ST. ANTHONY SCHOOL KAILUA
HAWAII
Student Handbook
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Student Handbook Agreement 2023-2024
“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.”

Welcome to St. Anthony School Kailua!

St. Anthony School, well known for its academic excellence, is the oldest private school in Kailua. At St. Anthony School, we educate in an atmosphere that is distinctly Catholic, academically excellent, and uniquely contemporary. Our students and teachers learn and work together in an educationally challenging environment, encompassed by our faith, in a caring community. We welcome our students as part of a tradition of quality Catholic education since 1953.

Mission

St. Anthony School Kailua is committed to nurturing, enriching, and celebrating our students’ spiritual, academic, moral, emotional, and social development. Guided by the parish, with parents as primary educators and teachers as facilitators, students will receive a sound Catholic education rooted in Gospel values, centered on the Eucharist, committed to faith formation, academic excellence, and service.

Philosophy

St. Anthony School accepts each child as they are and provides opportunities for growth that will promote further development in all areas. While the integrity of and respect for each child is valued, each student learns that the good of the whole group or class is also important.

Therefore, St. Anthony School holds that each student has the right to learn, and that each teacher has the right to teach. We invite our parents and friends in the community to work with us in mutual support of our mission to teach as Jesus did.

Schoolwide Learning Expectations (SLE’s)

- Loving Catholic School Students
- Open Minded Learners
- Virtuous Neighbors
- Effective Communicators
History

John H. McAuliffe, Jr. designed the school facilities with a long-range plan for gradual completion. The first increment included four classrooms consisting of Kindergarten, First, Second and Third Grade. The rooms were blessed and dedicated by Bishop Sweeney on Labor Day in 1952 and on September 8, 1952, St. Anthony School opened as a parish school under the Diocese of Honolulu. The school was staffed by four sisters of Saint Joseph of Carondelet, with Sister Francis Solano Kinsley as its first Principal.

A convent for the sisters of Saint Joseph of Carondelet was dedicated on October 7, 1952 across the street. In 1953, a second building with four more classrooms was constructed to accommodate the growing school population and additional grade levels. An auditorium was added in 1957 which was used as a church until 1968 when the new, larger church was completed. The auditorium, now named “The Parish Hall”, has been used for performances and events by the school and parish community ever since.

In 1961, a two-story building was constructed adding nine more classrooms and a library. The school population continued to grow and eventually, fifth through eighth grade classrooms were added.

In 1987, the first Computer Lab was built in the administration wing and a technology curriculum was implemented for all grades.

Foreign language instruction began in Latin and French and was changed to Spanish in the late nineties. Over the years, the parish adapted its facilities to meet the needs of the student enrollment and changing curriculum. The original white church, built in the 1930s, was converted into extra classrooms for the Art, Music, and After-School Care programs.

In 1999, the convent was converted into the Early Learning Center for preschool aged children, with parish offices on the second floor.

In 2005-2006, a combined parish and school improvement project titled “Project Makawao” upgraded the electrical wiring, as well as fire and security systems, and added a data infrastructure to the entire school.

In 2009, Saint Anthony formed the Kailua Catholic Community of Learners (KCCL), and was selected to be part of the Schools of the Future Initiative grant. This five year grant provided funding and training for teachers to learn how to utilize technology in their instruction, as well as adapting instructional methodologies and assessments. Professional development continued through the Hawaii Catholic Schools 21st Century Initiative.

The school installed a wireless network to its facilities. A 1:1 Ipad program was introduced in the Middle School, and many classrooms were equipped with classroom sets of Ipads, display monitors, and smart boards.

In the Spring of 2020, with the onset of Covid-19 and virtual learning our Middle School students were well prepared for this new challenge in learning. Our lower school students also became skilled with virtual learning as well as combined hands-on activities and on-line classes provided by their teachers, including Specials. We returned to on campus learning in the Fall of 2020 and continued to provide all classrooms with iPads and technology that has only enhanced their academic knowledge and abilities.

We remain dedicated to providing students with the necessary skills to compete and succeed in the future.

School Mascot

St. Anthony School’s mascot is a Hawaiian Warrior, a symbol of strength, courage, and loyalty. The Hawaiian Warrior calls our students to honor these values, and challenges them to exemplify the spirit of warriors, who live and lead others in the teachings and living example of Jesus Christ today. The Warrior is proudly displayed on the wall at the mauka end of the
primary building in the courtyard. The student body and athletic teams are known as the *St. Anthony School Warriors*.

**School Motto**

The school’s motto is “*In this sign you will conquer*” (The Sign of the Cross). Although no official school records could be found explaining the decision to choose this motto, it is believed that the motto was inspired from the following event: The Emperor Constantine witnessed a brilliant light in the sky, in which he believed he saw a cross or the monogram of Christ. Strengthened by this vision, he entered battle, defeated his rival and won supreme power. When the emperor reflected on the vision, it was clear to him that the cross bore the inscription: “*IN HOC SIGNO VINCES*” (In this sign wilt thou conquer). The “sign” has been integrated as the Work of God. The Sign of the Cross led Constantine to become the first Christian Emperor. He is known for putting an end to the persecution of Christians.

**School Colors**

In historical records, it was noted that the original school uniform colors were beige and light blue. Beige represented the color of the sand of Kailua Beach and the light blue represented the color of the ocean and sky. Over time, the colors were changed to red and blue. Today, students wear red, and shades of light, royal, and navy blue in their school and athletic uniforms.

**Accreditation**

St. Anthony School is fully accredited by the Western Association of Schools and Colleges (WASC) and the Western Catholic Educational Association (WCEA). We are also members of the National Catholic Education Association (NCEA). The school is also a member of the Hawaii Association of Independent Schools (HAIS).

**Personnel**

St. Anthony School is a parish school governed by the Roman Catholic Church, Diocese of Honolulu, and a member of Hawaii Catholic Schools. The Pastor and the Principal direct the school. The St. Anthony School Board is composed of parish, school and community professionals who advise and provide consultation to the Pastor and school administration. Faculty and Staff are listed on the School website.

**GENERAL INFORMATION**

**Contact information**

Main Office: (808) 261-3331 (Office ext. 0) (Attendance ext.1) Listen to the directory of personnel to leave a message during school hours.

Early Learning Center: (808) 261-0090

Main Campus After School Program Alternate Cell Phone: (808) 457-6923

Fax: (808) 263-3518

Email: [info@saskailua.org](mailto:info@saskailua.org) Website: [www.saskailua.org](http://www.saskailua.org)

**Office Hours**

Office hours are 7:00AM to 3:30PM on school days. Office hours are adjusted accordingly for early dismissal times, holidays, breaks and summer.
School Hours
The school day runs from 7:45AM to 2:35PM. Attendance is taken at 7:50 AM. Please refer to the school calendar for holidays and half days. Students should not arrive before 7:30AM. Morning Care is available from 6:30AM to 7:30 AM daily for those children who are enrolled. K-8 After School Care will begin at 2:50 pm (M-Th) and 1:20pm (Friday). All students enrolled in the program and any student remaining on campus at the close of the courtyard gate will go to the After School Care program, located in the Art room (behind the Hall). This is to ensure the safety of all children while on our campus. After School Care ends at 5:30PM daily. Only students who are enrolled in the program may attend. There are two payment options for After School Care: Monthly and Hourly. Space is limited and enrollment is granted on a first come, first served basis.

Visitors
Parents and others visiting the school must report to the school office to sign in and get a Visitor Badge. No visitor or parent is permitted to go directly to the classroom. Please observe this policy for the safety of everyone on campus. (HCS: Policy 6025)

Non-Smoking Environment
St. Anthony School is a non-smoking institution. Smoking is not permitted on the campus, including after school hours.

School Communication
Tuesday Folders
Communication between school and home is vital to promote a partnership in learning. All students are issued a blue St. Anthony School folder to carry home important school news and academic work, and bring notes from home to school. Please be sure to check your child’s backpacks daily as some teachers send folders and other items home on other days. However, on Tuesdays, general school announcements, excursion forms and other information are traditionally sent to families. After reviewing the materials, your child’s teacher may ask you to indicate, by signing, that you have reviewed the folder’s contents and return it to school the next day. A school calendar and order form with the lunch menu is sent home prior to the beginning of each month.

School Website
The school’s website is located at [www.saskailua.org](http://www.saskailua.org). The website provides information about St. Anthony School including current events, monthly newsletter, class supplies, uniform information, calendars, tuition and application information, applications, financial assistance and reference forms. Additional school forms including the authorization to administer medication, field trip permission forms, etc. can be downloaded from the website.

FACTS SIS (Formerly Ren-Web)
St. Anthony School’s student information system is called FACTS SIS. You may access FACTS SIS through the school’s website at [www.saskailua.org](http://www.saskailua.org) and must login to access student and school information. Upper elementary and Middle School grades and homework can be found in ParentsWeb, and grades are updated at least once a week. Progress reports are emailed out in Middle School. Students and parents are encouraged to check grade progress regularly.
Parent Alert
Parent Alert is the program that FACTS SIS uses to contact parents in the event of special school announcements and school emergencies through text messaging. Parents are asked to login to your FACTS SIS account to update emergency contact information, pickup authorizations, family information and contact preferences.

E-Mail
You may contact your child’s teacher through email. Please allow up to two days for a reply, as the teachers’ priority is working with the students. If it is an urgent matter, please contact the school office and a message will be forwarded to the teacher.

Parent Orientation
Parents are EXPECTED to attend their child’s orientation meetings. Orientation dates and times are posted on the school calendar and on the web site. At Orientation, teachers will share information regarding the school year, curriculum, expectations and requirements.

Parent-Teacher Conferences
Mandatory Parent-Teacher Conferences are held in September, usually a half day and full day of No School is set aside for these conferences. In some cases, students, especially in the upper grades, may be asked to attend. Parents are EXPECTED to attend, in order to maintain the parent-teacher learning partnership. Conferences are generally scheduled for fifteen minute increments.

A second round of Parent-Teacher Conferences are held in February. Although not mandatory, conferences may be requested by teachers or parents.

Due to safety issues, parents are asked not to drop in on classes without scheduling an appointment, or to talk to teachers during traffic times. Should a parent feel the need to schedule a conference outside of the two allotted days, please contact the teacher via note or email, or call the school office.

Guidelines
Parents are asked to contact their child’s teacher regarding any concerns they may have. If they feel that their concerns are not answered, they may then contact the school Principal.

ACADEMIC INFORMATION & STANDARDIZED TESTING

Early Learning Program
The St. Anthony School Early Learning Program provides a nurturing environment that promotes the spiritual, physical, social, emotional, and cognitive development of each child. This program implements high quality activities in a developmentally appropriate program within the framework of a Catholic environment.

Each student is viewed as a unique person with an individual pattern and timing of growth and development. Interaction and activities are designed to develop self-esteem and provide positive feelings toward learning. The curriculum and adult interactions are responsive to individual differences in ability and interests. Different
levels of ability, development, and learning styles are expected, accepted, and used to design appropriate activities.

