



ST. ANTHONY SCHOOL

GRADES K-5

PARENT/STUDENT HANDBOOK 2020-2021

ST. ANTHONY SCHOOL
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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.

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Brief History of St. Anthony School

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 new Girls' High School was completed in 1940 and the present St. Anthony Grade School Building was dedicated on 1955.

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.

St. Anthony School (SAS), K-12, was established for the 2017-2018 school year under the leadership of its first Head of School. The SAS Board of Directors was also established at that time. The St. Anthony School of Maui Foundation Board provides significant and impactful support for the only K-12 Catholic school system on the island of Maui.

SAS is sponsored 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 children 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 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 21st 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:

St. Anthony School is a Marianist sponsored K – 12 Catholic school where all are welcomed in the spirit of aloha. We are committed to serving mind, body and spirit in a nurturing and challenging academic environment that inspires each student to be their individual best for the world.

Vision Statement:

We envision St. Anthony School as a thriving top school of choice where our students reach their full potential and make a positive, meaningful contribution to our campus, our community and our world.

Values Statements:

- **Excellent Student Learning** – We hold ourselves accountable to academic excellence.
- **Family** – We are held in the safety and spirit of ‘ohana (family).
- **Friendship** – We honor one another as individuals and extend friendship to all.
- **Integrity** – We hold the highest standards for Students, Staff & Faculty in all we do.
- **Faith** – We cultivate faith formation daily.
- **Generosity** – We approach the world generously, giving of our time, talent and treasure to serve others.

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 with a respectful and collaborative 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 the education of their children. By choosing to enroll your child in St. Anthony School you have expressed confidence in St. Anthony School and the partnership between us. We do this by cooperating to the fullest, by encouraging the student to give his/her best efforts to his/her daily responsibilities, by participating in school activities and events, and through promoting the teaching and principles of a Catholic, Marianist, faith-based 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 have 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 Catholic and Marianist 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; 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

School Administration & Central Office Staff

Tim Cullen	Head of School/Principal K-12	tcullen@sasmaui.org
Teresa Rizzo	Business Manager	trizzo@sasmaui.org
Everett Yamashita	Dean of Secondary School	eyamashita@sasmaui.org
Emily Bartow	Advancement	ebartow@sasmaui.org
Samantha Gomes	Office Administrator	sgomes@sasmaui.org
Keili Johnson	Guidance Counselor (Gr. 6-12)	kjohnson@sasmaui.org
Ashley Cambra	Business Office Assistant	acambra@sasmaui.org
Lindsey Shiroma	Advancement	lshiroma@sasmaui.org
Art Fillazar	Student Records (6-12)	afillazar@sasmaui.org
Ardella Kahula	GS Office Assistant/Maintenance	akahula@sasmaui.org
Lee Barbero	Custodian	lbarbero@sasmaui.org
Roman Dolacinski	Maintenance	rdolacinski@sasmaui.org

Grade School Faculty & Staff

Teri Tavares	Kindergarten	terit@sasmaui.org
Raenelle Coloma	Kindergarten	rcoloma@sasmaui.org
Katie Hensley	Grade 1/2	khensley@sasmaui.org
Cecilia Schmidt	Grade 1	cschimdt@sasmaui.org
Valerie Delos Santos-Duarte	Grade 2	vald@sasmaui.org
Melodie Tafao	Grade 3	mtafao@sasmaui.org
Kaitlyn Kim	Grade 4	kkim@sasmaui.org
Kapu Adams	Grade 5	kadams@sasmaui.org
Kathy Alves	Kinder Asst, Afterschool	kalves@sasmaui.org
Adree Sakamoto	Grade 3 Assistant	asakamoto@sasmaui.org
Olivia Carbajal	Grade 4 Assistant	ocarbajal@sasmaui.org
Karen Takeshita	Hawaiiana, PE, Afterschool	ktakeshita@sasmaui.org

