with his/her intended class. **Placement testing may be required for students entering any grade.** Reference forms (found in the application packet) should be sent to the school office as soon as possible. The principal and staff, in consultation with the school counselor and/or the Resource Teacher, and in compliance with applicable school law, will determine placement of students. **There may be a two-day wait period to schedule a follow-up meeting with the Student Support Team and obtain placement test results.**

New students may not begin classes until records are sent from the previous school. At a minimum, a copy of the child's latest report card must be on file.

Probationary acceptance: New students are accepted for a one month probationary period (or longer, if deemed necessary by the administrator) before acceptance is confirmed.

ABBREVIATED DAYS

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

AFTER-SCHOOL ACTIVITIES ELIBIBILITY

To be eligible for athletic teams, a student must maintain an overall "C" average and no conduct or effort grades of "N" or "U." Teachers may issue a warning regarding possible suspension at any time during a season. The warning must be in writing to the student and his/her parent(s) and a copy supplied to the principal. The student has two days to show improvement or the principal may impose suspension that is in effect for **two weeks** and until improvement is reported in writing to the principal. It is the responsibility of the student to secure the required improvement form, get it filled in and signed, and take it to the principal who will notify the coach that the suspension has been lifted.

Suspension means that:

- the student may not play in games nor wear the team uniform to games nor participate in club special activities outside of meetings
- **the student may not** participate in after-school practices or club meetings
- the student may not leave school early to go to games.

Suspension is in effect until improvement is reported in writing to the principal from the teacher(s) for the class(es) in which the child needs improvement. If the child does not show improvement within two weeks, s/he will be unable to play until report card day. If the student receives an unacceptable grade (F, N, or U) on a report card, s/he will be off the team for the duration of the season.

The participation of team members is at the discretion of the principal. In addition:

- Student athletes are required to have an annual sports physical
- All involved athletes and parents are expected to agree to the participation responsibility and fair play.
- It is the student's responsibility to make arrangements regarding assignments and testing with the teacher prior to the sport or other after-school activity. When a student attends a school-sponsored activity the student is excused from classes but must make up any work required for that class missed.
- All coaches (paid or volunteer) are required to follow diocesan requirements: background screening, documentation that s/he has attended Safe Environment training and Ethics for Coaches training provided by the Office of Catholic School.
- Parents must also recognize that participation in any sport may result in injury and understand that Saint Anthony School will not be held liable.
- Spectators are reminded that the purpose of the athletic program is to teach good sportsmanship, camaraderie and youth development. Any spectator (children as well as adults) exhibiting unacceptable behavior may be asked to leave the event. No loud or distracting behavior is to be tolerated. Spectators are likewise reminded to refrain from "coaching from the sidelines." Cheering is encouraged but spectators should not call out directions to a particular child nor yell at the players about what they should have done or not done with the ball. That is the coach's job.
- Games are scheduled in advance by the league principals and athlete directors. Due to the scope and frequency of the athletic program, parents will be responsible for transporting their own children. Saint Anthony School will not be responsible for arranging carpooling or liable for transportation to/from games. A practice and game schedule will be sent to parents as soon as it becomes available.

PLEASE NOTE: Any student not in school prior to 10 a.m., or leaving school early without a doctor's note, will not be allowed to participate in any extracurricular activity that day.

ANTI-DISCRIMINATION POLICY

Saint Anthony School, a member of the Diocese of Saint Petersburg, restates their open admission policy. Namely that no person on the grounds of race, color, national or ethnic origin is discriminated against in admission or in receiving services in any school operated by them. Nor do they hire or assign staff on the basis of race, color, national or ethnic origin of the individuals they are to serve.

ARRIVAL and DISMISSAL

School hours on the main campus are from **8:15 a.m. to 3:15 p.m.** No child should arrive at school before **8:00 a.m.** except to attend the Extended Care program for which there is a fee. There is no other supervision before **8:00 a.m.** and the school will not accept responsibility for the safety of the child. The bell is rung at **8:10 a.m.** for **Morning Assembly. Children arriving after assembly begins are considered**

tardy. They should remain with the class for assembly and then report directly to the school office for a "Permit to Enter Class".

Dismissal begins at **3:15 p.m.** Middle school students should not leave school with their drivers without checking out with the teacher on duty at the "church" stairway of school. **At 3:45 p.m.** all remaining children will be assigned to the Extended Day staff. Parents are asked to complete an approved drivers list. If for any reason it should be necessary for your child to ride home with another adult, or walk or ride a bicycle home, please send a prior note to the office.

- **Traffic Patterns**

Carefully observe speed limits in the school zone.

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

- **Morning Drop-off is on the East side of the school only**

Morning-arriving traffic should proceed southward along Joe Herrmann Dr. – at the east edge of the park – and let children out of cars **by** the barricades. **NOTE:** Please do not let children leave cars along the edge of the park. This location presents serious threats to the children's safety.

When dropping off on the **west side** of the church, children are to walk on the side walk or walk in the park to reach assembly.

Drivers who choose to park and escort their children to the school for assembly are advised to use the parish parking lot. **NOTE:** Please do not park in front of the convent). This location also presents serious threats to the children's safety by vehicles that are backing up along the street, west of the barricades.

It is strongly advised that you park at the parish center if you wish to attend morning assembly. **NOTE:** Parking underneath or in front of a stop sign is illegal, and may result in a citation due to parking violation.

- **Rainy Day Arrival** will be at the East Door entrance. A staff member will be posted at the entrance to direct children to the cafeteria and/or to the middle school.

- **End-of-Day Dismissal:** The traffic flow is west to east past the church and front of the school building. Car riders will be paged to the east side doors when their car passes in front of the school and the driver is identified by the teacher on "page duty." Parents should refrain from parking on Joe Herrmann Drive in an effort to retrieve their children. The children will not be permitted to cross Joe Herrmann Drive. Drivers are likewise reminded that they should not attempt to break the car line by coming along the east

side of the park (like at arrival) – always come along the road in front of the school. Drivers are urged to remain in their cars in the traffic line to ensure the safety of each and every child. **City regulations prohibit making a U-Turn on Joe Herrmann Drive.**

Parents who choose to walk their children to cars parked in the parish lot should approach staff stationed at the west (church-side) door to have their child/ren paged. When the child exits, please move promptly to the parish lot. Middle school students should not leave school with their drivers without checking out with the teacher on duty at the “church” stairway of the school. Once dismissed, children should not return to the school building except in the company, and under the direct supervision of their parents. These children have been legally dismissed into the care of their parents.

Children who are waiting to be picked up are to **remain in their designated dismissal area until 3:30 p.m.** At 3:30 p.m. all children waiting for their driver will gather in the dismissal room. At 3:45 p.m. all remaining children will be assigned to the Extended Day staff. Children are not permitted to return to their classrooms unless accompanied by a school staff member.

- **Dismissal of Children enrolled in Homework Class (fee-based)**
Children located in the homework room(s) during the regular dismissal procedure (3:15 – 3:30) **cannot be paged** by the “car line” staff. **In cases when a child (located in the homework class) is needed in the car line, the parent must park and request the child in person.**
- **Bicycles** are to be parked in the racks provided. They are not to be ridden on school property. Riders’ failure to leave the grounds immediately will result in their departure being delayed until the barricades are removed **at 3:30 p.m.**
- **Walkers** must leave before names are called at dismissal but must check in with staff member to cross St. Anthony Way.
- **Early Dismissal** of children is permitted only in the company of a parent/guardian or in accord with a written request from parents. Parents are advised to notify the school in advance of the time for the early dismissal. At such times, the responsible person should come to the school office prior to **3:00 p.m.** to sign out the child and wait for him/her to be summoned by a staff member. Students are not permitted to wait outside for an early dismissal ride.