Although social and emotional development is a key focus of this program, the curriculum will provide a stimulating environment where students can develop essential learning skills and concepts through various learning activities and interactions. It is only through extensive use of verbal language that students are adequately prepared for reading and writing. For this reason, the students’ language skills will be targeted through age-appropriate activities.

The teachers and aides will use questioning strategies and enrichment activities to encourage problem solving, thinking skills, and creativity. Math skills will include counting objects, weighing, measuring, classifying, sequencing, sorting, estimating, ordering, and learning basic terminology. Religion is taught as children are introduced to an awareness of God’s creation and love in our world. Music, Spanish and Library are included as enrichment classes.

The Early Learning Center follows the schedule and calendar of St. Anthony School. An Early Learning Family Handbook is provided and distributed at Orientation.

**Kindergarten through Eighth Grade**

The Kindergarten through Eighth Grade curriculum includes Religion, Language Arts, Mathematics, Social Studies, Science, along with Spanish, Music, Art, Library, Digital Technology and Physical Education. In this traditional well-rounded curriculum, we believe that our students will have opportunities to experience learning on various levels and through a variety of methods, including the use of technology and project-based learning.

**Specialty Classes**

**Library**

The school has a library with a large selection of books, magazines, and reference materials. Books may be located and reserved online through the Library page of the school’s website. A smaller annex room, the Keiki Library, is filled with books for emergent and beginning readers. Students are required to take care of books they check out and return them in good condition on their assigned library day, and late fees will be charged when necessary. The library is a place for reading and studying; students are asked to speak softly. Students in First-Eighth Grades participate in the Accelerated Reader (AR) Program, which challenges them to read books at or above their reading levels.

**Music – Band - Choir**

All classes in grades PS-8 study music methodology, theory, concepts, and instruments, as well as songs and hymns. The school has a Choir composed of students in various grades who perform at school Mass and the annual Hawaii Catholic School Choral Festival. Fifth through Eighth Grade students are invited to join the school band. Lessons are usually held after school and instruments are rented to students, there is a slight fee. Band members are responsible for their instruments.

**Computer Lab**

Kindergarten through Eighth Grade students attend Digital Technology class in the computer lab. All students and their parents must review and sign the Responsible User and Acceptable Use Policy. Students who do not abide by the rules of the lab or the policies will be suspended from computer use.
**Art**
All Kindergarten through Eighth Grade students learn and practice the different techniques that make up Art; watercolor, ceramics, drawing, 3D projects, etc. Students are also exposed to different styles and history of some artists. Age appropriate lessons. Students may participate in community contests that are held throughout the school year.

**Spanish**
Students in Preschool - Eighth Grade attend Spanish Language Class. In addition to learning the Spanish language through textbooks, speaking, hands-on activities, singing, video and field trips, students develop an appreciation for the Spanish culture and an understanding about the diversity of Spanish speaking countries with a global perspective.

**Physical Education**
Physical Education helps students develop a love for active movement, skills, and techniques, understanding of various sports and their rules, and helps them practice living a healthy lifestyle. In PE class, students will learn about sportsmanship, healthy competition, and be exposed to a variety of fun and challenging physical and healthy activities that will benefit their overall physical and mental health.

**Liturgy and Prayer Services**
St. Anthony School is a community of faith. To reinforce religion classes, school liturgies are celebrated throughout the year, led by different grade levels. All students are expected to actively participate in liturgies through prayer, song, reflections, and are encouraged to participate as lectors, cantors, readers, and altar servers. Parents are invited to attend all services with their child. Daily prayer takes place at Flag Raising as a school community and throughout the day. A School Mass is held most Fridays at 8:00AM, when school is in session. Parents and Parishioners are welcome to attend; dates are listed on the monthly school calendars. Students and families are also encouraged to attend Sunday Mass. Every month, on the second Sunday at 9:00AM, one SAS grade level will lead the Sunday Mass.

**Daily Schedules**
Students are provided with a copy of their schedule and are responsible for being prepared for classes. Below are the three most commonly used schedules:

<table>
<thead>
<tr>
<th></th>
<th>Regular Daily 45 Minute Schedule</th>
<th>Regular Friday 35 Minute Schedule</th>
<th>Mass Days 25 Minute Schedule</th>
<th>Half Days 30 Minute Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homeroom</td>
<td>7:45</td>
<td>7:45</td>
<td>7:45</td>
<td>7:45</td>
</tr>
<tr>
<td>Flag Raising /</td>
<td>7:45 - 7:50</td>
<td>7:45 - 7:50</td>
<td>Flag Raising /</td>
<td>Flag Raising /</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>7:45 - 7:50</td>
<td>7:45 - 7:50</td>
</tr>
</tbody>
</table>

7:30AM – Classrooms open 7:45AM – School begins with an assembly 7:50AM - is considered Tardy.
Grading and Related Topics

Grade Equivalents

*Early Learning Center* children in Preschool and Pre-Kindergarten are assessed at the end of the Second and Fourth Quarter, based on a developmental checklist. *Kindergarten* performance is assessed at the end of each quarter.

The following grade scales apply:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>P</td>
<td>Proficient</td>
</tr>
<tr>
<td>I</td>
<td>Improving</td>
</tr>
<tr>
<td>N</td>
<td>Needs Improvement</td>
</tr>
<tr>
<td>T</td>
<td>To Be Taught</td>
</tr>
</tbody>
</table>

*Pre-K*

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>P</td>
<td>Proficient</td>
</tr>
<tr>
<td>I</td>
<td>Improving</td>
</tr>
<tr>
<td>N</td>
<td>Needs More Practice</td>
</tr>
<tr>
<td>C</td>
<td>Covered Later</td>
</tr>
</tbody>
</table>

Students in *First* to *Third Grade* are assessed at the end of every quarter. The following grade scale applies:
$1^{st} - 3^{rd}$

E = Excellent Progress
S+ = Above Average
S = Average
S- = Below Average
N = Needs Improvement
C = Covered Later

Students in Fourth to Eighth Grade are assessed at the end of every quarter. The following percentages and letter grades apply to core subjects. Spanish counts as a half credit in grades 6-8.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>99-100</td>
</tr>
<tr>
<td>A</td>
<td>94-98</td>
</tr>
<tr>
<td>A-</td>
<td>90-93</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
</tr>
<tr>
<td>B</td>
<td>83-86</td>
</tr>
<tr>
<td>B-</td>
<td>80-82</td>
</tr>
<tr>
<td>C+</td>
<td>77-79</td>
</tr>
<tr>
<td>C</td>
<td>73-76</td>
</tr>
<tr>
<td>C-</td>
<td>70-72</td>
</tr>
<tr>
<td>D+</td>
<td>67-69</td>
</tr>
<tr>
<td>D</td>
<td>63-66</td>
</tr>
<tr>
<td>D-</td>
<td>60-62</td>
</tr>
<tr>
<td>F</td>
<td>59 and below</td>
</tr>
</tbody>
</table>

Art, Music, Digital Technology, Physical Education, Library, and Spanish (K–5th) are assessed each quarter in grades K-8. The following grade scale applies:

E = Excellent
S+ = Above Average
S = Satisfactory
S- = Below Average
U = Needs Improvement

Students are also assessed on their Effort and Conduct in all subjects. The following grade scale applies:

E = Excellent
S+ = Above Average
S = Average
S- = Below Average
U = Needs Improvement

Effort is assessed based on preparedness for class, completion of assignments, meeting deadlines, making up missed assignments, regular participation, and seeking help when necessary. Conduct is assessed based on exhibiting appropriate classroom behavior as designated at the beginning of the year in each class, and cooperation with peers and teachers in action and speech.

**Distance/Virtual Learning**

SAS does not provide distance/virtual learning as part of the daily lesson plans. Individual situations may arise that require a short term plan. These situations are not common and must have approval by administration and with the support of the teacher.
Academic and Behavior Probation
Any new student transferring to St. Anthony School will be placed on probation for one (1) quarter. At the end of the quarter, the student’s academic progress and behavior will be evaluated. The student may be taken off probation, continue probation for another quarter, or be asked to leave the school.

Any student may be placed on academic or disciplinary probation on the recommendation of his or her teachers, the Vice-Principal and the Principal. At the end of each quarter, students on probation will be re-evaluated. They may be taken off probation, continue probation for another quarter, or be asked to leave the school.

Any St. Anthony School student with a cumulative grade point average below 65% will be placed on academic probation until the next grading period. Students on academic probation may be prohibited from participating in extra-curricular activities including Student Council, athletics, etc. until a formal grade check is completed demonstrating that they are in good academic standing. Probation is at the discretion of the Administration.

Honor Roll
Academic Achievement
Students in Grades 4 through 8 achieving a 90% or higher cumulative grade point average will be recognized through a quarterly Honor Roll.

Homework
Homework is a necessary extension of a student’s learning process. It is the responsibility of the student and their parents to make sure that homework is complete and returned on time. Homework includes nightly reading. Teachers’ policies regarding late homework will be shared at Orientation. Suggested times for homework are:

<table>
<thead>
<tr>
<th>Grades</th>
<th>Minutes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grades K</td>
<td>10-20 Minutes</td>
</tr>
<tr>
<td>Grades 3-5</td>
<td>30-40 Minutes</td>
</tr>
<tr>
<td>Grades 1-2</td>
<td>20-30 Minutes</td>
</tr>
<tr>
<td>Grades 6-8</td>
<td>15-60 Minutes</td>
</tr>
</tbody>
</table>

Progress Reports
Progress Reports are distributed mid-quarter for Grades K-5. These reports must be signed by the Parent/Guardian and returned on the next school day. Progress Reports for Middle School students (6th-8th) are posted on FACTS for parents to review. Middle School students failing in any subject will be given a printed Progress Report in each class. This must be signed by the parent and returned to the homeroom teacher.

Report Cards
Report Cards are issued quarterly; except for the Early Learning Center which are issued at the end of each semester. Parents are asked to sign and return the envelope after reviewing their child’s report card. Final report cards are given on the last day of school.

Plans for Improvement
In some cases, a conference will be required between the parent, student, and teacher to create a formal Plan of Improvement that will support student success. Plans of Improvement may be developed to focus on academic and/or behavioral goals.
Supplies
Supply lists are posted on the school’s website at www.saskailua.org for all grade levels. Please replenish your child’s supplies as needed.

Textbooks
All textbooks and workbooks are supplied through the Comprehensive Fee. Consumable books will be given to the students at the end of the year. Textbooks are loaned to your child for use. Students are responsible for their care. All textbooks should be covered.

Textbooks are collected at the end of the year and assessed for damages including ripped pages, covers or drawings. Fees will be assessed for repair or replacement of damaged books.

