



# ST. ANTHONY SCHOOL

## GRADES K-5

### *PARENT/STUDENT HANDBOOK*

### *2018-2019*

**ST. ANTHONY SCHOOL**  
**1618 LOWER MAIN STREET**  
**WAILUKU, HAWAII 96793**

**Central Office Phone: (808) 244-4190 / Fax: (808) 242-8081**  
**Grade School Office Phone: (808) 244-4976 / Fax: (808) 244-7950**  
**Website: <http://www.sasmaui.org>**  
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#### Disclaimer

This document provides general information about the St. Anthony School, its programs and services, and summarizes those major policies and procedures as they relate to students. All tuition and fee charges at St. Anthony School are subject to change. St. Anthony School reserves the right to change or delete, supplement or otherwise amend at any time the information, requirements and policies contained herein and related hereto. The Head of School is the final interpreter of the content of this handbook. Parents will be notified when changes are made. St. Anthony School is a non-discriminatory educational institution and employer.

## **Table of Contents**

3	Brief History of St. Anthony Schools
4	Acknowledgements
5	Mission Statement and Philosophy
6	Schoolwide Learning Expectations
7	Administration
8	General Information
13	Admission of Students
15	Curriculum
17	Code of Christian Conduct
18	Student Behavior
19	Discipline Policy
21	PTG
22	Wellness Policy
23	Safe Environment Policy
23	Bullying Policy
25	Dress Code
26	Internet Acceptable Use Policy
27	Volunteer Code of Conduct
28	Cafeteria Information
29	Afterschool Policy
31	School Projects
32	Acknowledgement Form
33	School Calendar

## **Brief History of St. Anthony Schools**

Three Brothers of Mary (Marianist) from Dayton, Ohio, arrived in Wailuku to staff St. Anthony Boys' School in 1883.

In 1884, the Franciscan Sisters of Syracuse arrived to take charge of the St. Anthony Girls' School. The Marianist Brothers constructed a new 10 classroom school along with a spacious residence in 1925.

The Maryknoll Sisters arrived to staff St. Anthony Girls' School from 1928 until 1980. From 400 pupils in 1928, the school's enrollment rose to 1900 pupils. The new Girls' High School was completed in 1940 and the present St. Anthony Grade School Building was dedicated on 1955.

In 1971 the intermediate grades seventh and eight were added to the high school, now referred to as St. Anthony Junior Senior High School. The preschool building was built in 1974.

In August of 1978, Brother Clarence Chew, S.M. became the first Marianist principal of St. Anthony Grade School. Brother Richard Britton, S.M. until 1985 followed his term.

In August of 1985, Sister Margaret Leonard Perreira, C.S.J. of the Sisters of St. Joseph of Carondelet accepted the administration of St. Anthony Grade School.

At present a lay principal with the help of a dedicated lay faculty staffs St. Anthony School.

Today, St. Anthony School is the only Catholic K-12 School on the island of Maui. The school is governed by the St. Anthony School Board. The school is sponsored and endowed by the Marianist Province of the United States (Society of Mary). It is currently staffed by laymen and laywomen.

## **ACKNOWLEDGEMENTS**

We welcome you to St. Anthony School and look forward to your active participation in the spiritual, academic, physical and social development of tomorrow's adults.

We hope that our Catholic heritage, our philosophy and our educational goals are consistent with what you desire your child/ren to obtain during the valuable years of their early childhood.

We do our best to ensure mutual respect and responsibility for actions consistent with the teaching of the Catholic Church. Our focus is always on the academic progress of each child while maintaining a wholesome, safe environment. While we have made every possible attempt to cover as many concerns as possible, we cannot list everything that could happen. Therefore, the specific rules and procedures are not all inclusive. We retain the right to amend the handbook for just cause as needed in response to the dynamics of daily life at St. Anthony Grade School. In the event of changes, the parents/guardians will be given prompt notification.

Realizing that the value of Catholic education is priceless, we hope that your investment in a St. Anthony School education has caused you to discover the differences that a Catholic education does offer.

Our children hold the key to the future of our society! We thank you for your commitment to their education, which is so vital.

A Message from Hawaii Catholic Schools:

The mission of Catholic education in the Roman Catholic Diocese of Honolulu is to form children who are nourished spiritually, intellectually, and liturgically to share the presence of Christ in the world.

Our Catholic educational institutions are obligated by our faith to shape our youth by immersing students in curriculum and experiences rooted in Catholic teaching and doctrine with emphasis on morality and Christian character building. This formation paired with 21<sup>st</sup> Century academics and teaching methods are critical for success at any Catholic educational institution in Hawaii.

Each family has choices in the education and faith formation of their children. We expect all families who have chosen to enroll their children to share fully in the light of Christ and to cooperate and support the mission and activities of Catholic School education in the Diocese of Honolulu.

## **Mission Statement**

*Empowering Students with a Quality, 21<sup>st</sup> Century Catholic Education in the Marianist Spirit.*

## **Philosophy**

We believe that St. Anthony School is a Catholic faith community dedicated to integrating the message of Jesus Christ's love, with learning and living. We believe in the development of the whole child, spiritually, intellectually, emotionally, socially, physically, and culturally. We believe in the respect for each individual's personal dignity. We believe that parents are primary educators of their children and that the active involvement of parents, parish, community, staff, students and faculty is crucial to the success, growth and development of our school.

### **Role of the Teacher**

We believe that the role of the teacher in the educational process is to provide opportunities for the individual to achieve at the maximum level of his/her capacity, to create a learning situation in which individual motivation for learning is the stimulus for achievement, and to promote through teaching and example the principles of the Catholic way of life.

### **Role of the Student**

We believe that each student must take responsibility in the educational process. Most important is a respectful attitude. The student is expected to come with an open mind, equipped with all necessary school materials, and ready to take part in the learning process.

### **Role of the Parent**

We believe that parents have definite responsibilities in education. By choosing to enroll your child in St. Anthony School you have expressed parents confidence in St. Anthony School and they need to impart this confidence to the students. The parents do this by cooperating to the fullest with the School, by encouraging the student to give his/her best efforts to his/her daily responsibilities, by participating in school activities, and to promote through teaching and example the principles of the Catholic way of life.