- **Sign-out policy**

In order to ensure the safety and security of every child at Saint Anthony School, the School Pastors have approved the following policy:

ALL CHILDREN MUST BE SIGNED OUT for EARLY DISMISSAL and FROM the EXTENDED DAY PROGRAM.

This sign-out procedure is part of the State of Florida Children and Families Regulations. We accept responsibility for your children when you leave them at school. (We, also, must monitor the arrival and dismissal of your child.) The "Sign Out" computer is located in the Main Office. Extended Care children should be signed out with the Extended Care Supervisor. Please send in a note if another adult is picking up your child from school. If the adult is unknown to school personnel, a photo ID will be required. We ask that you please remind the alternate drivers of the correct procedure for dismissal.

ASBESTOS MANAGEMENT

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

ASSEMBLIES

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

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

ATHLETICS and SPORTS PROGRAMS

At the present time, the following sports are offered in the after-school program: golf, girls' volleyball, basketball and soccer **when there are volunteer coaches and a sufficient number of students to make a team.** According to the diocesan athletic policy, students in grades 5-8 may participate in the interparochial league (team selection required). The intention is to teach and develop physical skills, mental discipline, sportsmanship, and the striving spirit necessary for successful living.

All coaches and volunteers in the sports program must attend a diocesan Ethics for Coaches Training (2-hr evening session), Safe Environment Training and undergo a background screening which is kept on file.

ATTENDANCE

Consistent daily attendance is the bedrock of a student's excellence in achievement. Students are expected to be in school, on time every day that school is in session and to remain in class until regular dismissal time. Tardiness and early dismissal are

discouraged. This is an indication of your respect for the teachers and your investment in your child's education. A student must be in attendance for ninety percent (90%) of the instructional time required for each subject.

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

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

The legal school day is **from 8:15 a.m. to 3:15 p.m.** Florida State Law requires that accurate attendance records be kept. Attendance is taken at the beginning of morning assembly. Four consecutive hours of attendance (not including lunch) is considered a full day's attendance. Students who are not present when attendance is taken are considered tardy and must obtain a "Permit to Enter Class" in the school office.

When a student is absent, a parent/guardian is required to call the school office before 9:00 a.m. Upon returning to school, the student is required to present a written excuse stating the name of the child, date(s) of absence, reason for absence and the signature of the parent/guardian.

- **EARLY DISMISSAL**

Requests for early dismissal should be a rare exception. Parents should exercise prudence when planning appointments which will intrude on the child's school day. ***When early dismissal cannot be avoided, it is important that parents/guardians notify the school in writing.*** Please send a note to the teacher so that the child is prepared to leave when paged for dismissal.

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

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

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

Any student not in school prior to 10 a.m., or leaving school without a doctor's note, will not be allowed to participate in any extracurricular activity that day. This includes all after school (school-sponsored) activities, such as sports Earth Force, band, etc.

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

- **EXCESSIVE ABSENCES**

Children who are absent from school for more than 10 days in a semester (20 per school year) may be required to:

- repeat the grade,
- be enrolled in a summer tutoring program or
- complete a teacher-prepared packet of grade level assignments and
- may be required to take a placement test before beginning classes.

Excessive absences may be reported to the proper authorities according to Florida statute #1003.21

- **UNEXCUSED ABSENCE POLICY:**

Absences other than those mentioned above may be deemed "unexcused" unless written notification is received at least 3 days prior to a planned absence and approved by the principal. Days out before or after scheduled school holidays may be deemed "unexcused." An unexcused absence will result in forfeiture of academic credit for all work and tests. The principal will advise parents of the status of planned absences.

If the student is absent for a non-medical reason such as a trip, vacation, work with parent and the absence has not been approved by the teacher(s) and the principal, it will be considered an unexcused absence. That means the student cannot make up any of the missed work/assignments/tests. **Excessive absences may be reported to the proper authorities according to Florida Statutes (F.S. 1003.21).**

- **HOMEWORK ASSIGNMENTS AND TESTING BEFORE/AFTER UN/EXCUSED ABSENCE**

Requests for homework should be made by calling the school office no later than 9:00 a.m. on the day it will be picked up. It may be picked up in the school office after 2:00 p.m. Requests made after 9 a.m. will not be honored. Assignments for approved long-term absences will be given on the day the child returns to school (not in advance). Arrangements for their completion, and the day tests will be made up, should be made within 24 hours after the return of the student to school. Reasonable time (usually 1 day for each day's absence) will be given for completion of assignments.

It is the student's responsibility, when s/he returns to school, to speak with teachers about any required make-up work. Credit may be

forfeited after 24 hours if student does not inquire about work. Make-up tests are ordinarily given after school, and must be taken within 2 days of return, or a zero may be given.

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

- **TARDINESS to SCHOOL or to CLASSES (when students change classes)**

State and Federal school laws require that accurate records be kept of student attendance. Parents are responsible for the timely arrival of their children. Students who arrive after 8:15 a.m. are considered tardy. They should join their class for assembly and then go directly to the school office for a Permit to Class. Students who arrive after their class has entered the school must report to the office for a tardy slip in order to be admitted to class. Students with more than ten (10) tardy arrivals per semester may be required to make up time missed in a detention. Parents are reminded that children are developing life-long habits and promptness of arrival is important in that process. Parents are asked to phone or send a note with the child explaining more than a few minutes lateness.

Chronic tardiness will be addressed with the parents by the principal, in consultation with the school counselor and the school nurse. Ten (10) or more tardies in a quarter will result in the child having to serve a detention, and may be reported to the proper authorities according to Florida Statutes (F.S. 1003.21). In the case of occasional unexpected circumstances such as traffic conditions, the driver should call the school and/or accompany the student(s) into the office, to advise us of the exceptional circumstances.

- **TRUANCY**

Florida State Law defines "Habitual Truancy" as fifteen or more days in a ninety day period; intervention activities begin after a student misses three days in a ninety day period." **Saint Anthony School parents are required to send in a note when a child returns to school. After an absence of 3 or more days a doctor's note may be required. Parents are required to send in a note to the school administrator at least one week in advance requesting an extended absence for their children.** Upon approval, the classroom teacher will be notified of said absence.

Perfect attendance, which is just that, "Perfect" (no tardies, early dismissals, or absences) is recognized by an award at the end of the school year.

BIRTHDAYS

If a family wishes to celebrate a child's birthday at school, a special snack may be brought in for the entire class. All foods must be store-bought (no homemade foods are allowed). No other presents or gifts are to be brought to school. The celebrations usually take place at lunchtime or just prior to dismissal.

In-school Celebrations

- Arrangements must be approved by your homeroom teacher 2-3 days prior to the event.
- Cupcakes, cookies, doughnuts or a fruit cup may be brought in for the entire class
- Another option is to provide a pizza lunch for the class. If you choose to do this you must clear arrangement with the homeroom teacher 2-3 days in advance so students will know not to bring a lunch. Reminder: we serve pizza on Wednesdays.
- No presents or gifts are to be brought to school.