School Lunch Program

SAS Main Office

Please call 808.244.4190 ext. 221

St. Anthony School Board of Directors

Father Roland Bunda, Pastor
 Dr. Llewellyn Young, HCS
 Dr. Daniel Garcia
 Bradley McArthur
 Alvin Santander

Tim Cullen, HOS
 Brother William Campbell
 Buddy-James Nobriga
 Gary Passon
 Ashley Otomo

Jeanne Skog, Chair
 Rory Frampton
 Ashley Leahy
 Raymond Petty

General Information

School Hours

The school day starts at 8:00am to 2:30pm 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 Extended Care Program that ends at 5:00pm. For the safety of our students, all gates will be locked in the morning. All gates will be unlocked at 2:15pm for on-campus dismissal.

ARRIVAL AND DISMISSAL SAFETY PROTOCOLS

We start the 2020-2021 school year with excitement, anticipation, and awareness for the necessity of new safety protocols for our students and their entrance to and dismissal from school each day. We need everyone's support with this process prior to leaving home, while students are arriving on campus and when they are dismissed each day. The items listed below are specific to the daily drop off, arrivals and dismissals of our students.

- Students that are ill should stay home and come to school when well.
- **EVERY** student will be thermo scanned each day per drop off guidelines.
- All students must have and wear their face mask when on campus.
- **All** teachers to be in classrooms/home rooms no later than 7:30 a.m. each day.
- **NO** students allowed to enter ANY room or congregate on campus prior to the start of the school day. **All** visitors, including parents, to report to the Main Office during the school day.
- Parking is limited so parents wanting to walk their child to the entrance line must park in an open, lined parking stall. All parents need to wear a face mask when on campus.
- Thermo scanning begins at 7:40 am each day. Classes expected to begin by 8:00 a.m.

Arrival Procedures:

- **All** students in **Grades K-8** will arrive on campus and line up to be thermo scanned in front of the **Flex Center**. Students in **K-5 will line up on the right side** of the entrance walkway and social distance along the curb on the right side of the parking lot facing the building. Students in **6-8 will line up on the left side** of the entrance walkway and social distance along the curb on the left side of the parking lot facing the building.
- Each line will move forward to the staff member scanning on their side.
- Students scanning below 100.4 will be given a daily entrance ticket and will be directed to the walkway to their building/classroom.
- Students must have their daily entrance ticket to be allowed into their class.
- Any students scanning at 100.4 or above will be directed to go into the Flex Center and sit at a designated seat which provides social distancing and separation from other students and staff.
- After all students have been scanned, the students in the Flex Center will be scanned again and their parents will be called/notified that they must go home for the day.
- These students will be monitored and released to their parents when they arrive.

Students Arriving Late for School:

- ALL students arriving late for school must be thermo scanned and receive an entrance ticket before going to their classroom.
- All students arriving late for school must go to the Main Office first.
- Students in Grades K-5 must be walked to the Main Office by a parent/guardian.
- Students in K-5 will then be escorted to their class by a staff member.
- Students that are coming to school late due to a doctor's appointment should also bring a note with them for attendance records.

SAS staff will be available to assist parents and students with arrival and dismissal procedures. Everyone's cooperation, patience, and consistency with following these new guidelines will help us become safer and more efficient as we start and end each day.

Dismissal Procedures:

Student dismissal also requires social distance protocols that are new for all of us. Parking is available along Lower Main by the cemetery and in designated, lined spaces in the school/church parking lot. SAS Staff will be available to assist and everyone's cooperation and patience is appreciated.