Technology - iPads - Computers - Cameras
iPads are distributed to Middle School students on a one-to-one basis at the beginning of the school year. Students and parents are responsible for the proper use and upkeep of their assigned iPads.
Grades K-5 have iPads that are available for class use. The Acceptable Use Policy, Responsible User Policy, and Google Class Form must be signed by both students and parents to ensure the proper and acceptable use of technology and equipment at school. If technology is misused, students will lose the privilege of technology and possibly face further disciplinary action. Fees will be assessed for damaged iPads, chargers, cords, cases and other technology damaged or lost. Personal cameras and other personal electronic devices are not permitted on school campus and must remain in backpacks until students have left campus.

Graduations

Pre-Kindergarten Celebration
Graduation ceremonies are held for students in the Pre-Kindergarten program as they bridge up to elementary school. The ceremony is held at the end of the school year. Date and time will be shared once the new school calendar is published.

Eighth Grade Graduation
Eighth graders begin their celebration at the Baccalaureate Mass, 9:00AM the Sunday before graduation. Graduation is usually held at 8:30am on a Friday towards the end of May. Dates and times will be shared once the new school calendar is published.

Promotion and Retention

Promotion
Students who master the skills required for their grade level merit promotion.

Guidelines for Retention of Students
Our goal is to prepare each student for success as they advance in school. There may be times when students have not yet mastered grade level benchmarks, and retention may be required.
In Grades 4 through 8, a student’s failure to master the fundamentals of two core subjects indicates that the student has not completed the minimum work required for that grading period. The major subject areas for
deciding promotion or retention will be: Religion, Language Arts, Mathematics, Science, and Social Studies. Failure in two major subjects for the year may require retention. Summer School can be recommended or required. In Kindergarten through Third Grade, a student may warrant retention due to failure to master a single subject.

Parents/guardians will be given the opportunity to appeal the decision with the principal.

**Standardized Testing**

Standardized tests are administered during the school year, as directed by Hawaii Catholic Schools. Parents will be notified about testing, including the type of tests and the testing dates. *Taking time for vacations during testing is strongly discouraged.* The following exams are generally taken:

- Terra Nova in the Fall for students in 2nd through 8th Grade.
- ACRE Religion assessment for 5th and 8th Grade.

**Permanent Records**

The school keeps a record of accumulated information for each student. To ensure the confidentiality of the children’s records, the school will not release any records to anyone except with the written permission of the parent and/or guardian.

**Non-Custodial Parent**

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

**Legal Documents**

Copies must be made for the school office of any legal documents regarding guardianship of any child(ren) and/or any other court ordered regulations specified in any decree, which the school must follow. Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the office. The school will not be held responsible for failing to honor arrangements that have not been made known.

**STUDENT EXPECTATIONS**

**Christian Spiritual Development**

St. Anthony School is a Catholic school that teaches Catholic doctrine. Faith development is encouraged and guided through the curriculum, class discussions, music, and participation in various liturgical celebrations, as well as shared experiences with our classmates and teachers, and participation in service-learning experiences to build awareness of social justice issues. It is the goal of the school to stimulate, promote and enrich spiritual growth and moral awareness in all our students.
Positive Peer and Teacher Relationships
Creating a positive learning community is our goal. Students and faculty should interact in a caring and respectful manner. Older students are role models to younger students in word and action. Bullying is not tolerated and should be reported to a teacher or administrator.

St. Anthony School Bullying Policy
St. Anthony School recognizes that bullying and intimidation have a negative effect on school climate and counteract the spirit of dignity and uniqueness of everyone we advocate in a Catholic school. Students who feel 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 feel safe in and around school. Deciding if an act is bullying, or a possible misunderstanding, will be made through an investigation and discussion with all involved parties. Students have class discussions on what is bullying and how best to resolve issues.

1. **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. A one time incident may not be defined as bullying but will possibly still be cause for intervention and/or consequences.

2. **Bullying is prohibited.** The St. Anthony School community does not tolerate any bullying on school grounds or at any school activity. Any action that jeopardizes the harmony and safety of the school environment, whether on campus or off, will be dealt with as a bullying situation, this includes cyber-bullying.

3. **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. Staff members shall report any bullying incidents to the school administration.

4. **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. Any student who retaliates against another for reporting bullying may be subject to the consequences listed below in Paragraph 6.

5. **Investigation procedures.** Upon learning about a bullying incident, the Principal, Vice-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.

6. **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. The Principal will always take appropriate steps to ensure student safety. These steps may include implementing a safety plan; separating and supervising the students involved; providing staff support for students as necessary; and developing a plan for supervision with the parents. Depending on the severity of the situation, Law Enforcement may be contacted.

Care of Materials
Students are expected to come to class prepared to learn. This includes bringing the necessary supplies, books, assignments, projects, and other materials. School supplies, iPads, textbooks and learning materials should be taken care of and stored properly. iPads must be fully charged at the beginning of the school day and must remain in their protective cases. **iPads and other electronics are to be used for school purposes ONLY.**
Study Habits
Students in 3rd through 8th grades are provided with a calendar planner. It is the student’s responsibility to record assignments. Each teacher will communicate homework policies with students and parents.

Homework
Homework is given from Pre-Kindergarten to 8th Grade. Students are required to complete their homework to help reinforce the learning in class. Fifteen to twenty minutes of nightly reading is required in most grades.

Academic Honesty
Students are expected to maintain academic honesty in all their work. Students may not copy another student’s work or submit work completed by another person as their own. During tests and quizzes, they may not ask for help or use unauthorized notes or other means to obtain answers. This includes asking about exams prior to taking it. Plagiarism (taking someone else’s ideas & work and representing them as your own) is not academic honesty. Copyright infringement is a form of plagiarism. Students who break this rule will fail the exam or assignment, receive a conduct referral, and may be sent to Administration for possible suspension.

Courteousy
St. Anthony students are expected to treat and speak to their peers, teachers and adults with courtesy. Students should greet peers and teachers in a respectful manner. Students should offer their assistance to others and be inclusive to all.

Sportsmanship
Students are to always demonstrate good sportsmanship during practices and games. Put-downs, swearing and refusal to participate are not allowed. Students should take responsibility for their own actions and encourage others to do the same while being supportive to their peers.

Uniforms

Dress Code: Catholic Schools use school uniforms as one of the many ways to instill and support Catholic values. While modesty is one of the Catholic values we are supporting, the most important value is the dignity and equality of each individual. The Catholic Social Justice teaching regarding Human Dignity emphasizes that our dignity comes from each of us being made in the image and likeness of God. Our uniform code is meant to support and celebrate the dignity and equality of every student.

Uniforms will be worn unless otherwise specified “Free Appropriate Dress Day” (i.e. Aloha Days, Appropriate Free Dress Days, etc.). All uniform items are available through Dennis Uniforms.

Any student not conforming to our dress code will receive a verbal warning, and/or receive a Uniform Infraction. The parents may be notified of their child’s uniform infractions via email or phone, especially if the infraction is continuous. Parents may be called to either bring the appropriate uniform or Free Dress outfit, or pick their child up from school. Continuous infractions may result in students not being allowed to participate in a Free Dress Day.
Students are to come dressed in the proper uniform each day and leave the campus in their school uniforms. Exceptions will be made for extra-curricular activities sponsored by the school. No changing out of uniforms are allowed for after school activities until the gate is closed or students are off campus.

The Administration reserves the right to make decisions on new hair and fashion trends and if they are acceptable at any time during the school year.

**Boys**

1. **Dark navy-blue trousers or walking shorts with belt loops:** No baggy pants. Shorts cannot extend below the knee. Cargo pockets are not allowed. Kindergartners may wear elasticized blue walking shorts. Swimwear is never appropriate for school, unless the student is participating in a school sponsored swimming class or event.
2. **Shirts:** White or light blue knit polo shirt with school logo. A red polo shirt with a school logo is also required to be worn on Mass days. [If the P.E. period falls on a Mass day, the P.E. uniform must be worn]. All shirts must be tucked neatly into trousers or walking shorts.
3. **Socks:** Proper fitting, solid, white, black, or gray crew socks must be worn and must always be visible.
4. **Shoes:** Close-toed dress shoes (or athletic shoes (black, white, gray or navy blue) are required. Shoes with characters, flashing lights, wheels, drawings, letters and thick soles are not allowed. Shoelaces must be black, white, gray or navy blue and not of excessive length. Shoes must be safely tied. Appropriate athletic shoes must be worn on P.E. days.
5. **Belt:** A solid black, navy blue or brown belt is required when wearing trousers or walking shorts with loops. (Kindergarten students are not required to wear a belt.)
6. **Hair:** Hair must be properly groomed and is encouraged to be short. Hair must be worn off the face and out of the eyes. **Non-traditional haircuts are not allowed.** (Such as mohawks, high spikes, carvings and designs in the hair etc.) Unnatural looking tint, color, or highlighting of hair is not allowed.
7. **Jewelry:** A watch is an acceptable piece of jewelry. A Smart watch is considered an extension of the cell phone and is not allowed. Religious medallions such as a crucifix may be worn buttoned up inside the uniform shirt. Expensive jewelry is discouraged and worn at the risk of the student. Earrings are not allowed.
8. **Jackets:** Only St. Anthony School jackets with the school logo may be worn. These jackets may be purchased only at Dennis Uniforms.
9. **PE uniforms:** PE uniforms are required for all students. Uniforms consist of a gray pullover T-shirt with school logo and elastic navy-blue shorts with the school logo. Shirts must be tucked neatly into the shorts. Students are to wear these uniforms to school only on PE days or when assigned.

**Girls**

1. **Uniform skorts, skirts:** St. Anthony School skorts and skirts (plaid and navy blue) will be no shorter than two (2) inches above the knee. They should fit at the waist and not be worn low on the hip. No rolling up of skirts.
2. **Walking shorts:** Dark navy-blue walking shorts with belt loops are allowed, and may not be more than 2 inches above the knee. (Kindergartners do not need loops) Cargo pockets are not allowed.
3. **Shirts:** White or light blue knit polo shirt with school logo. A red polo shirt with a school logo is also required to be worn on Mass days. [If the P.E. period falls on a Mass Day, the PE uniform will be worn.] All shirts must be tucked neatly into the skirt or walking shorts. Swimwear is not an acceptable form of undergarment when wearing the school uniform.
4. **Socks:** Proper fitting, solid, white, gray or black crew socks must be worn and must always be visible.
5. **Shoes:** Close-toed dress shoes (no heels) or athletic shoes (black, white, gray, or navy blue) may be worn. Characters, flashing lights, wheels, drawings, letters and thick soles are not allowed. Shoelaces must be black, white, gray or navy blue and not of excessive length. Shoes must be safely tied. Appropriate athletic shoes must be worn on P.E. days.

6. **Belt:** A solid black, navy blue or brown belt is required when wearing walking shorts. (Kindergartners do not need to wear a belt.)