Out-of-school Party/Invitations

- Invitations are to be delivered **to the teacher** for distribution and must include every child in the class, or all the boys/all the girls in the class.
- If your family plans an after-school party in the park, everyone in the class should be given a written invitation. Children who will attend will need to bring a note allowing their teachers to dismiss them into the care of the parent(s) hosting the party.

CALENDAR

An official calendar is developed each year in accordance with the recommended guidelines established by the Office of Catholic Schools and Centers. A copy of the school calendar will be issued to each family. Additional copies may be purchased in the school office.

CLOSED CAMPUS POLICY

Students are not permitted to leave school grounds without a parent, or their designate **driver, who must have a valid ID**. The School will not assume responsibility for the safety of a child crossing the street. Where applicable, offenders risk confiscation of any goods purchased while off school grounds, possible detention and will be issued a disciplinary notice for parent signature.

All visitors are required to sign in/out in the office.

COMMUNICATION: School to Home

Saint Anthony School contracts with Honeywell's **INSTANT ALERT** message system. **IT IS VERY IMPORTANT that every family complete their family on-line data form** in order to designate how they would like to receive messages such as school closures, sports games cancellations and incidental reminders. An opportunity to register will be given on the school computers for families who do not otherwise have Internet access. **Families have a choice on how messages are delivered to them: email and/or phone (cell, home and/or office).**

The web address is www.stanthonyschoolfl.org. All staff email addresses are provided on page 3 of this handbook and can be accessed through a link on the school webpage.

News packet will be distributed approximately every two weeks. Packets are sent home with the youngest child in the family (unless parents request another channel) in a large vinyl envelope. **The envelope, and any response sheets, should be returned to the office within three school days (Monday or Tuesday of the following week).** A \$1.00 fee will be assessed for replacement of missing envelopes.

CURRICULUM and STANDARDS

- **Religious Education**

All children in Saint Anthony School will participate in the daily religion classes, class prayer services, and scheduled Eucharistic Liturgies (Mass). The Sacrament of Reconciliation (confession) is scheduled periodically through the year.

- **Community Service**

Many schools now require students to give of themselves to the community in the form of service hours. This requirement benefits both the students, who experience the rewards of self-giving service, and the community. To that end we are asking all our 7th and 8th graders to perform service hours: 7th graders=10 hours of service and 8th graders=15 hours of service. Completion of these hours will be necessary for a final passing grade in religion and, for 8th graders it is required for graduation.

- **Sacramental Preparation**

In accordance with Diocesan policy, sacramental preparation is the responsibility of the home parish. Parents should seek further information about catechetical and sacramental preparation from their parish director of religious education.

- **Family Life**

Family Life curriculum is integrated into the religion, school counseling, science and safe environment curricula. Parental permission for participation is granted on the annual consent form. Denial must be made in writing.

- **Other Content Areas** include reading, spelling, writing, English, science, social studies, mathematics, music, Spanish, art, technology, physical education and health. Diocesan curriculum standards have been adapted from Florida Sunshine standards. Textbooks are used that offer material related to these standards. The school offers the facilities of a central library and a computer lab.

- **Diocesan subject-time allotments** are adhered to and schedules vary from year to year depending upon grade levels. Grades 6-8 are departmentalized. Curriculum evaluation is developed in accordance with Diocesan recommended seven-year cycles.

- **Federally-funded instructional support programs:** Eligible students may take advantage of Title I reading and math tutorials utilizing materials purchased with federal/state grant money. Additionally, services for identified special needs children are provided in cooperation with Pasco County Schools. The part-time resource teacher is available in a collaboration-consultation model.

DISCIPLINE –DETENTION - SUSPENSION - EXPULSION

(Also refer to Discipline Plan at end of handbook)

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

Expulsion or recommendation for transfer to another school will be made only in exceptional cases and for the most urgent reason. Situations necessitating expulsion are at the discretion of the school administration, the school pastor and the appointed disciplinary committee.

DRESS UP DAYS

Students are permitted to "dress up" or "dress down" in non-uniform apparel on occasions announced by the principal. On these occasions, they are expected to dress in a manner appropriate to a Christian person. This includes collared shirts, slacks for boys; dress slacks, skirts or dress for girls. **Jeans, khakis, shorts, tank tops or casual clothes are not permitted.** Abuse of the dress up code may result in loss of Dress-Up Day privileges. **Tank tops, abbreviated tops, short shorts, sandals, shoes without socks and elevated shoes are NEVER permitted.**

DRUG-Free and SMOKE-Free Campus

Saint Anthony School is a drug-free / smoke-free zone. The possession/sale/use of illegal/controlled substances or tobacco products by adults/children is strictly forbidden on school grounds, at school functions, or on field trips. Violation of this rule will result in serious disciplinary action.

EMERGENCY ANNOUNCEMENTS

Changes in schedule, photo and fund-raiser dates will be delivered through **HONEYWELL INSTANT ALERT**. It is important that every family go on-line and make choices about how to receive the announcements. Closure decisions for stormy weather will be made – whenever possible – **by 3:15 p.m.** of the preceding day.

Opportunities will be given to families who do not have internet access at home or work to use the school computers to complete the registration process and ensure receipt of school-generated communications via email or phone (cell, home, or office).

EMERGENCY Card / Health Record INFORMATION

Florida Law requires all families provide the school with up-to-date emergency data:

1. Name of parent(s) or guardian(s) with complete address and phone data.
3. Emergency phone number of friend or relative authorized by parent to assume responsibility for student.
4. Name and phone number of a physician, and preferred hospital.
5. Annually updated Medical records.
6. A list of medications taken at home.
7. In cases of adoption, foster guardianship, divorce or separation, a certified copy of the Order of Dissolution or Guardianship.

Children will not be permitted to attend school if the require information is not submitted. **Should you move or change your phone number during the course of the year, please send that change in to the school office and immediately change your data on the INSTANT ALERT web page.**

EXTENDED DAY PROGRAM [Sometimes referred to as Before/After Care]

An Extended Day Program is offered for children who require supervision before school (7:00-8:00 a.m.) or after school until 5:30 p.m. Children are in a homework setting (M-Th) until 4:15 p.m. and in supervised care until 5:30 p.m. A variable rate schedule covers care until 4:15 p.m. or through 5:30 p.m. Children registered to stay until 4 p.m. are charged a drop-in fee if they are not picked up at 4 p.m. Children who are not picked up by 5:30 p.m. are charged a "late-pick-up" fee.

- Registration for Extended Day must be made at the beginning of the school year. An additional charge will be levied for late pick-up. All fees are payable in advance of service. Penalty fees and drop-in fees are to be paid at the time of pick-up.
- Drop-in care is provided when a request is made before 2 p.m. of the day of service.
- Please note that children (not registered for extended care) who are consistently left behind after 3:45 p.m. will be placed in the care of the Extended Day supervisor and a fee will be imposed. Parents are expected to pay this fee at pick up.
- **ALL CHILDREN MUST BE SIGNED OUT FROM THE EXTENDED DAY PROGRAM.**

This procedure is required by the State of Florida Children and Families Regulations. We accept responsibility for your child when you drop him or her off at school. We, also, must monitor the pick up of your child. Our sign out log will be located with the Extended Care Supervisor. Please send in a note if another adult is picking up your child. If the adult is unknown to the Extended Care Supervisor, we will ask for photo identification.