## Schoolwide Learning Expectations

We, the community, of St. Anthony School, believe that we share in the mission to proclaim the goodness of God and to assist in the total development of all the children we teach. Inspired by the message and teaching of Jesus, we are committed to providing a positive educational environment, recognizing all students have a right to learn, and teachers a right to teach. The philosophy of our school is to educate the whole child spiritually, intellectually, emotionally, physically, culturally and socially.

St. Anthony School Students...

Live By The Catholic Values

- Show compassion
- Demonstrate tolerance and justice
- Respect the diversity of all people and the dignity of life
- Reflect knowledge of the Catholic teachings and practices
- Exhibit the ability to make good moral decisions

Communicate Effectively

- Successfully articulate thoughts and ideas verbally
- Demonstrate proficient written work
- Use and interpret the message of others in an accurate manner
- Demonstrate technological skills

Solve Problems Effectively

- Think analytically and creatively; they observe, experiment and discover
- Evaluate existing solutions
- Seek diverse resources and solutions when encountering a problem
- Work collaboratively with others
- Exhibit increasing organizational skills
- Responsibly meet personal, social, and academic needs

Are Self-Aware Individuals

- Understand and believe in their own self-worth as children of God
- Recognize and appreciate the gifts and talents of self and others
- Demonstrate self discipline
- Have an understanding of good physical, spiritual and emotional health and well being
- Demonstrate life-long learning characteristics; seek knowledge and exhibit an enthusiasm for learning
- Set goals and evaluate progress
- Recognize how their choices impact themselves, others, and the future, and are accountable for their actions

Exhibit Responsibility and Are Involved Citizens

- Respect God's creation, life and the dignity of others
- Expand their awareness of community, national and global issues and grow as responsible citizens
- Contribute to the community
- Demonstrate leadership skills

**Administration**

Tim Cullen	Head of School	<a href="mailto:tcullen@sasmaui.org">tcullen@sasmaui.org</a>	ext. 230
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Brian Millar	Athletic Director/Dean of Students	<a href="mailto:bmillar@sasmaui.org">bmillar@sasmaui.org</a>	ext. 225
Everett Yamashita	Dean of Curriculum and Instruction	<a href="mailto:eyamashita@sasmaui.org">eyamashita@sasmaui.org</a>	ext. 226

**Staff**

Harvest Baisa	Business Office Assistant	<a href="mailto:hbaisa@sasmaui.org">hbaisa@sasmaui.org</a>	ext. 228
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Lee Barbero	Maintenance		
Kenneth Ferreira	Maintenance		
Ardella Kahula	Maintenance		
Helmi Kajle	Custodian		

**Faculty**

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Johnson, Rose	Music	<a href="mailto:rjohnson@sasmaui.org">rjohnson@sasmaui.org</a>
Takeshita, Karen	Hawaiiana, P.E., Afterschool	<a href="mailto:ktakeshita@sasmaui.org">ktakeshita@sasmaui.org</a>

**School Lunch Program**

St Anthony Church

**(808) 244-4148****School Board**

Father Roland Bunda	Brother William Campbell	Tim Cullen	Roger Dixon
Rory Frampton	Daniel Garcia	Len Inokuma	Bradley McArthur
Cathy Nobriga-Kim	Gary Passon	Dr. Michael Rockers	Jeanne Skog
Alvin Santander	Candis Wilkinson	Douglas Wright	Ashley Leahy
Raymond Petty			

## **General Information**

### **School Hours**

The school day starts at 7:40am to 2:35pm on Monday through Thursday, with 1:30pm dismissal on Fridays. Please consult the school calendar for half days and school holidays. St. Anthony School does not assume responsibility for children who arrive on the premises before 7:30am. Students who are still on campus 10 minutes after the dismissal bell rings, will automatically be placed in our Afterschool Program that ends at 5:00pm.

For the safety of our students, the gate nearest to Hale Makua will be unlocked 7:00am – 8:00am and 2:00 – 2:45pm. All gates will then be locked, except for top gate nearest our library at 2:45pm.

### **Drop Off & Pick Up**

To avoid having a massive morning traffic jam at the school's entrance, parents are strongly urged to drive their cars all the way to the FLEX Center drop-off area before stopping. DO NOT use Hale Makua entrance as a drop off/pick up area and DO NOT park your cars in that parking lot.

### **Visitors**

ALL visitors MUST report to the school office, sign in, and obtain a visitor's pass. For the safety and security of our students, no one is permitted to go directly to the classroom, cafeteria, or playground. (HCS 6025) If a conference is needed, parents are asked to schedule in advance since teachers may not visit with adults if students are in the classroom.

### **Mass**

Mass is celebrated once a month in the Church Center. Parents and parishioners are welcome to join the student body in worship. This is an important opportunity for us to worship together. Prayer services have been added for the 2018-2019 school year.

### **Home Lunch**

Lunches must be in an insulated lunch bag with an ice source.

## **Illness/Injury**

The Administrative Assistant provides ice or band aids for the injured and ill students until they return to class or are picked up. Due to the limited space, parents must pick up their ill/injured child(ren) as soon as possible.

## **Medication Administration**

Prescription medication must be administered by the office. All medication must be delivered to the office accompanied by a signed Administration of Medication form available in the office. The form may be obtained from the office and must be completed by parents/guardian and the prescribing physician. All prescribed medications should be in their original pharmacy container with the necessary information – student name, medication name, physician's name, plus dosage and frequency. The school is not responsible for reminding students to take their medicine.

## **Items Not Allowed in School**

Students are not to bring radios, iPods, or any other expensive recreational supplies, dangerous or illegal items to school. The school does not assume responsibility for any missing/lost articles.