7. **Hair:** Hair must be properly groomed and encouraged to be short. Hair must be worn off the face and out of the eyes. **Non-traditional haircuts are not allowed.** (Such as mohawks, high spikes, carvings and designs in the hair etc.) Unnatural looking tint, color, or highlighting of hair is not allowed.

8. **Hair accessories:** Ribbons, bows, and hair bands are allowed in black, dark navy blue, white, or red.

9. **Jewelry:** A watch is an acceptable piece of jewelry. A Smart watch is considered an extension of the cell phone and is not allowed. Matching stud earrings may be worn, one on each ear lobe. Religious medallions such as a crucifix may be worn buttoned up inside the uniform shirt. Expensive jewelry is discouraged and worn at the risk of the student. No bracelets, rings, dangly earrings, anklets or other types of jewelry are allowed.

10. **Cosmetics:** Make-up is not allowed at school or at school functions. Long nails, artificial nails and colored nail polish are not allowed.

11. **Jackets:** St. Anthony School jackets with the school logo are to be worn. These jackets may be purchased only at Dennis Uniforms.

12. **PE uniforms:** PE uniforms are required for all students. Uniforms consist of a pullover gray t-shirt with school logo and navy-blue PE shorts. Shirts must be tucked neatly into the shorts. Students are to wear these uniforms to school only on PE days or when assigned.

**Appropriate Free Dress Days**

*(Uniform rules regarding hair, makeup and jewelry apply)*

These days are a privilege and usually allowed for special reasons which will be noted on the school calendar. **All** Free Appropriate Dress clothing must be free from rips and tears (even if part of the design), modest, no inappropriate pictures or sayings, no spaghetti strap tops (must be at least 3”), no low cut, crop or strapless tops. Designated uniform length for skirts, shorts and dresses is in effect (no shorter than 2” above the knee), no board shorts unless authorized prior to the day. Covered shoes or sandals with a back strap may be worn, no heels. If the Free Dress Day falls on a PE day, then athletic shoes must be worn. Students not following the regular Uniform Dress Code during the school day may not be allowed a Free Dress Day depending on the frequency of the infraction.

**Warrior Shirt Wednesdays** are always the last Wednesday of the month. Warrior shirts may be purchased through the office. Uniform bottoms and shoes must be worn. This is not a Free Dress Day.

**ADMISSIONS & WITHDRAWAL**

**Admissions**

**Application Process**

Admission to St. Anthony School indicates a willingness on the part of students and their parents to abide by all the rules and regulations set forth by the school.
New Applicants
Applications for new students may be submitted throughout the year. Applications are submitted electronically and can be found on the school's website at www.saskailua.org.

Application Requirements
The following forms/copies must be submitted to complete the application process:
1. Birth Certificate
2. Baptismal Certificate (Catholic students only)
3. A copy of a current report card
4. Teacher References: Grades ELC-3 (1 reference – current teacher or parent for preschool age).
   Grades 4-8 (2 references – current teacher required)
5. Completed application form
6. Current Standardized Test Scores or St. Anthony School Admission Test
7. Application fee of $50 must be submitted online - non refundable.
8. Interviews with the Principal, Vice Principal, and/or school representative may be requested.

Acceptance
An admissions review will determine acceptance. Admission preferences are given in the following order - to siblings, alumni, parishioners, Catholics, and all others. Students are selected based on the committee’s belief that the student will be successful at St. Anthony School. Wait lists are formed when necessary. Acceptance is based in part on the school’s ability, with the information at admissions, to serve the child effectively with the resources available.

Entrance Requirements

Health Exam and Immunizations
State law requires that ALL new students entering a school in Hawaii for the first time must provide a copy of a physical exam and proof of a negative TB test dated within one (1) year prior to the start of school in Hawai‘i as well as a current immunization record. Early Learning Center students must also complete an additional physical form. Kindergarten students must submit an updated immunization record and incoming 7th graders must have a new physical, and updated, required immunizations shots (2-HPV, Tdap, MCV). Students who have not completed a physical examination, TB Clearance or health record form, or cannot provide an appointment notice from a healthcare provider to complete these tasks, will NOT be allowed to attend school until such requirements are met. https://vaxtoschoolhawaii.com/

Summer School
Summer School is held during the summer break. Classes are held from 8:00am to 11:45 a.m. Summer School is highly recommended for all new students in grades K-8. Summer School may be required for some students to determine promotion to the next grade. Students who are recommended will benefit from further practice of concepts that have been introduced in the past school year. Enrichment classes and an After-School Program are offered also.

Student Records
A student’s parents or legal guardians have the right to inspect their child’s school records in the presence of the principal or his/her delegate. (HCS: Policy 5016.1C) Requests should be made in writing through the principal.
Special Needs Policy
St. Anthony School does not have the necessary staff to provide for the educational resources required for students with special needs. The school will assist parents to provide educational referrals if needed.

Non-Discrimination Policy
St. Anthony School is a non-discriminatory educational institution. This school admits students of any gender, race, color, racial or ethnic origin, or Religious Affiliation with all the rights, privileges, programs, and activities generally accorded or made available to students at this school. The school does not discriminate based on gender, race, color, racial or ethnic origin, or Religious Affiliation, in the administration of its education policies, admission policies, scholarship or grant programs, and athletic or other school administered programs.

Withdrawal

Withdrawal Process
Written documentation must be submitted to the school office stating the reason for withdrawal and indicating your child’s last day of school. Allow the school five days to prepare all necessary forms. This includes those not returning for the new school year. All financial obligations must be cleared, library books returned and fees paid, textbooks and other materials returned prior to the issue of the Student Release Form and final report card.

Returning Students - Enrollment
Students returning to St. Anthony School must submit the Enrollment Agreement and pay the Registration Deposit through their FACTS account by the designated date to secure their space. Failure to do so may result in non-enrollment. This can be done through the FACTS family online portal on the school’s website - The Enrollment Agreement provides the school with the necessary numbers to hire faculty and determine the class size and rosters. Priority is given to families who submit the Enrollment Agreement by the deadline.

ATTENDANCE POLICY

Reporting Process
Students are required to be present each school day. Parents are asked to call the school office (not the teachers individually) before 8:30AM on the morning of any absence, 261-3331 extension 1. You may also email the teacher after informing the office. The school will follow up daily on any unreported absences. Upon the student’s return to school, a note of explanation from the parent/guardian must be given to the student’s homeroom teacher stating the reason for the absence. A doctor’s note may be required if the student is absent for two or more consecutive days, or they are required to submit a doctor's clearance to return to school because of a contagious medical ailment. A student must be fever/symptom free, unmedicated for 24 hours before returning to school.

Vacations
Vacations are discouraged during the academic year due to the disruption in student learning. Missed instructional time is impossible to make up. It is the responsibility of the parent to see that all missed work is completed. However, if a student must miss school, a note must be submitted to your child’s teacher, and the school office, explaining the reason and duration of the absence. Excused absences will be issued at the discretion of the school. Teachers are not required to prepare class and homework assignments in advance of
vacations. Missing work will be given to the student upon return to school. Failure to complete assignments upon return, within the teachers guideline, could result in academic penalties.

**Excused Absences**

Excused absences are determined by the school and may include absence due to illness accompanied by a parent or doctor’s note, or a family emergency, etc. Unexcused absences may result in academic penalties.

**Appointments**

Appointments should be scheduled for after school, weekends or other non-school days, if possible. When this isn’t possible, a note from the doctor should accompany the student upon their return to school.

**Homework during Illness**

You may request your child’s homework during his/her absence due to illness. It is the responsibility of the parents to see that all assignments are picked up, completed, and returned to the classroom teacher. Requested homework can be picked up in the school office after 1:00pm.

**Tardiness**

Classrooms open at 7:30AM daily. Students are not permitted on school grounds before 7:30AM unless they are signed up for Morning Care. Any student on campus before 7:30AM will be sent to Morning Care and parents will be charged accordingly. School begins at 7:45AM with; morning assembly; Prayer and the Pledge of Allegiance. If your child arrives after 7:50AM will be marked Tardy - Five (5) tardies in a quarter is excessive, possibly resulting in a letter, email or call to the parents. A parent conference may be scheduled. Tardiness affects the flow of the school day for the late student as well as classmates and the teacher.

Students who change classes and arrive late for class during the school day may also be issued a tardy slip. Time is allotted for the changing of classes and arriving late for class on a regular basis without permission could result in a conference with the Vice-Principal or Principal and consequences.

**Truancy**

When a student is absent without a valid excuse for two (2) days, a conference may be requested with the parent or legal guardian. The truancy and conference will be documented. If this does not result in immediate improvement, the Office of the Superintendent shall be notified of the truancy. (HCS: Policy 5024) The administration retains the right to determine the course of disciplinary action of the truant student.

**Attendance Problems**

When high frequency of truancy, absence, and tardiness hinder the student’s ability to achieve the minimum expectations in academics and social progress and when reasonable attempts to consult with parents fail to resolve the problems, the principal may recommend termination of enrollment. (HCS: Policy 5026.4)
DISCIPLINE POLICIES

The faculty and staff of St. Anthony School believe that respect and responsibility are essential in maintaining a positive school community.

Students will always observe school rules and regulations, including before and after school. The student’s behavior file is cumulative for the year. Any continued misbehavior may result in exclusion from school and related activities, or dismissal from the school.

*No policy can cover ALL disciplinary infractions that can occur. Therefore, the Administration of St. Anthony School reserves the right to censure or penalize students for behavior not in keeping with Christian values.*

These infractions include, but are not limited to:
1. Deliberately threatening or hurting another student, teacher or guest.
2. Forging a parent/guardian’s signature on any document.
3. Habitual absences and/or tardiness.
4. Chewing gum on campus—before, during, or after school.
5. Littering.
6. Numerous detention referrals for the same or like offense.
7. Cheating.
8. Leaving the school grounds during the day; or leaving a school off campus activity without permission.
9. Vandalism/Graffiti/ Property Damage (including student issued electronics).
11. Inappropriate use of technology.
12. Unauthorized photography, and or posting on social media; slandering the school and any staff, student or person affiliated with St. Anthony’s.
13. Stealing.
14. **Contraband** - illegal or unauthorized items on campus or at a school event.
   - **Personal electronic equipment** is not allowed at school. Permission from the teacher is required for use of any electronic device at school and the school is not responsible for any loss of damage of electronics. Any electronic equipment brought to school will be confiscated and the parents will be notified.
   - **Cell Phones:** If a student brings a cell phone to school, it must be turned off and stored in the student’s backpack while on school grounds. It must remain off until after pick up is over and the gate is closed. If students are found using a cell phone during school hours, the phone will be confiscated, and the parents will be notified. (The school is not responsible for cell phones damaged at school).
     Students are to notify their teachers if they need to use the phone to call their parents for an urgent reason during school and can be sent to the office to do so. Parents should call the school office if they need to leave a message for their child and should avoid directly texting, calling, or emailing their child’s phone during school.