FACULTY SUPERVISORY DUTY

Teachers are expected to accompany and supervise their classes during morning assembly and remain with them until 3:30 p.m. during the dismissal process. **Dismissal is not the time for on-the-spot parent conferences.** Teachers are available upon appointment to speak with parents about the progress of their child (ren). Please call the office to arrange a mutually convenient time for a meeting. Appointments can be arranged to occur during the teacher's planning period or before/after school. When no mutually convenient time can be arranged, a phone conference may be requested through the office, or by means of a written message to the teacher. Be sure to include a working phone number.

Teachers will notify parents at the beginning of the school year regarding which day of the week s/he will be available after school to meet with children for any extra help. (Refer to the HOMEWORK section)

FEDERALLY FUNDED PROGRAMS

Saint Anthony School enjoys a cooperative and collaborative relationship with the Pasco County School District. As a result, the school administrator is able to access and schedule Federally Funded Programs, which will enhance the educational experience of the students and the professional development of the teachers and staff. These programs include: Title I, Title IIa, Title VI, Drug Free Schools, IDEA, and other special funding and grant opportunities.

FIELD TRIPS

Teachers with the utmost care and preparation may arrange Field Trips. Field trips are grounded in the curriculum and arranged with the expressed permission of the school administrator. Teachers are expected to prepare children with prior learning activities and to provide curriculum follow-up experiences.

Every safeguard and precaution will be taken to ensure a risk-free activity for the children. A written permission from the parent/guardian is necessary before the child may participate in a field trip. A fee will be assessed to cover costs involved. No child will be denied participation due to lack of finances. (Request assistance from the principal, who can often get a sponsor.)

Parents/guardians who may be asked to assist the teacher in chaperoning the field trip must have participated in Safe Environment training and, when required, have a background screen.

As a great deal of planning goes into offering a field trip to enhance the curriculum, all children are expected to participate. If for extenuating circumstances, a child is not participating in a trip, the parent must find alternative care for him/her. The school is not equipped to care for children when the class is on a field trip. Occasionally, a parent may be asked to accompany a medically fragile child.

In accordance with Diocesan guidelines, in order to insure the safety of all children on field trips, commercial bus transportation is used. Children attending the field trip must ordinarily use the transportation arranged by the school and must return to the point of departure on the school-arranged transportation.

In addition, appropriate behavior is required. Under no circumstances will a child or chaperoning parent be permitted to venture from the planned itinerary. The decision for permission for children to participate is at the discretion of the principal.

GRADING POLICY and GRADING SCALES

Report Cards are issued quarterly. Interim progress reports will assist parents in remaining abreast of their child's progress. All letter grades are assigned a numerical value:

LETTER GRADE RANGES

Academic Subjects

A	100 - 94	B+	93 - 90	B	89 - 85	C+	84 - 80
C	79 - 75	D	74 - 70	F	69 + below	I	Incomplete

In order to assign final grades, the numerical average of each end-of-marking period grade (per subject) will be computed. There will be no "rounding up" when final grades are determined.

Grading for Music, Art, P.E. Conduct and Effort

E Exceptional Performance
S Average, satisfactory

N Needs improvement
U Unacceptable, failing

Should you have any questions about your child's progress or grades, you are advised to make an appointment to meet with the teacher as soon as possible. Parents are encouraged to promptly return the Progress Report / Report Card envelop, confirming the receipt of the report. Policies regarding remediation, retention and administrative placement of students are available upon request in the school office.

GRADUATION and PROMOTION

Students, who successfully complete the program of studies prescribed by the school, are eligible to graduate. The ceremony will be part of a liturgical celebration no more than one week prior to the last day of the school year. **Students will not be allowed to participate in graduation celebration unless all account and fees are current. This will include a graduation fee that will be assessed to you as early as possible to give ample time for payment by May 1st.** This graduation fee covers all expenses associated with graduation and special activities during the course of the year.

In all grade levels, students will be promoted upon successful completion of the assigned curriculum. The teacher in a timely fashion will initiate discussion regarding promotion and/ or retention. Parents and teachers must maintain an ongoing communication concerning the progress of the child. **Any student receiving two failing grades in a major subject area is definitely in danger of failure for the year. A parent/teacher conference is required for any failing grade on the student's report card.**

GUM, SNACKS, EATING in CLASS

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

HARASSMENT

Saint Anthony Interparochial Catholic School, San Antonio, FL, strives to establish a Christian, professional and supportive educational community for administrators, faculty and staff, parents and students. The diocese of Saint Petersburg has adopted and promulgated a harassment policy for its schools that addresses behaviors that interfere with fulfilling the school's mission. We, at Saint Anthony School, condemn any form of harassment and will address all credible allegations in accord with the diocesan policy.

HEALTH SCREENINGS

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

HOMEWORK

Homework is assigned to promote independence and to provide additional practice on fundamental skills. Long range assignments may be assigned in addition to regular homework tasks. Students in grades 2 - 8 are required to use the SAS planner to record homework. Some teachers will require the planner to be signed daily. **Parents are discouraged from delivering assignments or sports equipment or uniforms to the office** so that children learn the responsibility of bringing necessary items to school and the consequences of irresponsibility. Except when requested by a teacher, **faxed, emailed or text homework will not be accepted.**

General guidelines have been established to limit the length of homework assignments:

Kindergarten: Daily reading by/with parents

Grades 1-3: 15-30 minutes

Grades 4-5: 30-60 minutes

Grades 6-8: 60-90 minutes

(not including work on long range assignments)

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

In addition to the "for fee" supervised homework class, classroom teachers are available one announced day a week from 3:30 – 4:15 p.m. to assist children who desire extra help or have questions they did not want to ask in class. Students and parents will receive notifications from each of the teachers, at the beginning of the school year, with specific information.

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

HOMEWORK CLASS Supervised-for-fee

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

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

ILLNESS and INJURY

In case of illness or injury the child will be cared for temporarily by the clinic aide or a member of the school staff, and the parent will be notified. If emergency medical treatment is necessary, 911 will be called and the parent/guardian will be contacted.

By law, school staff may give only emergency First Aid services. **It is imperative that all emergency information (including any medications administered in school and/or at home) be on file at the school and be kept accurate and current.**

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

Our school follows Pasco County school guidelines for administration of medication. Out of consideration for other children and the school staff, **students who are ill should remain at home. If a child has a fever s/he should remain at home for 24 hours after the temperature has normalized.** They must return with a note explaining the nature of the illness. In certain cases a doctor's note will be required before returning to the class.

We ask parents to please notify us in cases of childhood contagious diseases or conditions such as conjunctivitis (pink eye), strep throat, head lice, pin worms or the like, so we can take measures to safeguard the other children from contracting and becoming ill themselves. When an outbreak of flu or other serious illnesses seems to be prevalent in the school, the administrator will consult with the health department in making a decision whether to suspend classes.

In those instances of non-medical emergencies such as the child needing a change of clothes or his/her ride does not come at the expected time, the school will follow the course of action that parents have dictated on the child's emergency forms. **Forgotten homework or PE clothes or extracurricular sports uniforms or a ride to a game or a friend's house are not considered "emergencies."**

IMMUNIZATIONS

The "blue" immunization record is required. It is school policy to conform to State Law, Pasco County guidelines and Diocesan policy regarding communicable diseases. State Law requires that every child must have verification of the required immunizations (or have a physician issued exemption) before being permitted to enter school.