- The gates by the GS campus along Lower Main Street and the GS sidewalk entrance near the GS library will be open by 2:15 p.m. on Monday – Thursday and by 1:15 pm on Fridays for parents picking up their children in Grades K-3. Again, ALL need to have and wear face masks while on campus.
- Parents entering the GS playground to pick up at dismissal must wait for their child between the fence along Lower Main and the middle of the grassy playground area. All parents are asked to practice social distancing and must wear face masks.
- Students in Grades K-3 will be lined up at the end of the day then released to their parents waiting for them on the GS playground. All students will be wearing their face masks when dismissed and expected to do so until they are in their family vehicle.
- Students in Grades 4 -12 will be wearing their face masks when dismissed, may go to their lockers prior to leaving campus but may not congregate in hallways. Those who are part of an after-school activity will follow guidelines for accessing those activities. All others will wear their face masks until inside their family vehicle.
- No parents or visitors will be allowed to go to any classroom after school. If the parent/teacher have agreed to a pre-scheduled meeting, then the parent must wait until students have been dismissed before meeting the teacher in the designated location. All parents and visitors are required to wear a face mask when on campus.
- Students in Grades K-5 assigned to the Extended Day program will be directed to those rooms after school. Students in Grades 6-12 that are part of a school-sponsored activity will be directed to those areas after school. All other students are expected to exit campus no later than 2:50 pm.

Visitors

ALL visitors MUST report to the Main Office in Damien Hall. 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 (K-12) is celebrated once a month on campus. This is an important opportunity for us to worship together. Prayer services (K-12) are also celebrated monthly.

Home Lunch

Lunches must be in an insulated lunch bag to keep it hot/cold.

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 MAIN office and signing the child out. These names **must** be listed on the emergency medical form signed by the parent or legal guardian.

2. Students will be sent home for the following reasons: a temperature of 100.4 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 Main 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

We are required to 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 by the morning of the appointment. Please advise:

- Who will sign out and pick up 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. If the appointment is completed before the end of the school day and the student returns to school, they must be signed back in at the school office.

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. This information is vital to communicate with you; especially for emergencies.

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 an 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. These times should be rare. **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 808-244-4190 x221.

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
Covid Virus	At least 14 days – subject to change

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 while school is in session are **discouraged**. Families who choose to travel, do so with the understanding that it may negatively impact the student's ability to maintain their 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 8:00am.

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. In case of inclement weather or emergency situation, our 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 evacuation and lockdown drills so students and staff 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 before leaving the school grounds. Only contacts listed on the emergency contact form will be allowed to take the child home. Your cooperation and patience are 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 prohibited during the school day. If you wish to send a treat, please contact your child's teacher. **No party invitations or birthday gifts may be passed out.** 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. All applications should be turned in to our Enrollment office located in Damien Hall. Application requirements are listed online and can be obtained from the Enrollment office.

Parents requesting early entrance into Kindergarten for the 2021-2022 school year need to send a written request to the Principal by May 1, 2021.

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

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 year a Contract is sent home. A non-refundable deposit and signed contract must be returned to the enrollment 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.

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. Parent participation is expected and provides opportunities to meet other parents, build support for each other and for our school.

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 or videos to be taken of students and/or their work in a variety of school-related activities. The School may display or publish these images in various public forums, such as bulletin boards, yearbooks, newsletters, newspapers, SAS website, social media, etc. Parents are responsible for notifying the Advancement Office 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 are 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 as this is desirable
- **Friday Rotation Schedule:** this is a unique opportunity for SAS Grade School students. This year long series of hands-on, exploratory activities in areas such as ecology, geo-ed, the arts, Hawaiiana, and other areas is provided to all K-5 students. For more information email the school vald@sasmaui.org.

Extra-Curricular Activities

Extra-Curricular activities vary from year to year but may include Athletics, Art and Technology.

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. Some assignments may also be given prior to classroom instruction through video or other means. The parent/guardian is asked to help support the connection between school and home in this area.

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. St. Anthony Grade School uses standards-based progress monitoring and academic reporting. This goes beyond a traditional letter grade assignment and focuses on skill introduction, development and proficiency specific to expected grade level learning outcomes and each student's individual progress.

Parent-Teacher conferences are scheduled at least once during the year and may be requested at other times. Conferences may be virtual based on the County of Maui guidelines for meetings due to the Covid-related issues.