## **Emergency Procedure**

1. Only a parent/guardian or someone authorized by a parent may claim the child by reporting to the school office and signing the child out. A child will NOT be released if you go directly to the classroom.
2. Students will be sent home for the following reasons: a temperature of 100 or above; vomiting or diarrhea; infectious diseases such as conjunctivitis, influenza, chicken pox, head lice.

## **Custody Agreements**

Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the Principal's office. The school will not be held responsible for failing to honor arrangements that have not been made known.

## **Confidentiality**

St. Anthony School staff will maintain the confidentiality of all sensitive information, especially information regarding students, their families, employees and their families. All personal information or records concerning children/parents are to be kept confidential. No information should be released without parents/guardians permission. All confidential information about students and families are to be locked in school office. Reference Diocese of Honolulu Manual of Policies and Regulations for Catholic Schools on page 47. Privacy Rights and Confidentiality of Records #232.

## Leaving School Early

Hawaii Catholic Schools require that we follow a regular procedure if a child must leave school for an appointment. This is intended for the child's safety and protection.

### Procedure:

Send a note, email, or call the office in the morning. Please advise:

- Who will claim your child
- The time your child will be leaving school

A release must be signed in the office indicating the time of release and person responsible for taking the child.

## Change of Address or Telephone Number

Please be sure to inform the office in the event of a change of address or telephone number to the office.

## Telephone Use

The school telephone is for school business. Students will use the telephone only when absolutely necessary and must have permission from a teacher or staff member. Calls for forgotten homework or to make afterschool plans will not be permitted. Messages to and from students during school hours should pertain to Emergencies ONLY.

## Cellular Phones

Parents, as primary educators and owners of their child's electronic devices, are asked to assume responsibility to monitor them inasmuch as they have appropriate content, pictures, music, games, apps, etc. We ask that you regularly review the material on your child's device(s). If you allow your child to participate in social media websites, they should include you as a "friend".

Teachers are asked to monitor the use of these devices inasmuch as they impact learning in the classroom and respectful behavior on campus (see SAS Acceptable Use Policy for more details). If your child is not ready to manage any electronic device consistent with our Acceptable Use Policy (AUP), please contact the Principal to work out a reasonable plan.

Cell phones may be used on campus **for academic purposes ONLY**, under the **supervision and explicit** permission of a faculty member. **At all other times, due to the potential disruptive nature of this device, we ask that all students turn off their cell phones during the school day, to include recess and lunch, and place it for safety in their backpack (NOT on their person or locker).** The school will not assume any liability for loss or damage of these devices. Phones used inappropriately will be confiscated and returned **only to the child's parent or guardian** in the main office. In an emergency, your child is always welcome to use the office phone to contact you.

## **Absences due to Illness (HCS 5022.2)**

The school office should be called between 8:00am and 9:00am on the first day of absence to notify the school that the student will be absent that day (or may be late to school) or to request homework which will be ready at the end of the following school day. The office telephone number is 244-4976.

A written excuse, explaining the absence and signed by a parent/guardian, must be brought to school and given to the teacher the first day the student returns to class. Absences longer than three (3) days or due to communicable disease require a physician's note upon returning to school.

The Department of Health requires that a student who contracts any of the following communicable diseases be excluded from school:

<u>Disease</u>	<u>Exclusion for School</u>
Chicken Pox	For 1 week after eruption first appears
Conjunctivitis (pink eye)	As long as eyes are red and discharging
Influenza	During acute illness
Measles	For 4 days after rash appears
Mumps	Nine days from onset of swelling
Rubella	For 4 days after rash appears
Scabies	Until the student and household have been treated
Scarlet Fever, strep throat, Strep infection	Return by doctor's notification
Active Tuberculosis	Authorized to return by Dept of Health
Ukus, head lice	Until head is clear of eggs (nits) Nits will hatch in 7-10 days if not removed.

### **Illness during School Hours**

1. If a student becomes ill or is injured, he/she is sent to the office.
2. The office will only treat the student in a limited way: take his/her temperature, apply band aids, and apply ice packs.
3. If the illness or injury is serious, the office staff will immediately notify the parent/guardian, or a responsible authorized adult, to come to the office for the child and have him/her taken to a physician or home.
4. Therefore, it is essential that the parents fill out an Emergency Card and notify the office of any changes in the home address, phone number, business/cell phone numbers, etc. This is imperative for the safety of your child.

## **Absences for Parental Reasons (HCS 5022.3)**

1. Trips or vacations during the school year are **discouraged**. Families who choose to travel, do so with the understanding that it may negatively impact the student's academic standing.
2. If there are any assignments to make up, they will be given upon return of the student to school.
3. In the event that work is not completed, and the student needs the assistance of a tutor, the parents will be responsible for this arrangement.

## **Makeup Work**

Each student must secure directions from his/her teacher for making up class work missed because of absence from school on regularly scheduled school days.

## **Tardiness**

School begins promptly at 7:40am. Being on time is a matter of good home discipline. Train your child to organize school items the night before.

## **Health Policy**

The Hawaii School Attendance Law requires that all children must have on file a current Pupil's Health Record.

## **Grievance Procedure**

In the spirit of subsidiarity, if you have a complaint which you believe is important to communicate, speak to the person with whom you have the complaint. If it is a concern related to the classroom, address this concern at a pre-arranged meeting with the classroom teacher. If the complaint is not resolved, then talk to the Principal. If the complaint is still not resolved, you may then arrange a meeting with the Head of School. If the complaint is still not resolved, you may send your signed and dated complaint in writing to the Superintendent of Hawaii Catholic Schools.

## **Severe Weather/Emergency Procedure**

In case of school closures prior to start of the school day, parents and staff will be notified using our mass communication system, School Messenger, via cell phone, landline, and/or email. We will notify the public via public radio announcements by 6:00am. In case of inclement weather or emergency situation, the schools primary responsibility is student safety and accountability.

The school is not in a tsunami zone and therefore will not have to evacuate in the event of a Tsunami warning. In case of fire evacuation or unsafe conditions on our campus we will go to the high school field. St. Anthony School does practice evacuations and lockdowns so students are aware of procedures.