RELIGIOUS OBJECTION TO IMMUNIZATIONS

The Catholic schools in the Diocese of St. Petersburg do not recognize a religious objection to immunization. This policy is effective beginning in the 2011-2012 school year.

INSURANCE

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

LITURGY

School Masses are celebrated almost every Wednesday that school is in session at **10:15 a.m.**, on Holy Days of Obligation and at other regular intervals during the school year. All students, regardless of religious affiliation, are required to join their classmates at prayer times. Parents/Guardians are welcome to participate in these liturgies. Opportunities for the Sacrament of Reconciliation and special prayer services will be scheduled each liturgical season throughout the school year. Responsibility for preparation of the liturgy is rotated among the school's classes and coordinated by the religion teacher, assistant principal and music minister. Students in the "host class" are invited to fill liturgical roles: greeters, altar servers, lectors and prayer leaders.

LUNCH PROGRAM

Students ordinarily must bring their own lunches. On Wednesdays, the Parent-School Association coordinates a Pizza Lunch. This is an optional, for fee, lunch catered through a local vendor. **Golden corral lunches are served on Thursdays.** A lunch menu will be provided with prepayment order forms. The success and continuation of "Pizza Day" is dependent upon parental participation and volunteer help during the lunch period.

Parents are encouraged to provide their children with nutritious, ready-to-eat lunches. There is no microwave or refrigerator for student use. **Soda (carbonated drinks), candy and foods with high sugar content should be not be brought in the lunches.** One (1) snack may be purchased after the child has eaten his/her lunch. Students are not permitted to share lunch or snack foods, or purchase snacks for one another.

All students must remain in the lunch room a minimum of 15 minutes before going out to play. They are held responsible for appropriate behavior in the cafeteria and at indoor and outdoor lunch recess. Children are expected to clean-up after themselves, offer to assist with general table clean-up and follow the direction of the staff member and parent-volunteers supervising the cafeteria and playground. **Failure to respect and obey adult supervisors (staff and volunteers) will result in disciplinary consequences which may include assigned seating, under the direct supervision by the designated staff.**

MEDIA and TECHNOLOGY

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

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

We have participated in the Federal E-rate rebate funding program since 1998.

MEDICATIONS

Students who are required to take medication during school hours must have it in the office (not in a classroom or a lunchbox or book bag) and in **its ORIGINAL CONTAINER**, with written instructions for use from child's physician.

Please do not bring in more than **a month's supply** at one time including over-the-counter medications prescribed by your child's doctor for use as needed. **All medications** (including cough drops) whether prescription or non-prescription, will be stored in a secure cabinet in the school office until time of administration. **Non-prescription medication will only be given at school when it is accompanied by a note from the child's physician.** Only medication approved by the Food and Drug Administration will be accepted for administration at school. All orders must be dated within the current school year. **Please note:** for the well-being of your child, it is important that we have the name and dosage of any medications which are given at home in case there is an adverse reaction during the school day.

A parent/guardian permission form must be on file with the child's name, dosage amounts and specific dosage times for each new medication. This signed form will be filed in the student health records. A log will be kept of all medication administered at school. Leftover medication and EPI pens not claimed at the close of the school year will be disposed of in a safe manner by the school.

Please Note: The **use of crutches requires a doctor's note, giving time limit for their use, to excuse from P.E.**

MESSAGES

Only messages of vital importance will be relayed to students during school hours. The parent must relay these messages through the school office. **Teachers may not be interrupted during class hours.** However, messages will be placed in their mailboxes or, in emergency, delivered to them by the school office staff.

To develop responsibility, students **MAY NOT** use the school phones to call home for lunches, homework, changes in dismissal arrangements, etc. All student use of the phone must be approved by the principal, or in her absence, by the office staff.

Students may not have cell phones in class. When circumstances require a child to have access to a cell phone after school, the phone must be accompanied by a parental note and the phone deposited in the school office or with a homeroom teacher. When the policy is violated, the phone will be taken from the child and kept in the office until retrieved by a parent.

PARENT INVOLVEMENT

Saint Anthony School recognizes the value of fund-raising and volunteer programs in order to maintain a high quality of education, while keeping tuition at a manageable level. Therefore, the generous cooperation of all our families is required. Because the success of the Parent-School program is vital to both financial stability and community spirit, it is expected that all school families will be active partners in this program.

An annual fund-raising commitment is required of all families including families receiving financial aid. Parents are expected to complete fundraising payments, or add the required amount to tuition, before June 1.

PARENT SCHOOL ASSOCIATION

All parents are automatically members of the Parent-School Association. This is a formal group working for the benefit of the school, to promote cooperation between the school and the parents, and to raise funds. The group makes a significant contribution toward holding down tuition rates. Each year the Parent-School Association (i.e. all the parents) is expected to contribute a specified amount to the general operating budget of the school. Since school year 2000-01 parents have raised over \$220,000. This is over and above revenues from the Celebrity Waiter Dinner. Parents are urged to join and to participate in all activities or to serve on the Executive Committee as an officer.

PARENT VOLUNTEERS (and other Volunteers)

Volunteers are welcome and encouraged to offer their assistance in the office and clinic, to teachers, to assist with general and grounds maintenance, to help supervise in the cafeteria and on the playground. Just as the children have a dress code, volunteers are asked to keep in mind that SAS is a professional setting where athletic attire is usually not appropriate except for outdoor activities with the children.

All volunteers must comply with the policies stipulated by the Diocese of Saint Petersburg: volunteers must participate in Safe Environment training and undergo a background screening. **The renewal of Safe Environment training is available on line for volunteers.** Background screening can be accepted from one entity (parish) to another if it is sent to the Office of Catholic Schools & Centers, which in turn sends it to our school.

PARKING

Visitors to the school should park in legally designated parking areas in front of the school or in the parish center parking lot. Please do not park on the east side of Joe Herrmann Drive (across from the school) as stipulated by city ordinance. As stated elsewhere in this document, **children are not permitted to cross Joe Herrmann Drive at dismissal time even in the company of an adult.**

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

PARTIES - CLASSROOM

Classroom teachers may occasionally schedule parties. Parents may be asked to assist during the party or to contribute foods, decorations or money for the party. While "party foods" may be served, contributors are asked to keep in mind the needs of children who cannot eat sweets, those who are lactose intolerant and/or have food allergies.

In keeping with directive of the Pasco County Health Department, all food served at school must be commercially prepared. A certified food manager must supervise the distribution of all food which is not individually packaged.

PLAYGROUND RULES

Students will be supervised at all times while on the playground during school hours and must adhere to rules. Fair play and good sportsmanship are emphasized.

Students may not engage in activities, which may be deemed potentially dangerous, (e.g. throwing stones, sticks, rough play). Disciplinary action for such offenses is at the discretion of the school principal.

PHYSICAL EDUCATION (PE) and HEALTH CLASSES

All students will participate in regularly scheduled PE classes, which follow a curriculum of teaching and enhancing skills and team play in a variety of sports. Good sportsmanship, safety, and effort are encouraged and students are graded accordingly with the understanding that not every child is a skilled athlete.

Students' P.E. grades are based on participation, adherence to the PE uniform dress code, effort, conduct and, when required, completion of written assignments.