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 STUDENTS AND PARENTS/GUARDIANS

The students' interest in receiving a quality, morally based education can be served if students, parents and school officials work together. We expect each child to learn and grow and become successful within the school culture and climate. Normally, differences 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 if interventions are not successful.

It shall be an express condition of enrollment that a student behaves in a manner that is consistent with the Christian principles established by the school. 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 parents/guardians of a student shall also conform themselves to standards of conduct that are consistent with the Christian principles of the school. 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.)

It is the expectation of SAS administration that all faculty and staff also model these same Christian principles through words and actions with students, parents/guardians

Failure to follow these principles will normally result in a verbal or written warning and normally will result in disciplinary action (e.g., short-term suspension of student or parent/guardian's privilege to come on the campus grounds and/or participate in parish/school activities and events.).

We expect, value and maintain a safe school environment within our classrooms and across our facilities. We need everyone's help to make this happen.

STUDENT BEHAVIOR AND DISCIPLINE

Student Discipline

St. Anthony School students are educated to become young 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 School'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 School. Adherence to these policies and procedures indicates a student's willingness to be a positive member of the St. Anthony School 'ohana.

We recognize 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. We expect 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 School 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 School maintains a "Zero Tolerance" standpoint in regard 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 School 'ohana, students have the responsibility to help care for others, their property, and the image of SAS. Students are encouraged to inform a staff member when students violate our behavioral expectations.

St. Anthony School 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 School disciplinary process is to clearly indicate to students our expectations and when their actions are inappropriate and need improvement. 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 administration for further consequences and actions which may include, but are not limited to, after detention, in or out of school suspension, behavioral contracts 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

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 administration. A written notice will be given to the student regarding the date and time of the detention and parents will be also be called to inform them. 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 another group event
- Eating/drinking in class without permission
- Unauthorized use of any electronic device or technology provided by SAS or home.

A **referral** will require a written notice to 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

A **suspension** may occur when there is an accumulation of two (2) referrals or a total of six (6) detentions within a quarter.

These situations are not common and are considered rare at SAS.

Administration 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.

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 approved volunteers 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 the teacher, 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 6-12 school students, timing and order are very necessary to avoid crowding, confusion, loud noises and untidy accidents.

The following expectations 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 lunch and hold the tray firmly and carefully as they walk into the cafeteria.
3. Students will sit with their classmates in an assigned area and follow adult directions.

4. Running, shouting, kicking, leaning on tables/chairs, etc. will warrant a correction.
5. Students will follow adult directions when it is time to exit their table and cafeteria.

Books

Textbooks represent a substantial investment for the school and must be treated with respect. All textbooks must always be covered. Students and parents are advised that NO adhesive book covers are allowed. Books damaged or lost will need to be replaced.

St. Anthony School Parent Teacher Guild (PTG)

The Parent Teacher Guild consists of parents/guardians and others supportive of the mission of St. Anthony School. The PTG supports the K-12 needs of St. Anthony School and strives to:

- Encourage greater communication and cooperation between home and school.
- Promote social, spiritual and educational activities beneficial to parents/guardians.
- Generate and support fundraising events, in collaboration with St. Anthony School Advancement Office, that support the school system.
- Meet at least quarterly within the academic year.
- Maintain a Board that includes: President, Vice-President, Secretary, Treasurer, two or more Parent Representatives, a Faculty Representative, and the Principal.
- The PTG will operate each year if there are at least two parent representatives holding the position of “officer”.

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 enough 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.

The school endorses the mandatory reporting provisions of H.R.S. Chapter 350 concerning child abuse. All Staff members and Teachers 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 everyone we advocate in our 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 behavior 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 any act of bullying to report it to the teacher or school administration for further investigation. Any student who retaliates against another for reporting bullying may be subject consequences listed below.