Should the school close during the day, parents will be notified by school officials via School Messenger and public radio announcements. Parents have the responsibility of picking up their child(ren). Due to the importance of student accountability, all students must be signed out in the main office before leaving the school grounds. Your cooperation and patience is greatly encouraged during these times of high-anxiety. Our main focus will be student safety and accountability for all students.

### **Parties/Student Gifts**

Birthday parties are discouraged during the school day. If you wish to send a treat, please contact your child's teacher two days prior to the day. Teachers are encouraged to share birthday treats in the afternoon. Treats containing nuts or excessive sugar are discouraged. **No party invitations or birthday gifts may be passed out.** This will help to prevent hurt feelings. Any balloons or flowers will be held in the office until the end of the day to avoid the distraction in class. As a reminder, balloons and flowers should not be delivered to school.

### **Admission of Students**

Applications for new students may be submitted as early as October for the following year. School applications are available in the office. Application requirements are as follows:

- ◆ Completed application form
- ◆ Copy of State issued birth certificate
- ◆ Copy of Baptismal Certificate (if Catholic)
- ◆ Copy of current report card
- ◆ Copy of standardized test scores
- ◆ Teacher Recommendation Letter from present teacher

**Parents requesting early entrance into Kindergarten need to send a written request to the principal by May 1, 2019.**

### **Acceptance Priorities and Criteria**

Priorities:

1. Returning students in good standing
2. Siblings of current St. Anthony School Students
3. Children of Catholic Parishes
4. Waiting List when class sizes are full

Criteria for New Students:

1. Placement Test
2. School records copy of most recent report card
3. Teacher Recommendation Letter
4. Interview with parent(s)/guardian and child, **if necessary**

Admission to St. Anthony School is a privilege and is based in part on the school's ability to serve the child effectively with the resources available to the school.

### **Returning Students**

Each March a Re-registration Contract is sent home. A non-refundable deposit and signed contract must be returned to the office by the deadline given. Continued enrollment at St. Anthony School is not automatic. The school reserves the right to admit or deny admission to any applicant at the discretion of the administration.

### **Tuition**

Tuition and fees are determined annually. Arrangements for the payment of tuition must be made with the business office at the time of registration. Several Tuition payment plans are available. Postdated checks will not be accepted. All tuition must be paid no later than the first day of April of the current school year. A \$25 fee will be charged for all checks returned by the bank for any reason. Repeated occurrences will require payments to be made by cash or money order. A late fee of \$25 will be assessed for any late payment. Two consecutive non-payments may result in the immediate disenrollment of your child(ren) from St. Anthony School.

### **Method of Payment**

The Finance Committee and Administrators determine the available payment plans annually. Current plans are available in the business office.

### **Fundraisers**

St. Anthony School conducts fundraisers each year. Please remember that fundraisers help keep our tuition cost down. We expect and appreciate family participation in all school fundraisers.

### **Insurance**

Student insurance coverage is provided by SERVCO Pacific Insurance. The coverage is mandatory for all students. Costs are included in school fees. Should your child incur an injury that needs medical attention, please request an insurance form from the office.

### **Student Records**

Non-custodial parents will be given access to unofficial copies of student records, and teachers will be available to discuss the student's progress unless a court order providing otherwise is filed with the school.

## Photograph Release

From time to time, the School may authorize photographs to be taken of students and/or their work in a variety of school-related activities. The School may display or publish these photographs in various public forums, such as bulletin boards, yearbooks, newsletters, newspapers, SAS website, social media, etc. Parents are responsible for notifying the Development Director, and completing the appropriate form, **if you do not wish your child to be photographed or videoed. Otherwise, acknowledgment of this handbook implies permission.**

## CURRICULUM

### Programs

- Religious instruction forms the basis for the total development of the child. All are required to participate in religion classes and all church services during school hours. Workshops for First Reconciliation, First Eucharist and Confirmation available for parents during the school year if their children are receiving these sacraments within the year.
  - Language Arts: English, Reading, Spelling, Writing and Phonics
  - Mathematics
  - Science/Health
  - Social Studies
  - Art and Music
  - Computer Education
  - Physical Education: All students participate in a PE program
    - a. All Students must participate unless a written note is received from the parent/guardian or physician indicating medical reason
    - b. Athletic school shoes are required for PE periods
    - c. Students may wear PE uniforms if this is desirable

### Extra-Curricular Activities

Extra-Curricular activities vary from year to year.

### Field Trips

1. Field trips are privileges afforded to students. No student has an absolute right to attend a field trip.
2. Field trips are to be educational excursions and must be approved by the principal.
3. Students without a permission form signed by parents will not be allowed to go on the field trip.
4. Students are required to have medical coverage.

## Homework

Follow-up assignments written or otherwise, are given to strengthen skills and lessons introduced during the school day. The parent/guardian should help to build a proper attitude toward homework.

The following is a reasonable amount of time a student might spend daily on homework:

Grade K and 1	15 – 30 minutes
Grade 2 and 3	30 – 45 minutes
Grade 4 and 5	30 – 60 minutes

If a student is regularly spending more than the reasonable time for grade-level homework, the parent should contact the teacher.

## Reporting to Parents

In order to inform parents of their child's progress, report cards are sent home four times a year. Mid-quarter progress reports are given if necessary, at least four weeks before the quarter ends.

Parent-Teacher conferences are scheduled at least once during the year and may be requested at other times. The mandatory Parent-Teacher conference is scheduled with the distribution of the first report card.

Students who fail to master the work at a grade level may be asked to repeat the grade or makeup the work in a summer session. Conferences with parents and teachers will be held before the final decision is reached.

## Grading System

<u>Gr. K</u>	<u>Gr. 1 - 5</u>
E	P Proficient
S+	PP Primary Proficient
S	DV Developing
NI	EM Emerging
IP	NY Not Yet

## **CODE OF CHRISTIAN CONDUCT COVERING STUDENT AND PARENTS/GUARDIANS**

The students' interest in receiving a quality, morally based education can be served if students, parents and school officials work together. Normally, differences between these individuals can be resolved. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child.