All students are expected to participate in P.E. each day it is scheduled, dressed in PE uniform and approved sports shoes (school shoes or cleats are not permitted). A student is permitted three (3) excused days per quarter for not being in uniform. When the student is not in proper P.E. uniform, s/he may be required to walk in lieu of the day's P.E. activities. If, due to illness, a child is unable to participate in PE, a parent note may be acceptable. Non-participation in P.E. for three or more days requires a physician's note. **Students who are unable to participate in P.E. will not be permitted to participate in outdoor recess activities, or in after-school sports, in order to insure the well being of the child.**

Children participate in weekly Health Class, which provides instruction in the development of good habits of exercise, well-being & nutrition, and safety. The Health Class grades are based on class participation, note-keeping and occasional written assignments.

If a child is unable to participate in P.E. activities for an extended period of time, a written report on an assigned topic may be required to be handed in by the end of the grading period to substitute for the P.E. grade.

POLICY and PROCEDURES

School Pastors have the final decision-making authority. Suggestions for changes in **policy** may be generated from the faculty and staff, parents, and/or students. A discussion and research into the issue is conducted with the faculty to determine if the issue is viable. The principal brings the suggestion to the School Advisory Board and/or the Pastors based on the recommendation of the administration and faculty. A recommendation is made to the School Pastors. Decision on the policy issue is then finalized with the Pastors in consultation with the principal. **Procedural issues** are determined by the principal with the school staff.

PUBLIC DISPLAY of AFFECTION

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

REMEDIATION GUIDELINES - RETENTION - ADMINISTRATIVE PLACEMENT

The Office of Catholic Schools and Centers of the Diocese of St. Petersburg recognizes the following areas of study as core academic subjects: Religion, Math, Language Arts, Science, and Social Studies. A student enrolled in a Catholic school who fails one core subject must participate in a remedial program. Failure of two core subjects will result in remediation or retention, at the discretion of the principal. Failure of three or more core subjects will result in retention. Details are available upon request.

REPORT CARDS and PROGRESS REPORTS

Report cards are issued at the end of each quarter. Students will also receive interim progress reports. The final report card will be mailed within two weeks after the last day of classes. At the discretion of the school principal, as instructed by the Pastors, report cards will be withheld if an outstanding obligation exists.

A copy of the class' grading code will be supplied annually by the classroom teacher along with his/her grading policies. Parents are asked to return the progress report and report card envelopes with a signature to indicate receipt of the report. Deficiency notices are sent when there is a significant change in behavior or academic progress.

Parent-teacher conferences are scheduled at the request of either the parent or the teacher. Upper grade students are encouraged to practice resolving any questions regarding the reports on their own by meeting with the teacher(s); followed by sharing the information and possible solutions with you before your parent-teacher meeting.

RESPONSIBILITY

In order to assist parents in their responsibility to educate their children, we require your cooperation in affording each child the best possible venue for learning. Parents are responsible for having their children at school on time, in full uniform, well-rested, having had breakfast, and ready to begin class with appropriate supplies and a lunch.

Students are responsible to come to class every day, prepared with homework, necessary school supplies and books. Supply lists will be published at the end of May. A school planner and, for lower grade children, a seat-sack will be provided by the school.

Students who do not have necessary materials in class (pens, paper, pencils, texts, etc.) may be required to forfeit grade credit for work that cannot be completed without such materials.

SAFE ENVIRONMENT TRAINING AND CURRICULUM

The U.S. Conference of Catholic Bishops (USCCB) met in Dallas in November of 2002, to deal directly with the topic of protecting children, youth and vulnerable adults in our communities. From this meeting, the Bishops issued the *Charter for the Protection of Children and Young People* that mandates training for individuals who come into contact with children and youth and to help recognize, report and prevent child abuse, including sexual abuse.

The Diocese of St. Petersburg has chosen to present the model designed by the Girls and Boys Town Center for Adolescent and Family Spirituality Program as a vehicle to deliver this training. Attendance at the Safe Environment Training has been mandated for anyone in ministry – priests, deacons, religious, educators, parents, volunteers, church staff...anyone who will have a supervisory role with youth. All diocesan school staff members are trained and all new employees are required to attend the training as a part of their orientation. Safe Environment Training must be renewed every three years.

The Safe Environment Curriculum for students at Saint Anthony School is delivered in a comprehensive, integrated approach. The main components of the program are delivered through the school counseling, religion/family life and science curriculum, and outside resources such as Sunrise Abuse Center, the sheriff's department and local pastors. Concepts are presented to students through classroom interaction and activities. The administration oversees

the Safe Environment Curriculum. If you have any questions regarding the Safe Environment Program or Curriculum, please contact the principal.

SAFETY

Safety Drills are conducted monthly. Staff and students should move quickly and quietly to their designated locations of safety. An Emergency Evacuation Plan is in place and is known to each staff member and posted in each classroom.

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

SCOUT UNIFORMS

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

SERVICE HOURS

Students in 7th and 8th grade are required to perform service acts as part of their religion program. These activities may benefit the parish, community or school outside of school hours. With the approval of the principal, no more than 2 hours of service may be completed at school (for school staff) outside of school hours. The program is coordinated by the Middle School religion teacher. Tracking forms are available from that teacher and/or the school website at www.stanthonysschoolfl.org.

STUDENT SERVICES and SPECIAL NEEDS TUTORING

Students with special needs may be referred to the school administrator for possible psycho-educational evaluation. In collaboration with Pasco County and/or the family's private physician of choice, an evaluation may be completed and the child deemed eligible for Special Education services. A part-time special education teacher will work in a consultation model to support the school success of the child.

Students who are transferring into Saint Anthony School, who have been identified as mildly learning disabled or have an IEP or 504 plan in place will be accepted on a probationary basis. It is the responsibility of the school to assess whether it can provide an appropriate environment for the child.

Eligible students may be placed on a student support plan under the guidelines of the Diocese of Saint Petersburg. The accommodations will be developed in concert with the parent(s) and explained to the parent(s) and appropriate classroom teachers at the Student Support Plan meeting.

STUDENT SUPPORT TEAM

- **Exceptional Student Education:** Saint Anthony School is equipped to provide an appropriate environment only for students diagnosed with mild learning deficits. Student support services are provided by a teacher certified in Exceptional Student Education (ESE) for children who have been evaluated (through Pasco County Schools or by a private testing service) and found to be eligible for ESE services. Children who are determined by classroom teachers to be in need of extra assistance in particular areas (but who are ineligible for ESE services) will be given short-term assistance. Parents of children receiving support services are expected to attend at least one team meeting annually. The school team is comprised of the principal, school counselor, ESE teacher and the classroom teacher.
- **School Counseling:** Individual and group school-based guidance counseling is offered by a Licensed Mental Health Counselor. The classroom teacher, school administrator, or the parent/guardian may make referrals. Students may request a session with the counselor. Parents who prefer the child not have access to individual guidance services must notify the principal in writing. It is understood that referrals for family issues/counseling, or in depth individual counseling services, will be made as deemed appropriate. Therapeutic or long-term counseling is not available at the school. In the event of a crisis situation, a team of diocesan counselors may be called in to provide assistance and support to the staff and students.