Investigation procedure. Upon learning about a bullying incident or report, the principal or designee, shall 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 or message sent to parents. All uniform items must be purchased from Dennis Uniform Company. **Any parents having difficulty with this process should contact the Enrollment Office for assistance.**

The following dress code for uniforms shall be followed:

Girls: Grade K – 5

- Blue knit polo shirt with school logo (From Dennis Uniform Company)
- Navy walking shorts
- 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 – solid colors if not SAS style.
- Athletic shoes (white, blue, black or grey)

Boys: Grade K – 5

- Blue knit polo shirt with school logo (From Dennis Uniform Company)
- Navy walking shorts
- Dark blue trousers (No jeans)
- 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 – solid colors if not SAS style.
- 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:

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

School Code: **HI0055** if ordering online at 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. These times should be rare.

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 or other adults who volunteer with class activities must sign a Parent Volunteer Form and complete any required Diocesan training or background check.

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 providing services to the children 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 School activities.
- Use positive reinforcement rather than criticism, competition, or comparison when working with children.
- Refuse to accept expensive gifts from children and/or youth or their parents without prior written approval from administration.
- Refrain from giving expensive gifts to children.
- Report suspected abuse to the principal 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 or on school grounds.
- 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 any children.
- Humiliate, ridicule, threaten, or degrade any children.
- Touch a child in any sexual or other inappropriate manner.
- Use any discipline that frightens or humiliates children.
- 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.

Cafeteria

The St. Anthony School “Trojan Café” will continue to use the computerized system for purchasing school meals through MealTime. Each student will be issued an identification card which will be used for purchasing meals.

Background:

- Each student will be given a Mealtime username and password.

Making Deposits:

- Parents of students will make their deposits online at www.mymealtime.com.
- Parents are asked to pre-pay and turn in lunch choices by the 15th of the month for the following month.
- Mealtime alert notices will be sent home via email when balance reaches \$15.

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 \$5.00 to replace a lost card.

Meal Prices:

- Lunch ~ \$7.00

If you have any questions, please contact our main office at 808-244-4190

Statement of Operations Policies for Extended Day Program

Rules of the Extended Day Program:

1. Maximum number of children permitted by license for St. Anthony School – 1 adult for every 20 children.
2. If you are picking up your child after 2:40pm please proceed into the parking lot and enter from the Flex Center Walkway. All gates will be locked at 2:40pm for the safety of the children.
3. **Payments are due on a weekly basis.** Payments will be due every Monday for the prior week. You may prepay for the month. Please make checks payable to St. Anthony School.
4. Hours of Operation:

Monday:	Thursday	2:30pm – 5:00pm.
	Friday	1:30pm – 5:00pm.
5. Rates for our program are:
\$8.00 per day when school is dismissed at regular times. There is a charge of \$1.00 per minute for each minute the parent picking up their child after 5:00pm.
6. One snack is served each day of program operation. Parents are asked to sign up to bring snacks monthly.
7. Tentative schedule:
 - 2:30 – 2:45 Students check in with teacher.
 - 2:45 – 3:00 Homework.
 - 3:00 – 3:30 Wash hands and snack time.
 - 3:30 – 4:45 Outside play.
 - 4:45 – 5:00 Clean up and prepare to go home.
8. Pick up by authorized persons only. If unknown to staff, please be prepared to show identification – Hawaii Driver's License or State of Hawaii Picture I.D.
9. It is **REQUIRED** that either parent or authorized adult must sign out upon leaving the campus. If signatures are delinquent for 2 or more days, the child will be terminated from the Program.
10. Any child that signs into Extended Day Program is considered to be in the Extended Care Program for that day. If any child leaves the school campus (for any reason other than pickup), they will not be allowed to return to the Program. Parents will be notified immediately.

11. Admission requirements and enrollment procedures:
 - a. Open to children between the ages of 4yrs/8mons – 11 years of age.
 - b. Complete an application form available from school office.
12. All personal items are to be marked with child's name.
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.

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

**St. Anthony School
Parent/Student Handbook
2020-2021 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 in this handbook.

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

Father/Guardian Signature

Date

Mother/Guardian Signature

Date

Student Signature

Date