It shall be an express condition of enrollment that the student behaves in a manner, both on and off campus that is consistent with the Christian principles of the school as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles or procedure set forth in any student/parent handbook of the school.

It shall be an express condition of enrollment that the parents/guardians of a student shall also conform themselves to standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include, but are not limited to any policies, principles or procedures set forth in any student/parent handbook of the school.

These Christian principles further include, but are not limited to, the following:

1. Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral and behavioral expectations of the school.
2. Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.
3. These expectations for students and parents/guardians include, but are not limited to; all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.)

The school reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school. Failure to follow these principles will normally result in a verbal or written warning to the student and/or parent/guardian and normally will result in disciplinary action short of a requirement to withdraw from the school (e.g., suspension of student or suspension of parent/guardian's privilege to come on the campus grounds and/or participate in parish/school activities, volunteer work, etc.).

The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without a warning and/or without an intermediate step.

### **Parental Responsibilities**

The students' interest in receiving a quality, morally-based education is only served if students, parents and school staff work together. Normally, differences between these individuals can be resolved. In some rare instances, however, the school may find it necessary, at its discretion, to require parents/guardians to withdraw their child.

It shall be an expressed condition of enrollment that the student will behave in a manner, both on and off campus, which is consistent with the Christian principles which the school upholds. These conditions of enrollment shall include, but are not limited to, the following:

- Parents/guardians are expected to work cooperatively with the school to assist the student in meeting the academic, moral and behavioral expectations of the school.
- Students and parents/guardians may express their concerns about the school's policies or its personnel in a respectful, collaborative and constructive manner.
- These expectations for students and parents/guardians are extended to include all school-

sponsored programs and events (e.g., study halls, athletics, field trips, activities).

The school reserves the right to determine which actions fall short of meeting basic Christian principles and the school's code of conduct. The student whose actions fall short will normally be given a verbal warning first, then if necessary, disciplinary action will be taken which may lead to suspension from the school and its activities. The school reserves the right to determine when student conduct is of such a severely detrimental or harmful nature as to warrant immediate expulsion or law enforcement intervention without prior suspension and/or probation.

## **STUDENT BEHAVIOR**

### **Student Discipline**

St. Anthony students are educated to become men and women of faith and character having sound moral principles and the academic training necessary to assume their responsibilities as productive citizens. All rules and regulations are created and enforced with the expectation that St. Anthony's philosophy and mission will be met. All school policies apply to all students regardless of age and/or emancipated minor status.

Discipline in the school is necessary to maintain a safe environment for students and adults and to provide an appropriate environment for the educational process. Ultimately, the purpose of all discipline is the development of self-discipline. The policies and procedures outlined in this section are designed to maintain good discipline at St. Anthony. Adherence to these policies and procedures indicates a student's willingness to be a positive member of the St. Anthony 'ohana.

St. Anthony recognizes that students are personally responsible for their actions and behavior. Inappropriate actions and behavior will not be accepted or tolerated and students will be held accountable. St. Anthony expects that students, as well as all members of the school community, will treat others equally and respectfully. They will refrain from the willful or negligent use of slurs of any form against persons on the basis of race, language spoken, color, sex, religion, disability, national origin, immigration status, age, sexual orientation, or political belief. St. Anthony expects that students will not be involved with illegal drugs (refer to Controlled Substance Abuse Policy) and/or associated with gangs or inappropriate groups. St. Anthony maintains a "Zero Tolerance" standpoint in regards to weapons, illegal drugs, and gang affiliation. Students are expected to actively support and assist the school in maintaining a campus free from drugs, alcohol, weapons, gang activity, and/or any situation harmful to the school or school community.

As a member of the St. Anthony 'ohana, students have the responsibility to help care for others, their property, and the image of St. Anthony. Students are encouraged to inform a staff member when students violate our behavioral expectations.

St. Anthony recognizes that parents have a key responsibility in the discipline of their children and actively includes them in the school's disciplinary process. Communication lines will be kept open by parent phone calls, letters, conferences and parent/teacher conferences.

The purpose of the St. Anthony disciplinary process is to clearly indicate to students when their actions and behavior are inappropriate and unacceptable. Classroom discipline is the

responsibility of each classroom teacher who informs students and parents of their behavioral expectations at the beginning of the course. If the classroom teacher's disciplinary measures fail to produce a change in behavior a student may be referred to the Dean of Students for further consequences and actions which may include, but are not limited to, after school detention, Saturday detention, suspension, behavioral contract and expulsion.

## **SAINT ANTHONY SCHOOL DISCIPLINE**

Students are responsible for overall good conduct in or out of school. Students represent themselves, their family and their school both on and off school campus. We believe that all students can and will meet **expectations** (rules, guidelines) and we expect students to come to school in an environment that allows them to learn and grow through their heart, mind, body and soul. We believe that consistent discipline provides this safe and nurturing environment, is not meant to be punitive, and it matches consequences with individual choices.

### **CONSEQUENCES**

**Detention** – a lapse in expected societal behavior on the part of the student. A detention may be served with the teacher who has assigned the consequence at a day/time chosen by the teacher and/or during a group detention time assigned through the Dean of Students. A written notice will be given to the student regarding the date and time of the detention. Being late to or failing to show up for an assigned detention will automatically result in an additional detention to be served. The detention will be recorded on the student's disciplinary record. If a student receives three (3) detentions within a quarter, parents will be notified.

Violations **may** include but are **not limited** to:

- Unexcused Tardies (3 or more)
- Missed Detention
- Profanity
- Disrupting class instruction
- Dress Code violation
- Littering
- Being in a restricted area without permission
- Inappropriate behavior at Mass, Assembly or other group event
- Eating/drinking in class without permission
- Unauthorized use of technology, school equipment, hall passes

**Referral** – a major lapse in expected behavior on the part of the student. Three (3) detentions will be assigned as part of the referral process. A written notice will be given to the student and the parent/guardian will be contacted and notified. The referral is recorded on the student's disciplinary record. If a student receives two (2) referrals or a total of six (6) detentions within a quarter he/she will be suspended.