STUDENT TEACHERS, INTERNS AND PRACTICUM STUDENTS

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

SUMMER WORK REQUIREMENTS

Students with excessive absences during the school year or who have failed 2 or more quarters in a particular subject may be required to be enrolled in a summer tutoring program or complete a teacher-prepared grade-level packet of assignments. Packets, or documentation of tutoring, must be received at the school one (1) week prior to the opening of school. This decision will be made by the administration in conjunction with recommendations of the classroom teacher.

SUPERVISION

Children will be reasonably supervised at all times with specific regard to the location and situation. Parents are urged to assist with lunch recess and early morning supervision. Students are reminded never to be in an unsupervised area in school or on the grounds. On the rare occasions when students must enter a room where there is no teacher, they should remain in the hallway notify a nearby teacher or the office personnel of the situation.

TESTING (Standardized)

Annual Achievement testing is scheduled by the Diocese of Saint Petersburg. The student's academic achievement in 2nd through 8th grades is evaluated during the annual administration of the Iowa Test of Basic Skills ITBS. Additionally, the students' writing skills undergo frequent web-based standardized assessments through participation in Criterion Writing in 5th through 8th grade. These assessments are administered according to the mandates from the Office of Catholic Schools and Centers of the Diocese of St. Petersburg, and the testing schedule established for the Province of Florida.

The student's knowledge of the Catholic faith is evaluated in 5th and 8th grade, according to the mandates of the Office of Evangelization and Faith Formation of the Diocese of St. Petersburg, and the schedule established by the National Catholic Education Association. The table on page 36 of this handbook summarizes all testing protocols.

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

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

When additional testing is recommended, the established procedural steps will be taken to secure appropriate materials, time, and personnel either on staff or through the Pasco County resources or other community or private resources.

TEXTBOOKS

All textbooks are rented through the annual fee payment. Students also receive consumable materials. The care of the books is the responsibility of the student. Textbook loss or damage is charged to the student/parent at 100% of the cost.

When a child's support plan dictates the use of a send book for home use, arrangements will be made through the Resource Teacher and the bookkeeper. Parents (of children who do not have a Support Plan) who choose to have a second set of textbooks may do so when books are available. They must purchase them or pay a lender's fee to the school.

At the end of the school year, report cards will be withheld until students have fulfilled their responsibility regarding the return of textbooks, library books and sports uniforms.

TUITION and FINANCIAL MATTERS

Families are expected to make tuition payments, or have their bank issue a check, by the 1st of each month. "Up front", quarterly and semi-annual payments may also be arranged. All payments (tuition and fees) must be paid in full by June 1 of each school year. **Because lunch money and all other charges (except Extended Care) are recorded under different accounts, please write a separate check for these items.** Payments may be made in the school office, sent in the tuition envelope in the weekly vinyl packet, or mailed to:

Saint Anthony School
P.O. Box 847
San Antonio, Florida 33576

Tuition, fee payments, and fundraising are the responsibility of the parent/guardian. Report cards and diplomas will be held when accounts are outstanding. Tuition in arrears over 30 days, without explanation, may require non-enrollment for the next semester.

Families with tuition in arrears will be asked to utilize a specific payment schedule or may be asked to withdraw their children at the January or June semester/year break at the discretion of the school administrator as instructed by the Pastors and the School Advisory Commission. Parents who have outstanding balances at the time of annual application will forfeit their right to complete the process until a meeting with the principal takes place and accounts are resolved. It is the policy of the School Pastors that services cannot be provided if obligations remain in arrears.

TUITION SUBSIDY and TUITION ASSISTANCE

Each Catholic family registered at a Catholic parish is required to present a verification of membership form to their pastor for his signature. The parish is obligated to consider supplementing tuition to help defray educational expenses each year. This consideration is based on your contribution of time, treasure, and talent to the parish community.

Tuition assistance is available through the Administrator and School Pastor according to financial need. A FACTS form must be completed and filed with the administrator or on line. Forms may be requested from the administrator or the bookkeeper. Every attempt is made to apprise parents of special foundations and grants, which may augment tuition payments. Please note the specific time lines for filing with these agencies. Financial disclosure (tax return) is required for all forms of assistance.

Please note that we are especially aware of your right to privacy with regard to tuition assistance and will maintain confidentiality. We ask that you also respect this stance.

Types of Financial Assistance

All types require financial disclosure.

There are eligibility levels of income and firm deadlines

- Bishop's Tuition Assistance from the Catholic Education Foundation
- George & Mary C. Kremer Foundation
- Mary Forbes Foundation
- FACTS – cost absorbed by the school
- Knights of Columbus – families apply directly to the K of C in their parish
- Parish Assistance – families apply directly to their pastor

UNAUTHORIZED ARTICLES

In general, students should not bring toys or unusual items to school.

- **Students are not permitted to have perfume or any type of sprays, cell phones, pagers, two-way radios, walkmans, message senders, Gameboys, head-phones or lasers on school property or at any school function. These items will be removed from the student and may be claimed by the parent in the school office.** Any items not claimed by the close of the school year will be donated to charity.

- Possession or use of liquid correction fluids (Wite-Out[®], etc.) is not permitted.

Children are never permitted to bring items which may be deemed harmful or dangerous to themselves or others. The school administrator, or her designee, will confiscate these items and the parents notified immediately. In addition, the child may be suspended from classes until a parent conference has taken place.

UNIFORM CODE and UNIFORM CODE VIOLATIONS *(Refer to page 29 in this handbook)*

Parents are expected to help children follow the Uniform Code. We sincerely appreciate your efforts to be vigilant about jewelry, make up, shoe/socks, skirt and PE shorts length and proper color and design of PE uniforms. Uniform code violations will result in **demerits being issued**. Continued violations will result in detention.

VALUABLES - CASH

The school staff cannot be responsible for valuables or cash which students bring to school. **It is recommended that students leave all valuables at home.** If special circumstances make it necessary to bring substantial cash or other important possessions to school, these items can be safeguarded by leaving them in the office, or with the classroom teacher. Cash or checks should be placed in an envelope with the child's name on it.

VISITORS' / VOLUNTEERS' POLICY

Parents are welcome visitors at school. If you plan to help a teacher, please be sure you have made prior arrangements with that teacher. Like all our visitors, parents must check in at the school office before being authorized to visit school areas. Thank you for your cooperation and for your many and varied contributions.

All volunteers should complete diocesan required training (Safe Environment) and, if required, be background screened. Reports of screening can be accepted from one entity to another if it is sent to the Office of Catholic and then sent on to the location.

WITHDRAWAL

An application for withdrawal should be completed by the parent/guardian of any student who is withdrawing. The signature of both parents is required. Withdrawal forms may be secured from the school office and the student's file will be prepared for forwarding to the next school of enrollment. All financial and materials obligations must be met before report cards/diplomas are forwarded.

Withdrawal with Intent to Home-School: According to Diocesan policy, if a parent is considering a home-schooling venue, the cumulative file will be retained at Saint Anthony School until another school requests the records. Saint Anthony School will notify the appropriate public school system of the intent to home school.

DISCIPLINE POLICY

Reviewed June 2010

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

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

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

Discipline

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

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

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

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

Missed Recess

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

Detention

Students will receive a detention for continued violations against school rules. Detentions will be served from 3:15 p.m. to 4:15 p.m. under the supervision of school personnel. Telephone contact will be made with subsequent written notice which will require parent/guardian signature. Students who receive three or more detentions will be referred to the school administrator and may be required to serve an in-school suspension.