*There may also be other offenses/infractions deemed serious in nature by Administration. The consequences for such offenses/infractions may result in disciplinary actions up to and including suspension or expulsion.*
Valuables
Students should not bring items of great monetary value to school including jewelry, money, electronic devices, etc. The school is not responsible for losses or damages.

Search and Seizure
Desks, backpacks, and personal belongings are subject to search at any time by school Administration or teachers. This is for the protection of students and school employees. Desks, and any other storage areas at the school remain in the possession and control of the school even though they are made available or assigned for student use.

Consequences for Behaviors
Warning
Teachers have the right to determine and implement behavior policies in their classrooms that reflect or are in addition to the schoolwide policies. Such policies may include, but are not limited to: Time Out, Refocus/Think Forms, a handwritten note, by the teacher, to the parent, an email, a phone call, etc. In some cases, a Conduct Referral may be issued, depending on the severity and frequency of the offense. The student may also be referred to the office and parents may be notified.

Referral to the Office for Conduct
Students sent to the office will meet with the Vice-Principal or Principal to discuss the situation and create a plan for improvement. Parents may be notified.

Detention
Students may be required to attend a mandatory detention if there is a serious infraction/s designated by the administration. Parents will be contacted for scheduled detentions. A teacher may issue a classroom detention for an infraction that happened during the school day. This may include the loss of socializing during recess, exclusion from a class/school activity or staying after school.

Suspension
Any student who continues to be referred to the office for misbehavior, or receives excessive Conduct Referrals, or numerous Detentions, may be suspended from school. Suspension can be in-school but more often will mean that the student may not return to school until the end of the suspension period. The student must make up all the work. Suspension is a serious consequence and students are asked to reflect on how they are impacting their learning and those of their classmates and teachers before returning to school.

Causes for Suspension
Excessive Conduct Referrals, detentions, numerous referrals to the office, in possession of and/or use of contraband, or other offenses of a serious nature may be grounds for suspension. A parent conference will be held and a plan for improvement determined.

Class Exclusion
A student may be excluded from class due to inappropriate conduct. The student may be sent to the office or other designated room until the class is over. The student is responsible for all work missed during this period.
**Dismissal**

Dismissal is a permanent exclusion from school. Dismissal of a student is a serious matter that should be invoked for serious reasons. The student may be suspended while arrangements are being made for consultation. (HCS: Policy 5051.2d)

Causes for dismissal include, but are not limited to:

1. Persistent neglect of school rules, resulting in numerous detentions.
2. Threatening with verbal or physical attacks against a student or faculty member.
3. Willful destruction, theft, or vandalism of personal or school property.
4. Possession, use, and/or the sale of any form of contraband on or off campus.
   (Contraband is defined as anything that could be considered harmful to anyone on or off campus).
5. Excessive absences or tardiness.
6. Illegal use of technology.

**Electronic Information/Communications Policy/Agreement**

**St. Anthony School Digital Technology Acceptable Use Policy**

St. Anthony School (SAS) is pleased to provide computer technology for student use in furthering the pursuit of knowledge and education. This *Digital Technology Acceptable Use Policy (AUP)* and *Responsible Use Policy (RUP)* detail acceptable use of computers on the SAS network. These services are provided by SAS as a privilege to the user, and this AUP and RUP provides an opportunity to educate the user about responsibilities and expectations. Appropriate and ethical use of the SAS computers is necessary for the user’s educational success. Students and parents must read, review and sign the policies, acknowledging that they will abide with the terms of the agreements. This should be returned to the homeroom teacher. Document can be found in the appendices.

If an iPad is broken, please report it immediately to the school IT. In some cases, Apple Care will cover the repair for a fee which the family may be responsible for. If you lose an iPad, you will be charged for the replacement cost. If your iPad is stolen, you should make a police report. If a student breaks an iPad, you may be charged for it, or face disciplinary action.

**EMERGENCY & SAFETY PROCEDURES**

In the case of an emergency, the school will contact parents through our Parent Alert System. Please do not tie up the phone lines or come to the school unless directed to do so. Periodic drills are held so students and teachers are familiar with procedures if a building or campus evacuation should be needed, a campus intruder is suspected or a natural disaster should occur. All students will be looked after until picked up by a parent or designated person. Be sure your contact information is updated.
St. Anthony School Emergency Crisis Procedures  *All plans subject to change*

St. Anthony School realizes that there are circumstances that may disrupt the daily schedule of our school and/or potentially cause harm to our students/school. Every effort to minimize risk and to assure the safety and security of our students and our employees will be made. However, life presents personal and professional uncertainties, and it is impossible to avoid every threat. A Crisis Management Plan has been developed to ensure that necessary procedures and personnel are prepared to provide for the safety of all the students, faculty, and staff in times of crisis. The school drills to prepare for a real crisis.

Written copies of this plan are in each classroom, the office and other school/parish facilities. These plans are reviewed with the students and various scenarios are practiced, to prepare for a crisis. The Principal, in consultation with the Pastor, will determine the seriousness of the situation and implementation of the procedures outlined in the Crisis Management Plan will be followed.

**Campus Emergency**

In the event of a campus emergency (fire, bomb threat, intruder, earthquake, tsunami, etc.) the school will take appropriate action to ensure the safety of students, faculty and staff. We are not able to foresee or prepare for all scenarios; however, we do practice for events such as fires, evacuate buildings and/or campus, intruders on campus, etc. In the case of an emergency such as a lock-down/intruder, parents will be contacted via Parent Alert as soon as the school campus is deemed safe to re-open. If information is sent out via social media please wait until the school contacts you to be sure all the information is accurate. This will help to avoid any inaccurate information and panic. All parents will be contacted as soon as possible regarding the incident and/or when to pick up their child. The safety of all is of the utmost importance. No student will be left unattended.

We highly recommend that each family have their own Family Emergency Plan in place so that you are also prepared in case of an emergency. This would include where to meet if you are not together when the event occurs, what to do in case of a house fire, have a contact person whom everyone can call to let them know they are ok and where they are, the location of the nearest shelter, and what to do in case a siren goes off. Preparation and discussing the possibility of an event will help our students to be better prepared and less anxious. For more information, contact the Hawai’i Civil Defense at [www.scd.state.hi.us](http://www.scd.state.hi.us).

**Parent Alert**

In the event of a natural disaster or campus emergency, St. Anthony School will care for students until parents can safely pick them up. The school will keep parents and designated contacts informed through our Parent Alert System, via voicemail, text messages, radio broadcasts (KSSK), and our website [www.saskailua.org](http://www.saskailua.org). Please be sure to update your emergency contact information if changes are made.

**Tsunami Warning**

St. Anthony School is in a Tsunami inundation zone and may have to evacuate. If a Tsunami Watch is issued, parents will be contacted; if a Tsunami Warning sounds, students will evacuate to Kailua District Park where parents will be able to safely pick them up after the “All Clear” is announced. Please do not leave a safe area and add to traffic. If the Warning is issued before the start of school, then classes will be canceled.

**Hurricane/Tropical Storm Warning**

The National Weather Service Issues Hurricane or Tropical Storm WATCHES 36 hours prior to the storm and
WARNINGS 24 hours (or less) prior to the storm. When a WATCH is issued, we will monitor the system and decide to close before a WARNING is issued. Due to the length of time anticipated prior to the arrival of the storm, students will remain in school until parents pick them up if this occurs during school hours.

Earthquakes
In the event of an earthquake, the school will care for students until parents can safely pick them up, after the “All Clear” has been given.

Campus Evacuation
You will be informed through our Parent Alert, web site and radio broadcast if we evacuate our campus. We can anticipate considerable disruption on our roadways making it difficult to get to the school immediately. The school is prepared to take care of all students until they are safely picked up by parents. This includes a safe place to gather if the buildings are deemed unsafe and/or evacuation in the case of a tsunami or other reason the campus will be evacuated. Our first location to evacuate to would be Kailua District Park, there are times when we will be told where to go by Civil Defense or other agency and we will have no control over these directions. Be assured all the students will be cared for until they are returned safely to their parents.

Pandemic
In the event of an outbreak, the school will use as a guideline mandated directives and regulations from the Hawaii State Government Agencies, the Department of Health, the CDC and Hawaii Catholic Schools to develop and implement policies and protocols that guide us to keep our students and staff safe. School guidelines are continuously reviewed and revised as needed. [https://health.hawaii.gov/](https://health.hawaii.gov/)

Emergency Information
When a request is made for the release of a student during the school day, or when a student is seriously injured during school hours, the student’s emergency information will provide the necessary information such as the name and address of parent/guardian, name of the physician, insurance coverage and policy. (HCS: Policy 5015.7)

Please go into your Parent Portal and update your pertinent information. Informing the office and teacher that these changes have been made will also help to update our records. Changes include current address, parents information, emergency & pick up contacts. This information will be taken to any evacuation site also.

Additional Services and Programs

Before and After School Care
*Supervised Morning Care is available on a first come, first served basis for a fee. Parents indicate the need for this program by completing the registration and emergency contact forms. Payment may be made through FACTS. Morning Care begins at 6:30AM. This service is available to students in all grade levels (PS-8th). Students who arrive on campus before 7:30AM will be directed to Morning Care for supervision, and parents will be billed.

Supervised After School Care is available to all students in grades PS-8. After School Care runs from the dismissal of school until 5:30PM. The ASC programs are based on space availability with priority given to
those families who need childcare due to work hours. Limited hourly care is also available if needed as well as emergency drop off care. Program fees are assessed and submitted at the beginning of the following month, for monthly and hourly billing. Registration forms are available online.
ELC After School Care is located on site, K-8 After School Care will be in the Art classroom. The program provides a safe place for students to wait for pick up after school. A schedule of activities is provided and posted in the ASC area. Homework, reading time, outdoor playing, board games, socializing, school provided snacks and special activities such as movies and water play are all incorporated into the ASC schedules.

Optional Programs & Activities*
Optional school programs are offered to students after school hours and can include Student Council, Drama, Band (a fee may be charged for instrument rental), Choir, and some team sports. Please call the school office or teachers for more information.

Enrichment programs approved by St. Anthony Parish are available for students after school on campus. These programs change yearly, information will be sent out as soon as activities, days and times are scheduled. Each program requires separate registration and monthly fees. You will be informed how payments will be made.

Financial

Student Accident Insurance
St. Anthony School purchases student accident insurance to protect students while at school.

Tuition and Fees
The Registration/Enrollment Agreement, and Tuition Refund Plan (TRP) must be completed and paid during the enrollment period to ensure your child’s place for the upcoming year. The Family Malama Fee is collected prior to the start of tuition payments. Families may also work off the Malama fee by volunteering 20 hours of community service to the school. Tuition payment plans are through FACTS Management and include a one time annual, a semi-annual or monthly plan. FACTS charges a $40 enrollment fee for multiple payment plans and $20 for an annual plan. Discounts are given for one-time payment in full and for multiple children. All families must enroll in the FACTS program as all tuition payments must be made through FACTS. FACTS charges $30 for unresolved payments. The school will assess a $25 late fee for unresolved payments to the school for unprocessed checks and credit payments. Tuition payments should be made through FACTS. Processing fees for credit card payments are assessed to the parent.