Violations **may** include but are **not limited** to:

- Damaging school property
- Leaving school grounds without permission
- Lying
- Gambling
- Forgery of report cards, school records, notes or permission forms

- Cheating/Plagiarism
- Inappropriate use of technology
- Gross disrespect to staff
- Bullying, harassment, degrading of another person through verbal, written, physical or electronic means
- Cutting class or skipping school

**Suspension** – a grave lapse in expected behavior on the part of the student and/or the accumulation of two (2) referrals or a total of six (6) detentions within a quarter.

In rare cases, the severity of the action may require the school to contact local authorities.

**In rare cases, the student may be suspended for ten (10) days with recommendation for an expulsion hearing review.**

The Dean of Students will provide a written notice to the student indicating the day(s), date(s) and type of suspension to be served (in or out of school). The parent/guardian will be contacted and notified. The suspension is recorded on the student's disciplinary record.

**If a student receives three (3) suspensions in a school year, they will receive notice of an expulsion review meeting.**

Violations may include but are not limited to:

Possession of, use or sale of tobacco or drugs (on person, locker, book bag, purse, vehicle, any campus location)

Possession of, use or sale of alcohol (on person, locker, book bag, purse, vehicle, any campus location)

Possession of, use or sale of any objects/instruments (i.e. weapons) capable of inflicting serious bodily harm

Physical violence, fighting or threats against any staff, student or visitor including threats by verbal, written, electronic or other means

Vandalism or destruction of school property

Stealing

Gang affiliation

Bullying, harassment, degrading of another person through verbal, written, physical or electronic means

**NOTE: Until the suspension is served, a student cannot attend or participate in any extracurricular activity.**

**NOTE: Anyone convicted of a delinquent or criminal matter inside or outside of the school environment is subject to expulsion. Any student serving an existing expulsion from another school and requesting enrollment into SAS will not be enrolled at SAS during the length of the expulsion and will go before a review board to determine if admittance into SAS will be approved at a later date.**

**EXPULSION REVIEW BOARD:**

This Board is made up of four (4) members. The Principal, the Dean of Students and two (2) teachers not directly involved with the specific incident. This discipline review will include all documentation of the incident(s) and any/all student records on file. A recommendation to expel or offer a consequence "in lieu of" expulsion will be provided to the Head of School. The final decision will be made by the Head of School.

## **Playground Supervisors**

Staff, teachers and parents supervise the playground. Students are subject to their direction and guidance. Students must obey the yard supervision. If such respect is not adhered to, the student is accountable to the principal who will take appropriate action.

The following playground rules are to be observed:

1. Students are not permitted to run or play ball on the lanai. The lanai directly in front of the school office is a Quiet Zone because of the necessary business that is transacted from 7:30am – 3:00pm.
2. When a ball bounces over the fence on to the Lower Main Street, students must inform either the teacher aide or playground supervisor. No student is permitted to retrieve a ball from the street.
3. No organized ball playing is permitted before or after school. School balls may be used only during recess or PE periods.
4. Bells are signals for our students to STOP PLAYING, to gather all sport equipment, and to assemble in their respective class lines.

## **Cafeteria Rules**

Since the entire Grade School uses the cafeteria just before the Jr. Sr. high school students, timing and order are very necessary to avoid crowding, confusion, loud noises and untidy accidents.

The following rules will be followed:

1. Each teacher will accompany his/her students to the cafeteria at the appointed time.
2. Students will wash their hands before getting their trays of lunches. Both hands should be used to hold the tray firmly and a careful walk into the cafeteria will often prevent accidents.
3. Students sit with their classmates in an assigned area. After being seated, a student does not go about changing places.
4. Running, shouting, kicking, leaning on tables/chairs or playing with food will warrant a correction.
5. Students stand, gather belongings and rubbish, push chairs in properly under the table, take trays to the disposal area, and place utensils in proper container.

## **Books**

Textbooks represent a substantial investment for the school and must be treated with respect. All textbooks must be covered at all times. Do not put tape on the books themselves. Students and parents are advised that NO adhesive book covers are allowed. Books damaged or lost will be charged to the parents.

## **St. Anthony School Parent Teacher Guild**

The Parent Teacher Guild consists of parents, teachers, and guardians or other interested persons. The guild exists as an auxiliary to St. Anthony School and is support group. The PTG strives to:

- Encourage greater cooperation between home and school
- Promote social, spiritual and educational activities which will be beneficial to the parents/guardian of our students
- Brainstorm for suitable endeavors, which may result in finances to improve the quality of our school.
- Assist in whatever possible to provide for the success of St. Anthony Grade School.
- Meet four times within the scholastic year.
- Have a Board whose members include: President, Vice-President, Secretary, Treasurer, two or more Parent Representatives, a Faculty Representative, and the Principal.
- Organize fund raising activities in collaboration with St. Anthony School Advancement Office

## **Wellness Program**

This policy supports the mission of St. Anthony School, a Hawaii Catholic School. The school community recognizes that a poor diet, combined with the lack of physical activity has a negative impact on student's health and their ability to learn, both short-term and long range.

The NCEA statement on Accountability and Assessment in Catholic Education states that: "We hold a sacred trust to educate and form the whole person – mind, body, and spirit." As Catholic educators, we believe in providing consistent school activities and an environment in which students can learn to make lifestyle choices that promote their healthy futures.

The Wellness Policy of St. Anthony School is to:

1. Provide a positive environment and appropriate knowledge of healthy food choices and the benefits of daily physical activity that:
  - Ensures that students have access to healthy food choices and safe physical activities at school and at school functions;
  - Provides a pleasant eating environment and secure playground for students and staff;
  - Allows sufficient time for students to eat lunch and to engage in social activities for physical fitness prior to consuming meals;

- Enables students, through a comprehensive health and physical education curricula, to acquire the knowledge and skills necessary to make healthy food and physical activity choices for a lifetime.
2. Reduce student access to foods of minimal nutritional value through a five year plan that focuses on and:
    - Ensures the integrity of the school lunch program by discouraging food and beverages sales that are in conflict with the lunch program;
    - Encourages teachers, students, and parents to make healthy, nutritious food choices when food is used as a part of a class or student incentive program, curricular lesson, or fundraiser;
    - Practices selective pricing that favors sales of healthy foods over unhealthy food choices.
  3. Provide opportunities for school community involvement in the development, review, and implementation of the St. Anthony School Wellness policy, and to ensure that this policy is being met.