- **Lunch Detention** isolates the student from classmates during the lunch period and may include an after-lunch recess detention.
- **Saturday Morning Detention** (unusual) may be imposed at the discretion of the school administrator.

Serious Disciplinary Situations

In cases where a serious disciplinary action/ consequences are warranted the child will be isolated and the parents will be contacted immediately by the school administrator. The school administrator will convene a disciplinary committee which will research and review the situation. A recommendation for consequences will be made to the school administrator for consideration. The final decision of disciplinary action/consequences for infractions of school rules remains with the school administrator. The administrator will again contact the parents and the formula for discipline will be assigned.

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

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

Out-of-School Suspension (For very serious offenses and/or more than 1 in-school suspension)

The Disciplinary committee recommends that a child is to be suspended from regular classroom attendance. The parents will be contacted and informed by the administrator and in writing. This disciplinary notice must be signed and a copy returned to the school. Suspended students may not return to class until a parent conference has taken place. The child will not be permitted to attend school. He/ she will remain in the care of the parent/guardian for a defined period of time. All assignments must be completed so the child stays abreast of class instruction and information. **However, no credit will be given for these assignments.** Students may not participate in any school sponsored activity on the assigned in-school suspension day.

Expulsion

Expulsion or recommendation for transfer to another school may be made only in exceptional cases and for the most urgent reasons when all other measures have failed. Situations necessitating expulsion are at the discretion of the school administrator and the appointed disciplinary committee, in cooperation with the school pastor.

Disciplinary Team

The Disciplinary Team will research, deliberate, and make recommendations to the school administrator for appropriate consequences when situations of repeated infractions of school

rules occur. The Team will be appointed by the school administrator and may consist of, but not limited to, the school pastor, the assistant principal, classroom teacher, student services personnel, or any other staff member as deemed necessary.

DESCRIPTION of DEMERIT SYSTEM

**A total of 3 accumulated demerits will result in detention.
A total of 9 demerits will result in ISS, a parent conference and child will be placed on 30-day probation. 27 demerits will result in OSS and possible expulsion.**

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

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

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

and/or homework assignments

LEVEL II - SERIOUS VIOLATIONS
3 demerits each and automatic detention

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

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

- Harassment: implicit or explicit, verbal or written threats, excessive teasing, bullying, or making fun of others
- Misuse of the technology
- Stealing or Vandalism (actual or threatened)
- Behavior which could result in injury or harm to self or others
- Possession or use of drugs or alcohol, or any controlled substances or drug paraphernalia with or without intention to use

or give to others at school
(including threats of bringing
same)

- Possession of weapons, firearms,
flammables, and explosive
devices (including threats of
bringing or building same)

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

SAINT ANTHONY SCHOOL UNIFORM CODE

Sunshine Uniform Company is the SAS official vendor of uniform apparel

SCHOOL UNIFORM for GIRLS

Blue plaid, knee-length jumper (Grades K-4)
Blue plaid, knee-length skirt (Grades 5-8)
Uniform skort (knee length) (All grades)
Navy dress slacks with belt and tucked-in shirt
Belts: brown, black or navy with simple buckle
Navy dress (walking) shorts (2" above knee)
White "Peter Pan Collar" blouse
White or navy blue pullover 3-button shirt
Plain white or navy **crew or knee** socks

Ankle must be completely covered

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

Girls' shoes: navy blue, brown or black leather upper – tie shoe or with adjustable strap; "rubber" soles with flat heels (no loafers or elevated shoes or sports style shoes)

BOYS and GIRLS P.E. UNIFORM

Navy blue shorts, with SAS logo or plain **9" inside seam** – knee length shorts
White or navy tee shirts with SAS logo
FUN RUN shirts are OK
SAS or **plain** navy, black or gray sweat suits (November - February as weather dictates)

GIRLS GROOMING

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

SCHOOL UNIFORM for BOYS

White or blue pullover 3-button uniform shirt
Gray or navy uniform pants or walking shorts
Belts are required with pants and shorts
Belts: brown, black or navy with simple buckle
Plain white, gray, navy, or black **crew socks**

Ankle must be completely covered

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

Boys' shoes: black, brown or sand "suede" tie oxford, "rubber" soles with flat heels – no sports shoes

Unisex shoes: three or four eyelet, tie oxford brown, black or navy leather uppers with "rubber" soles and flat heels (no loafers)

Athletic shoes are required for participation – no Slip-on sports shoes
Hats/sunglasses are only permitted by written parental request
Protective sun lotion, if used, must be applied at home; it may not be brought to school

BOYS GROOMING

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

Non-uniform outdoor apparel to school must be removed when in the classrooms, for indoor assemblies and church services. ALL shirts/blouses must be tucked in at all times. Shorts, skirts and skorts should be knee length. Students are permitted a few announced "Dress Up" days when non-uniform apparel is permitted. Students may wear "Sunday best"- collared shirt, slacks for boys, skirts or dresses for girls. Unless specifically announced, jeans or casual dress is not permitted. Shoes must be worn with socks and, for safety sake, elevated shoes/heels are not permitted. Tanktops, half-shirts, sheer fabrics and sleeveless tops are not permitted. Shorts and girls' shorts/dresses should adhere to the 3" rule.

Standardized Testing Protocols

Evaluation Tool	Subject Areas (by Grade)	Grade & Administration Date
<p style="text-align: center;">Iowa Test of Basic Skills (ITBS)</p> <p style="text-align: center;">Yearly</p>	<p>Reading (2nd – 8th)</p> <p>Vocabulary</p> <p>Reading Comprehension</p> <p>Language Arts</p> <p>Word Analysis (2nd grade only)</p> <p>Listening (2nd grade only)</p> <p>Spelling (2nd – 8th)</p> <p>Punctuation (3rd – 8th)</p> <p>Capitalization (3rd – 8th)</p> <p>Language Usage/Expression (3rd – 8th)</p> <p>Math (2nd – 8th)</p> <p>Concepts and Estimation</p> <p>Problem Solving/Data interpretation</p> <p>Computation</p>	<p>3rd through 8th Fall - October</p> <p style="text-align: center;">2nd</p> <p>Spring - March</p>
	<p>Science (4th, 6th, 8th)</p>	<p>Fall - October</p>
	<p>Social Studies (4th, 6th, 8th)</p> <p>Use of Reference Materials (4th, 6th, 8th)</p>	<p>Fall - October</p>
<p>Criterion Writing (Web-based)</p> <p>Writing Prompts</p> <p>Quarterly</p>	<p>Grammar / Language Usage / Mechanics</p> <p>Content Organization</p> <p>Idea Development</p>	<p>5th through 8th</p>
Evaluation Tool	Subject Areas (Grade Level Tested)	Grade & Administration Date
<p style="text-align: center;">Assessment of Catechesis and Religious Education (ACRE)</p> <p style="text-align: center;">Yearly</p>	<p>Knowledge Domains</p> <p>God,</p> <p>Church,</p> <p>Liturgy & Sacraments,</p> <p>Revelation, Scripture and Faith</p> <p>Life in Christ</p> <p>Church History</p> <p>Prayer / Religious Practice</p> <p>Faith Literacy</p> <p>Pillars of the Faith</p> <p>Creed</p> <p>Liturgy and Sacraments</p> <p>Morality</p> <p>Prayer</p>	<p>5th and 8th April</p>