Tuition Payment/Non-Payment
Delinquent tuition accounts may result in the dismissal of your child from St. Anthony School. The school is accountable to the School Board, School Finance Committee and the Parish Finance Board and therefore must maintain current records. Late fees from the school and FACTS will be applied to unresolved payments. If you are having difficulty in making payments please contact the Principal or Accountant. Payment plans, some financial assistance are some possibilities. But unless we are informed we will not be able to see what type of help we can give.

Tuition Recovery Policy
Tuition Recovery Policy (TRP) covers a portion of unpaid tuition in the event of student withdrawal due to medical or other reasons. TRP is required for those paying with semi-annual or monthly tuition payment plans.
The TRP is optional for those paying tuition using the one-time payment plan. A copy of the brochure is available online and in the office.

**Tuition Assistance**

*Financial Aid*

Financial Aid information is posted on the school’s website. Please check it for links to applications and information.

Limited financial assistance is available through the Augustine Educational Foundation. You may contact the Hawaii Catholic Schools at (808)263-8844 or online at [www.augustinefoundation.org](http://www.augustinefoundation.org). Applications are time sensitive.

St. Anthony Parish Tuition Assistance is another source of Financial Aid. Applicants are rated by the following criteria:

1. Active members of St. Anthony’s Church who make identifiable contributions to the life of the parish.
2. Catholics from neighboring parishes.
3. All others.

This application can be picked up in the school office and funds are distributed depending on availability.

Families applying for the Kamehameha Pauahi Keiki Scholarship or Kipona Scholarship must also apply for financial aid from the St. Augustine Education Fund Scholarship.

**Fundraising**

The School Administration, Parent Teacher Student Guild, Student Council and grade level classes may organize fundraisers throughout the year for special projects. Fundraising can be designated for special projects or used to help our school grow. We encourage families to support all fundraising efforts in support of helping others during our various social service projects as well as assisting our school with projects, improvements and the education of our children.

**Health**

**St. Anthony School Wellness Policy**

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, negatively impacts students’ health and their ability to learn, both short-term and long term.

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 states:**

1. Provide a positive environment and appropriate knowledge of healthy food choices and the benefits of daily physical activity that:
   a. Ensures that students have access to healthy food choices and safe physical activities at school and at school functions.
b. Provides a pleasant eating environment and secure playground for students and staff.
c. Allows enough time for students to eat lunch and to engage in social activities which can include physical fitness.
d. 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 plan that focuses on and:
   a. Ensures the integrity of the school lunch program by discouraging food and beverage sales that conflict with the lunch program.
   b. 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 fund raiser.
   c. Practices selective pricing that favors sales of healthy foods over unhealthy food choices.

Medical Health Records
It is the responsibility of the parents to provide the school with updated medical information. The school should be notified, in writing, of any allergies, asthma, hyperactivity, or serious conditions such as diabetes, epilepsy or heart conditions.

Communicable Diseases
The Department of Health requires that a child who has contracted any communicable diseases be excluded from school until a doctor’s written release to return form is received stating that the student may return to school.

Lice (Ukus)/Conjunctivitis (Pink Eye) / Impetigo / Covid-18 / RSV, etc. – Because children are in close contact during the school day, they may contract any one of the above conditions during the school year. This is not uncommon, nor does it mean that a child is unclean or unsanitary. If a child is suspected of having any conditions that are possibly contagious, parents will be called to pick up the child and have the condition treated according to Health Department Guidelines. Students will need a doctor’s clearance note or in the case of Lice, cleared by office personnel prior to returning to class. [https://health.hawaii.gov/]

Health Records

Health Exam and Immunizations
State law requires that ALL new students entering a school in Hawaii for the first time must provide a copy of a physical exam and proof of a negative TB test dated within one (1) year prior to the start of school in Hawai’i as well as a current immunization record. Early Learning Center students must also complete an additional physical form. Kindergarten students must submit an updated immunization record and incoming 7th graders must have a new physical, and updated, required immunizations record to include (2-HPV, Tdap, MCV).

Students who have not completed a physical examination, TB Clearance or health record form, or cannot provide an appointment notice from a healthcare provider to complete these tasks, will NOT be allowed to attend school until such requirements are met. [https://vaxtoschoolhawaii.com/]

Students that participate in the Catholic School League (CSL) and Christian School League (CSAL) after school sports program must have an annual physical exam and complete the required form.
Medication - prescription and over the counter

Dispensation Guidelines
Medication will be dispensed through the school office staff as directed by the parents. The child’s doctor must prescribe the medication in its original container with the prescription label. The proper measuring spoon, dropper, or cup must also be provided. Prescriptions that read “as needed” will not be given unless the parent has designated the time to administer the medication. No expired medications will be administered. Epi-pens will be stored in a secure cabinet in the school and will need an authorization form from the parent to be administered.

Over the counter medications must also be in the original container with the proper measuring tools. An authorization form must be filled out by the parents.

Authorization Form
An Authorization to Administer Medication form (see website) must be filled out by the parents and kept on file in the school office. No student will be given any medication without this completed form. The form will indicate the medication, the specifics of the dosage, and appropriate emergency measures. The Principal may allow the school staff to supervise the student’s administration of medication under carefully controlled conditions.

Parent to School Notification

Allergies
A doctor’s note or the student health form must document allergies to foods, insect bites or stings, or chronic allergic coughs and/or runny nose. Also, parents must bring to the teacher’s attention any food allergies your child may have. In severe cases, the parent may be asked to provide an Epi-pen with instructions for use. We do not allow peanut products, however we are not always able to monitor all items coming onto the campus. Please be sure to have all necessary emergency information and medication available to the teacher and office.

Illness
A student should be kept home if he/she shows signs of fever, sore throat, runny nose, rash, earache, headache or vomiting. When in doubt, please keep your child home. If the student becomes ill during school hours, a parent will be called to pick up (be sure your information is up to date). A child with a temperature of 99.7 degrees or vomiting will be sent home. Students must be symptom free for 24 hours without the aid of medication prior to returning to school.

If your child is ill, please call the school office by 8:30AM. You may request homework at this time, for pick up between 3:00-3:30PM. After an absence of two days a doctor’s note may be required.

Students who were absent due to illness are responsible to follow-up with their teachers upon returning to school, to catch up on missing work.

Any student that is absent or sent home ill/injured, will not be able to participate in extracurricular activities for that day. This includes sports events, plays, excursions, dances, etc.
Parents

Parental - School Support

We expect our parent community to support our school’s policies. Any questions or concerns about our rules and regulations should be addressed to the Principal or Vice-Principal. All parents are required to sign the Code of Christian Conduct at registration online.

Parental Non-Cooperation

When a parent is found to be non-cooperative and excessively negative toward the school and its Administration, the Principal, or designee, will make clear to the parent the consequences of the continued negativity and the effects on the student and school as a community. If repeated efforts to elicit parental cooperation fail, the principal, or designee, may move to terminate the child’s enrollment with the prior agreement of the Pastor. (HCS: Policy 5026.3)

CODE OF CHRISTIAN CONDUCT STUDENTS AND PARENTS

Covering Students and Parents/Guardians

The students’ interest in receiving a quality, spiritually and 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, which is consistent with the Christian principles of St. Anthony 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 the Student/Parent Handbook of St. Anthony School.

It shall be an express condition of enrollment that the parents/guardians of a student shall also conform themselves to standards of conduct consistent with the Christian principles of St. Anthony 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 the Student/Parent Handbook of St. Anthony 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., athletics, field trips, etc.

St. Anthony 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 first result in disciplinary action short of a requirement to withdraw from St. Anthony School, e.g., suspension of the student or suspension of the parent/guardian’s privilege to come on campus grounds, and/or participate in school activities, volunteer work, etc.

St. Anthony 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.

**Classroom Interruptions**

For the safety of the students and faculty, our campus is a closed campus. *No parent or visitor should walk onto the campus or into a classroom during school hours without signing in at the school office.* Visitors will be given a badge. Parents should not enter the school gates until the pick-up gate has been opened.

**Complaint/Issue Resolution**

If you have an issue, concern or complaint which you believe is important to communicate, speak to the person with whom you have the complaint first. If it is a concern related to the classroom, address this concern at a pre-arranged meeting with the teacher. Please note that all complaints are addressed. There will be times when the outcome may not be what you had been hoping for. Our student’s safety and academic success are our priority, and we will do our best, with what is within our means, to make sure these happen.

The procedure for questions or concerns should be handled as follows:

1. Schedule a conference with the classroom teacher. Many misunderstandings are cleared up in a single meeting.

   If the matter is unresolved:

2. Request a conference with the Vice-Principal and or Principal along with the classroom teacher.

   Should the problem persist:

3. Request a conference with the Pastor and or Principal, and classroom teacher.

   If it is still not resolved:

4. Contact the Superintendent of Catholic Schools, in writing, with your complaint.

**Messages to Students**

If possible, arrangements with your child/ren should be made prior to the start of the day. If necessary, call the school office and a message will be sent to your child. The office phone is to be used for student emergencies only. *At no time should a student contact parents or parent's contact students through personal cell phones, texts or emails during school hours,* without teacher approval. All cell phones and smart watches must be turned off when on campus until the gates are closed and all vehicles have left the courtyard at dismissal. Teachers may give students permission to come to the office to contact their parents.
Parent Teacher Student Guild (PTSG)

The PTSG is a non-profit organization of parent/guardian volunteers that support the school through fundraising and friend-raising events. Three general meetings are held throughout the school year to identify needs, have informational speakers and organize activities. PTSG activities are designed to enhance the student’s learning environment. General meetings are usually held in September, January, and May (may be subject to change). Executive Board meetings are held monthly. All parents of St. Anthony School are registered members and are encouraged to support the PTSG. If you are interested in becoming involved with the PTSG, you can contact them through the school’s website or the Office.

Parties

In School

Birthday celebrations in school are discouraged because they take away from valuable learning time. If you want to provide a small treat you must speak to your child's teacher to coordinate prior to the special day. NO PEANUT PRODUCTS PLEASE. Please note that not all teachers have the same types of celebrations. Please respect each teacher as they have individual classroom policies for these celebrations.

Class parties, holiday celebrations can be held throughout the year depending on the grade level. Your child’s homeroom teacher will share with you their schedule and plans.

Out of School Party Invitations

Unless the invitation includes the entire class, the invitation should be distributed privately and discreetly.

Safety

Releasing Students during the School Day

St. Anthony is a closed campus. Students may not leave the campus unless accompanied by their teacher (i.e., excursions, etc.). If you need to pick up your child before the end of the school day, please notify your child’s teacher in writing, in advance. Your child will be sent to the office when you arrive to pick them up; this will help to avoid missing out on valuable instruction time. You must sign your child out at the front desk, we will not send them off campus without an authorized adult. If they are returning, you will also need to come into the office to sign them back in. An authorized person must accompany them when returning.