### **Safe Environment Program**

The “Policy of Allegations and Incidents of Sexual Misconduct” promulgated by the Diocese of Honolulu incorporated in this handbook by this reference. A copy of the policy is contained in the handbook, “To Offer Healing, To Restore Trust”, first published January 8, 2004. The handbook is available from the Parish.

The church endorses the mandatory reporting provisions of H.R.S. Chapter 350 concerning child abuse. All Staff members and Teachers/Catechists are required to sign an acknowledgement that they have read and understood the ethical and personal conduct policies of the Diocese of Honolulu.

Consistent with diocesan policy, St. Anthony School will conduct Safe Environment training as part of the religious education curriculum.

Consent for participation in this program is included on the Parent Acknowledgement Form located in this handbook. Materials are available for parent review.

St. Anthony School and its employees shall comply with the reporting requirements of the Hawaii Child Abuse Reporting Law. The school and its employees will immediately report any known or reasonably suspected incidents of child abuse (including physical abuse, physical neglect, sexual abuse, and emotional maltreatment) to a child protective agency.

## **Bullying Policy**

St. Anthony School recognizes that bullying and intimidation have a negative effect on school climate and negate the spirit of dignity and uniqueness of each individual we advocate in the Catholic School. Students who are intimidated and fearful cannot give their education the single-minded attention they need for success. Bullying can also lead to more serious violence. Every student has the right to an education and to be safe in and around school.

**Definition of Bullying.** Bullying is a pattern of abuse over time and involves a student being “picked on”. Bullying includes physical intimidation or assault; extortion; oral or written threats; teasing; putdowns; name-calling; threatening looks; gestures; or actions; cruel rumors; false accusations; and social isolation.

**Bullying is prohibited.** The St. Anthony School community shall not tolerate any bullying on school grounds or at any school activity on or off campus.

**Staff Intervention.** St. Anthony School expects all staff members who observe or become aware of an act of bullying to take immediate, appropriate steps to intervene – unless intervention would be a threat to staff members’ safety. If a staff member believes that their intervention has not resolved the matter, or if bullying persists, he/she shall report the bullying to the school administration for further investigation.

**Students and parents shall report bullying.** St. Anthony School expects students and parents who become aware of an act of bullying to report it to the school administration for further investigation. Any student who retaliates against another for reporting bullying may be subject to the consequences listed below in paragraph 6.

**Investigation procedure.** Upon learning about a bullying incident, the principal or designee, shall contact the parents of both the aggressor and the victim, interview both students, and thoroughly investigate. This investigation may include interviews with students, parents, and school staff; review of school records; and identification of parent and family issues.

**Consequences/Intervention.** Consequences for students who bully others shall depend on the results of the investigation and may include counseling; a parent conference, detention; suspension and/or expulsion. Depending on the severity of the incident, the principal may also take appropriate steps to ensure student safety. These may include implementing a safety plan; separating and supervising the students involved; provide staff support for students as necessary; and developing a supervision plan with the parents.

## Dress Code

Students of St. Anthony School are required to wear uniforms (with shirts neatly tucked in) and shoes to school daily, unless otherwise stated in a letter sent home to parents.

**All uniform items must be purchased from Dennis Uniform Company.**

The following directions are to be observed regarding uniforms:

### **Girls: Grade K – 5**

- Blue knit polo shirt with school logo (From Dennis Uniform Company)
- Walking shorts, navy twill (From Dennis Uniform Company)
- Plaid jumper, skirt, or culottes (From Dennis Uniform Company)
- Blue PE T-shirt and shorts (From Dennis Uniform Company)
- Dark blue, royal blue, or white socks (must be visible and cover ankles)
- Dark blue, royal blue, or white sweaters or jackets
- Athletic shoes (white, blue, black or grey)

### **Boys: Grade K – 5**

- Blue knit polo shirt with school logo (From Dennis Uniform Company)
- Walking shorts, navy twill (From Dennis Uniform Company)
- Dark blue trousers (No jeans) (From Dennis Uniform Company)
- Blue PE T-shirt and shorts (From Dennis Uniform Company)
- Dark blue, royal blue, or white socks (must be visible and cover ankles)
- Dark blue, royal blue, or white sweaters or jackets
- Athletic shoes (white, blue, black or grey)

### **PLEASE NOTE:**

Athletic shoes (no heelys with or without wheels), sweaters, jackets, trousers, and socks (must be visible and cover ankles) are to be worn in conformity with the above color code. Haircuts must be neatly trimmed with boys' length not extending below the collar. Extreme hairstyles, coloring or highlighting are not allowed. Dangling earrings are not acceptable wear for girls during school hours. No earrings for boys. Fingernail polish should not be used.

### **Uniform Order:**

All items must be ordered from:

**Dennis Uniform Company**  
135 SE Hawthorne Blvd.  
Portland, OR 97214  
1-800-854-6951

School Code: **HI0055** if ordering online at [www.dennisuniform.com](http://www.dennisuniform.com)

## Internet Acceptable Use Policy

Parents, as primary educators and owners of their child's electronic devices, are asked to assume responsibility to monitor them inasmuch as they have appropriate content, pictures, music, games, apps, etc. We ask that you regularly review the material on your child's device(s). If you allow your child to participate in social media websites, they should include you as a "friend".

Teachers are asked to monitor the use of these devices inasmuch as they impact learning in the classroom and respectful behavior on campus (see SAS Acceptable Use Policy for more details). If your child is not ready to manage any electronic device consistent with our Acceptable Use Policy (AUP), please contact the Principal to work out a reasonable plan.