At the end of the school day all students not picked up by a designated adult will be taken to After School Care until picked up.

Bicycles/Helmets

Students who ride their bikes to school must observe all safety rules, wear a bike helmet, and walk their bikes through the campus. Please note that Makawao Street is a one-way street with traffic moving from N. Kalaheo Avenue to Kainalu Street. It is not safe for students to enter Makawao Street from Kainalu Avenue and ride against traffic. A bike rack is provided behind the Warrior wall and students must lock their bikes each day. The school is not responsible for stolen or damaged bikes.
Skateboards/Wheeled Shoes/Scooters/Electric-Motorized modes of transportation

Skateboard, scooter riding and other wheeled devices are never allowed on campus. Students riding skateboards or scooters to school must leave them with the office staff during the school day and retrieve them after school. Helmets must also be worn. Wheeled shoes are not allowed. For safety reasons any electric or motorized means of transportation are not allowed. This includes electric bikes, scooters, skateboards-hoverboards, etc.

Morning Drop Off/Parking

Drivers should not be on their cell phones.

Morning drop-off & Afternoon Pick-Up can be hectic. Please follow the directions of staff directing the traffic. Limited parking is available in the Outreach parking lot and along Makawao Street. Do not park in the driveways of our neighbors.

K-8 Drop Off - Parking is available in the Outreach parking lot and on the street for those walking on campus. Be sure you are not walking in with cars and use the gated area and walk behind the kitchen to reach the Primary building, K-3 & Middle School. The gate opens at 7:20AM for drive thru drop off on campus. Those with children in K-3 and Middle School veer to the left, grades 4 thru 5 will drive straight ahead. Grades 3-MS can also get dropped off straight ahead but must heed the directions of staff when walking to their classes. All Middle School students will go upstairs using the stairwell by the bike rack.

When leaving campus, you will be directed when to merge onto Makawao Street. Please be aware of those walking and of other cars.

Early Learning Center Drop Off is in front of the ELC from 7:30AM to 7:50 AM. Faculty and staff assist with this process. Be sure to follow the cones and watch for pedestrians and other vehicles. Students are helped out of the car by staff, signed in by parents and escorted inside the safety gate to class. Do not let your child walk in by themselves after these hours. All ELC students must be signed in.

Afternoon Pick Up/Parking

Drivers should not be on their cell phones.

K-8 Pick-UP - Vehicles may wait in the Outreach Parking lot. Do not park in front of the church, Makawao or Kalaheo streets, or block side streets or driveways. The gate will open at 2:30PM, 1:10PM or 11:50AM depending on the day's schedule. If the gate is not open you will need to continue driving until a safe and legal space opens or the gate opens. The gate will be open for 20 minutes - coming at a later time will alleviate traffic build up and make your pick up quicker.

Students in Grades K-2 will wait with their teachers, classmates and older siblings by the Primary Wing. These parents should proceed to the left inside the courtyard. Students in Grades 3-8 will be picked up in the Office Wing area with teachers and older siblings - parents should drive straight ahead. Older students are asked to wait with the youngest sibling in the family. Do not leave your vehicle when picking up. Teachers will see you and bring your child to you. All movement of students stops when cars are exiting. Safety is our priority. Exit slowly and attentively under the direction of staff, as many students walk.

Students are not allowed to take out their cell phones or iPads until after the gate has closed and all vehicles have left the courtyard area. They may ask their teacher or go to the office if they need to contact their parents.

All students are asked to wait inside the gates of the school. This includes pickup after athletic practice or special events. Parents can enter the turn in by the Parish Hall to pick up children in ASC.
Parents who ask their child/ren to leave the school to wait down the street for pickup have released their child/ren from the supervision of the school and should note it on their Student Dismissal Form. Students are asked to respect the neighbors and their property. Students are not allowed to return to campus after leaving unless accompanied by a parent.

**Student Dismissal Form**
Parents and/or guardians must complete a *Student Dismissal Form* indicating how your child will leave the school. Please update these forms regularly.

**Carpool**
All families in a carpool should be noted on the *Student Dismissal Form*. Be sure that the student’s teacher knows that they are authorized to leave with the carpool member.

**Expected Behavior for Bus Excursions**
St. Anthony School students are expected to follow the bus rules, as shared by the bus driver or teacher prior to departing. At no time should students extend their hands outside of the window, change seats while moving, extend their bodies in the middle corridor, yell loudly to others, or gesture to adjacent vehicles. No food, drink, or rubbish is allowed on the bus. Students represent the school while riding the bus and are expected to follow all school rules.

**Weapons and Contraband Policy**
Weapons and other contraband including guns (i.e. pellet, paintball and air), knives, explosives, illegal and unregistered prescription drugs or drug paraphernalia, alcohol, tobacco, e-cigs, lighters, aerosol sprays (including deodorant and computer cleaning dust), inappropriate pictures or videos, etc. are not allowed on campus. Students in possession of these things may be suspended or dismissed from the school. School Administration has the right to make changes to the definition of contraband if safety is compromised.

**Student Activities**

**Sacramental Preparation**
The Parish Director of Religious Education coordinates Sacramental preparation including RCIA for adults, and Baptism, Reconciliation, Communion, and Confirmation for children. If you would like more information regarding Sacramental preparation, call the Director of Religious Education at 266-2222. Preparation begins in September and ends in May.

St. Anthony School Catholic Second Graders will prepare for the Sacrament of Reconciliation, Holy Eucharist, and Confirmation in school. Parents of both school and parish families are required to attend and to assist their children with sacramental preparation classes.

**Altar Servers**
Catholic students in *Grades 3-8* may volunteer to become altar servers. After successful completion of altar server training, a school and Sunday Mass schedule will be given. It is the responsibility of the altar server to arrive at least 15 minutes prior to the start of Mass for Sunday schedules. Altar servers are periodically requested to serve at a funeral or special parish or school Mass during School hours.
Excursions

Excursions are a privilege and not a right. They enhance student learning and social growth and are not optional. Students displaying behavior or academic problems may be asked to remain at school or home. A signed permission slip by the parents/guardians is required for a student to leave the school campus. St. Anthony School will not accept permission given over the phone to a faculty or staff member, or an email. Signed and faxed permission forms are acceptable in special cases. Excursions are marked on the monthly calendar in advance when possible. Parents are encouraged to chaperone school excursions, as requested by the teacher (and indicated on the permission slip).

Extra-Curricular Activities

Students may participate in extracurricular activities if their grades indicate that they are able to manage both the academic workload and extra activities without deterioration of the academic standard. A cumulative grade point average of 70% with no failing grades should be maintained during the student’s participation in an extracurricular activity. Probation or suspension from the activity can be implemented until grades improve. Student cooperation and responsibility is an important part of extra-curricular participation.

Assemblies

Assemblies are held for special events. Students are asked to enter and exit quietly and be a respectful and attentive audience.

Athletics and Eligibility - Annual physicals are required

Girls and boys in Grades 4-6 may participate in the Christian Schools Athletic League in Volleyball and Basketball. This league focuses on developing skills and promoting sportsmanship.

Girls and boys in Grades 5-8 may participate in the Catholic Schools League in Volleyball, Basketball, Cross-Country, and Track; and Grades 4-6 participate in Division II Basketball. This league is more selective and competitive; however, skill development and sportsmanship are also emphasized.

A cumulative grade point average of 70% with no failing grades should be maintained during the student’s participation in athletics. Probation or suspension from the activity can be implemented until grades or conduct improves. Grade checks are done to review student progress and reinstate athletes when they have improved their grades. Good sportsmanship is expected of all students and parents during games and practice sessions.

Dances

Dances are generally held for Middle School students twice a year (Fall and Spring). Dances may be afternoon or evening school events. Occasionally, an admission fee may be charged, or a donation to the Outreach food cupboard requested.

Money Collection

Bringing excessive amounts of money is not advised. Buying, Selling or Trading items from other students, without permission, is not allowed. Money for other purposes is collected by the teacher and turned into the office daily. Borrowing and/or lending money is not allowed.
Student Council
Students in designated grades who are interested in running for Student Council must attend a required meeting discussing eligibility and responsibilities. The Student Council represents the students and plans activities and projects to promote student interests and service.

Service Projects
The school participates in selected School-wide service projects. Middle School students are required to participate in community service activities, accumulating hours as part of their Religion class grade.

Clubs/Activities/Competitions
Various clubs, special school activities and academic/athletic competitions occur during the school year. Students must meet the requirements stated in the Extra-Curricular guidelines to participate. Students on academic or behavior probation may not represent the school in extra-curricular activities without permission from Administration.

Student Awards
These are presented to Grades K-7 at the End of the Year Blessing & Commissioning Service. Teachers may also present additional awards in individual classrooms before the end of school.

Noble Warrior
The Noble Warrior Award is given to the student who, throughout the school year, has demonstrated significant growth in areas of academics, citizenship, and leadership.

Perfect Attendance
This award is presented at the end of the year to students with Perfect Attendance. This means that the student was not absent or tardy on any day of the school year, and did not leave school early on any day.

Class Citizenship Award
This class award is presented at the end of the school year to a student who exemplified the spirit of the Warrior at St. Anthony School through his/her words and actions to classmates, schoolmates, and teachers throughout the school year.

Class Top Scholar
This award is presented to the student in the class who combined excellent academic achievement, effort, and conduct demonstrating traits as the top scholar of the class.

Religion Honors
These awards are presented to students who receive top grades in Religion, as well as being leading examples of someone who behaves as Jesus would in word and deed.
Additional Awards

Honor Roll
(This award is given at the end of each quarter)
Honor Roll is presented to students in Grades 4-8 who have earned a 90% or higher-grade point average during the quarter, including Conduct and Effort.

Student of the Week
Awarded to one student in each class, Grades K-4; based on academics, character, and desire to do their best. Certificates are presented.

Student of the Month
Awarded to one student per class in Grades 5-8; based on academics, character, and desire to do their best. Certificates are presented.

Student Services

Snack Bar and Lunch Services
Students have a mid-morning snack recess. Parents are asked to provide their child with a nutritious/healthy snack; please try to refrain from including sugary and/or caffeinated beverages. The cafeteria provides a Snack Bar during the mid-morning recess. A list of possible items for purchase will be posted if this service is available.

A hot lunch service is available for a monthly purchase.
Hot lunch can be purchased monthly online through FACTS. The cost for lunch is $4.00 for 3rd - 8th Grade and $3.75 for Preschool – 2nd Grade. The hot lunch service includes a drink. In the event of a field trip, sack lunches including a drink will be prepared for students who have ordered the hot lunch.

Drink Purchase
Milk or juice can be purchased for the month at $1.00 a carton per day and must be pre-ordered using the lunch menu form.