Cell phones may be used on campus **for academic purposes ONLY**, under the **supervision and explicit** permission of a faculty member. **At all other times, due to the potential disruptive nature of this device, we ask that all students turn off their cell phones during the school day, to include recess and lunch, and place it for safety in their backpack (NOT on their person or locker).** The school will not assume any liability for loss or damage of these devices. Phones used inappropriately will be confiscated and returned **only to the child's parent or guardian** in the main office. In an emergency, your child is always welcome to use the office phone to contact you.

### Volunteer Program

Parents, Grandparents, and Guardians are a VITAL part of our School. Volunteers at school are needed for numerous activities and on many occasions. We need the help for all concerned if we are to provide the best education possible for your child.

For our children's safety, parents who volunteer with class activities must sign a Parent Volunteer Form.

## Volunteer Code of Conduct Agreement

Our children are the most important gifts God has entrusted to us. As a volunteer, I promise to strictly follow the rules and guidelines in this Volunteer's Code of Conduct Agreement as a condition of my providing services to the children and youth of **St. Anthony School**.

### As a volunteer, I will:

- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration.
- Avoid situations where I am alone with children and/or youth at Church/School activities.
- Use positive reinforcement rather than criticism, competition, or comparison when working with children and/or youth.
- Refuse to accept expensive gifts from children and/or youth or their parents without prior written approval from the pastor or administration.
- Refrain from giving expensive gifts to children and/or youth without prior written approval from the parents or guardians and the pastor or administrator.
- Report suspected abuse to the pastor, principal, DRE/CRE, or appropriate supervisor and the local Child Protection Services Agency. I understand that failure to report suspected abuse to civil authorities is, according to the law, a petty misdemeanor.
- Cooperate fully in any investigation of abuse of children and/or youth.

### As a volunteer, I will not:

- Smoke or use tobacco products in the presence of children and/or youth.
- Use, possess, or be under the influence of alcohol at any time while volunteering.
- Use, possess, or be under the influence of illegal drugs at any time.
- Pose any health risk to children and/or youth (i.e., no fever or other contagious situation).
- Strike, spank, shake, or slap children and/or youth.
- Humiliate, ridicule, threaten, or degrade children and/or youth.
- Touch a child and/or youth in a sexual or other inappropriate manner.
- Use any discipline that frightens or humiliates children and/or youth.
- Use profanity in the presence of children and/or youth.

I understand that any action inconsistent with this Code of Conduct or failure to take action mandated by this Code of Conduct may result in my removal as a volunteer with children and/or youth.

Print Name: _____ Date: _____ Signature: _____
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## Cafeteria

St. Anthony Cafeteria will continue to use the computerized system for purchasing school meals. Each student will be issued an identification card, which will be used for purchasing meals.

### Background:

- Each student will be given a Mealttime user name and password.

### Making Deposits:

- Parents of Grade School Students will make their deposits online at [www.mymealtime.com](http://www.mymealtime.com).
- Parents are asked to pre-pay and turn in lunch choices by the 15<sup>th</sup> of the month for the following month.
- Mealttime alert notices will be sent home via email when balance reaches \$10.

### Purchasing Meals:

- Each student must present his/her ID card at the time of service.
- Each student can purchase only one meal at a time. If your child wants to purchase another meal they will be charged full price for a second meal.
- Students must have money in their account to purchase meals.

### Replacing Lost Cards:

- Each student will be given an ID card.
- It will cost \$2.00 to replace a lost card.

### Meal Prices:

- Lunch ~ Kindergarten to Grade 3 ~ \$5.50
- Lunch ~ Grade 4 – 5 ~ \$6.00

If you have any questions, please contact Hoku Ornellas in the cafeteria at 244-3475 from 6:30 to 2:00pm.



13. Please notify school office of any allergy or special health problems your child may have.
14. Any child with a fever or communicable illness will not be allowed in the Program.
15. All policies and rules in the Parent-Student Handbook apply to the After-School Program.

### **Emergency Procedures**

1. Emergency Medical Care – The staff will give appropriate care and phone parents. An emergency card is needed for each child that attends this program.
2. Confidentiality – No information of child or family will be given out except for emergency or with written permission.
3. Safety Information – If a child is ill we will immediately call for the child to be picked up. This is for the health and safety of all children in the program.

### **Playground Areas**

1. Swings – Children must be seated on swings with only one person on a swing at a time.
2. Balls – They are used for playing appropriate games. No throwing balls at someone else.
3. Playground equipment – It is to be used in areas for appropriate play according to game played and game rules.
4. No pushing or shoving will be tolerated.

\*\*\*No play equipment is ever to be thrown at another student with intent to harm or for any reason.

### **Clean Up Responsibility**

All children are responsible for cleaning up after themselves.

To avoid getting uniforms stained, please allow your child to bring a change of clothes. This also allows them more freedom in playing and doing projects that use paint, water or other messy things.

School shoes must be worn. Children are not allowed to change into slippers.

## Ongoing Projects

We would like to let you know about a few projects that you can help with everyday.

**Box Tops for Education** – Save Box Tops from more than 330 participating General Mills products. Send them to school so we can redeem them for cash from General Mills – 10 cents per Box Top. A complete list of participating products at [www.boxtops4education.com](http://www.boxtops4education.com)

Thank you for making a difference for our school through your participation.

**St. Anthony School  
Parent/Student Handbook  
2018-2019 School Year**

**Acknowledgement Form**

Since the Parent/Student Handbook contains much of the essential information about St. Anthony School, it is important that each student and each parent/guardian read it in order to better understand the School. It is expected that each student and parent/guardian will make a sincere effort to comply with the regulations and will support the religious, Christian and Catholic nature of the School.

I/we have received the St. Anthony School policy for:

Dress Code

Safe Environment Program

Internet Acceptable Use Policy

Volunteer Code of Conduct

Student Photograph/Work Release

I/we understand and agree to cooperate with all the school's policies set forth in this handbook.

Please return this signed page to your child's teacher.

\_\_\_\_\_  
Father/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mother/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date