Middle School Study Hall
Middle School teachers rotate a Study Hall in various classrooms from 2:35PM to 3:15PM from Monday to Thursday. Students are encouraged to attend.
Volunteers

Volunteer Code of Conduct
All volunteers and parents in our school are expected to read, agree to, and sign a Volunteer Code of Conduct. Those who regularly volunteer must also complete Virtus and additional safety clearances.

Concerning Child Abuse
The "Policy on Allegations and Incidents of Sexual Misconduct" promulgated by the Diocese of Honolulu is 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 at the school and online at www.catholichawaii.org.

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 age-appropriate Safe Environment training as part of the Religious Education curriculum. Parents are informed prior to this session. Consent for the participation in this program is included in the signed acknowledgment form located in this handbook.

Other

Child Protective Services
Child Abuse Reporting Regulation: Hawaii State Law dictates that all teachers and caregivers are required to report any suspected case of child abuse or neglect to Child Protective Service.

Safe Environment Certification
All volunteers who work with students are required to be certified in Virtus. Parents must request permission from the school prior to taking the online certification class.

Criminal Background Check
All regular volunteers who work with students are required by Hawaii Catholic Schools to have a criminal background check. Parents must request permission from the school prior to registering. There is a fee for this certification.

Classroom Volunteer
Visitors must make prior arrangements with the teacher to volunteer in a classroom. All visitors must sign-in and receive a visitor badge before going to the classroom.
Maps of School

Kindergarten–8th Grade Campus Map
Early Learning Center Map

St. Anthony School
2022 - 2023

Makawao Street

Outreach

ELC Classrooms (1st Floor)
& Parish Office (2nd Floor)
Requirements for Extra-Curricular Activities

(Revised: July 2023)

Extra-curricular activities are any activities that are not part of the curriculum and are graded. These can include Sports, Drama, Choral Festival, Band, Student Council, Student Monitors, Talent Show participants, May Day Court members, and any other school sponsored activity.

Students who participate in extracurricular activities represent St. Anthony School, both on and off our campus. They are role models for our student community. Participation in any extra-curricular activity is a privilege.

For any student to participate in any extra-curricular activity, s/he:
Must maintain a cumulative grade point average of 70% with no failing grades.
Must maintain satisfactory (S) marks in conduct and effort.
Must be a good role model for our student community by following the Code of Christian Conduct as documented in the St. Anthony School Handbook.

Students who choose to participate in any extra-curricular activity will be evaluated every two weeks during the period of activity. Students who do not meet the requirements set forth in the grading period will not be allowed to participate until the next evaluation period. Once satisfactory improvement is made, the student will be reinstated into the program.

I have read and understand the requirements for participation in Extra-Curricular Activities at St. Anthony School.

Signature of Student ________________________________ Date ____________

Signature of Parent ________________________________ Date ____________

Signature of Homeroom Teacher _______________________ Date ____________

Approved by Activity Advisor __________________________ Date ____________

Note: The Athletic Director and/or Activity Advisor will keep these agreements on file in their offices.
St. Anthony Digital Technology
Acceptable Use Policy

Digital Technology Acceptable Use Policy

St. Anthony School is pleased to provide digital technology as a curriculum, to enhance learning opportunities and learning expression. This Acceptable Use Policy (AUP) details acceptable use of the digital technology provided by St. Anthony School (SAS). These services are provided by SAS as a privilege to the user and this AUP provides an opportunity to educate the user on the school’s expectations and responsibilities. Appropriate and ethical use of any SAS digital technology tools is required: The use of St. Anthony School's computing facilities/resources and the Internet is a privilege, not a right! If a user violates any of these terms and conditions, disciplinary and/or legal action may be taken.

Please read the following Terms and Conditions carefully. This AUP requires the signature of the student and parents/guardians. Your signature indicates that all members understand, accept, and intend to abide by the Terms and Conditions of this AUP.

Failure to sign this AUP by both the student and his/her parents/guardians will prevent the student from being able to use and access SAS digital technology.

Terms and Conditions

Acceptable Use: SAS is providing Internet access and student accounts on the physical and wireless network to support the curricular goals of the school. Users of St. Anthony School's computing facilities/resources and the Internet must be consistent with the educational objectives of the school.

Students shall not access, create, transmit, retransmit or forward material or information that:

- Promotes violence or advocates destruction of property (including, but not limited to, information concerning the manufacturing or purchasing of destructive devices or weapons)
- Is not related to SAS education objectives
- Contains obscene or inappropriate materials, either as pictures or writings
- Harasses, threatens, demeans, or promotes violence or hatred against another person or group of persons about race, color, sex, religion, national origin, age, sexual orientation, marital status, disability or handicap
- For personal profit, financial gain, advertising, commercial transaction or political purposes
- Plagiarizes (copies the work of another without express consent)
- Uses inappropriate or profane language likely to be offensive to others in the school community
- Is knowingly false or could be construed as intending to purposely damage another person's reputation
- Is in violation of any federal or state law, including but not limited to U.S. copyrighted material and material protected by trade secret
- Contains sensitive personal information about themselves or others, including information protected by confidentiality laws
- Is unauthorized use of another individual’s Internet or electronic communications account
- Impersonates another or transmits through an anonymous email.
- Accesses fee services without specific permission from the system administrator
Students are also prohibited from storing the following on any SAS computer or within their network accounts:

- Programs/software/executable files, games, and music/video files (unless they are original work or A/V clips being used as part of a school project)

**Digital Technology:** The use of digital technology (cameras, video cameras, scanners, etc.) on campus should be limited to academic use only. Specifically:

**A. Camera Devices:**
- May be used to photograph another person who has a reasonable expectation of privacy ONLY with the person's prior knowledge and consent
- May be used only within another person's copyright
- May be used only in ways that do not harass, intimidate, or bully another person or to invade another person's privacy
- Are for classroom use ONLY with permission from a teacher or principal

**B. Portable Storage Devices:** The use of portable devices that store information (USB flash drives, iPods, external hard drives, etc.) is limited to legal, appropriate use on campus. It is illegal to move copyrighted material between devices – this includes music, applications, video, and more. Students should check with a faculty member before moving questionable files to or from the SAS network.

**C. File Sharing:** The use of Web Publishing, FTP, E-mail Server or Peer-to-Peer is allowed only with permission from SAS faculty. This includes, but is not limited to, personal laptop computers or portable entertainment consoles using the campus network.

**D. Games:** SAS computers and the network may not be used for playing computer games, unless ruled academic or appropriate by faculty and approved by SAS faculty.

**Privacy:** While SAS intends to maintain a secure network environment, e-mail, Web use, and files in student accounts are not guaranteed to be private in our school setting. Messages relating to or in support of inappropriate or illegal activities will be reported to the authorities. Students' use of Internet applications may be subject to periodic checks by SAS faculty. Messages relating to, or in support of, inappropriate or illegal activities will be reported to the authorities. SAS technology staff have access to student accounts. Accounts may also be checked periodically to ensure that their use adheres to the guidelines outlined here.

**Etiquette:** You are expected to abide by the generally accepted rules of computing and network etiquette. These include (but are not limited to) the following:

- Be polite
- Do not swear, use vulgarities or any other inappropriate language
- Do not reveal the home address or phone numbers of other students and be careful about your own personal information
- Do not use computers or networks in any way that would disrupt their use by others

**Responsibility:** Members of the St. Anthony School community must remember that when you telecommunicate with individuals, groups, or institutions, you do so as an individual. You should not present your views, ideas, questions, or actions as a reflection of St. Anthony School without specific permission from a supervisor, principal, or other administrator. Remember to make it clear that your communications represent you and not the institution.
**Warranties:** St. Anthony School makes no warranties of any kind, whether expressed or implied, for the service it is providing. St. Anthony School will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, botched deliveries, or service interruptions. Use of any information obtained via St. Anthony School is at your own risk. St. Anthony School specifically denies any responsibility for the accuracy or quality of information obtained through its services.

**Security:** Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem, you must notify a system administrator and not demonstrate the problem to other users.

In addition, students shall not:
- use another person’s password or any other identifier
- gain or attempt to gain unauthorized access to district computers or computer systems
- read, alter, delete or copy, (or attempt to) electronic communications of other system users

**Vandalism:** Vandalism is defined as any malicious attempt to harm or destroy hardware, software, or data of the school or of any other user on the Internet. This includes, but is not limited to, the downloading, creation or uploading of computer viruses. If equipment is damaged during on or off-campus use, students assume responsibility for any repair or replacement costs if their use has been determined to be inappropriate. Vandalism will result in cancellation of privileges, school disciplinary and/or legal action.

**Personal Technology:** (Includes, but is not limited to, laptops, PSPs, cell phone, i-Pod, i-Pad, digital cameras, etc.) All student-owned devices may only be used on campus with permission by SAS faculty. When used personal technology must conform to the guidelines stated in this policy.

**Exception of Terms and Conditions:** All terms and conditions, as stated in this document, are applicable to St. Anthony School facilities and networks. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Hawaii, and the United States of America.

**Insurance:** Parents are encouraged to purchase additional insurance to cover damage to the iPad.

**Acceptable Use Policy Agreement**

Please sign below to activate SAS digital technology privileges:

*By signing below, I agree that: 1) I understand the Terms and Conditions of this AUP and will abide by them, 2) I understand that if I violate any of the Terms and Conditions set forth in this AUP my parents/guardians will be called and my digital technology privileges will be suspended or revoked, 3) I understand that SAS will not be held liable for damages resulting in any student misuse or misconduct of SAS digital technology.*

______________________________  ________________________________
Student Signature                  Parent Signature

______________________________  ________________________________
Date                              Date
Purpose:
SAS believes that technology plays a critical role in supporting and guiding student learning and meeting the wide range of student abilities, interests, backgrounds, and needs on our campus. The purpose for the Responsible Use Policy is to foster and support creativity and innovation in the pedagogical shift from a traditional teaching model to guiding, facilitating and exploring infusing technology to meet the needs of learners. Additionally, the Responsible Use Policy establishes and maintains guidelines and procedures for appropriate technology utilization and infusion across the campus by students, faculty, staff, and administration. These procedures allow for planning and evaluation to prepare students more effectively for the transition from middle school to high school, and to improve the operations of St. Anthony School.

Responsible Use Policy for Digital Citizens at SAS

Respect Yourself
I will show respect for myself through my actions. I will consider the information and images that I post online and will not post personal information about my life and experiences.

Protect Yourself
I will ensure that the information I post online will not put me at risk. I will not publish my personal details, contact details or a schedule of my activities. I will report any inappropriate behavior directed at me and will protect passwords, accounts and resources.

Respect Others
I will show respect to others. I will not use electronic mediums to defame, bully, harass or stalk other people. I will show respect for other people in my choice of websites, I will not visit sites that are inappropriate and will respect my rights of access.

Protect Others
I will protect others by reporting abuse, not forwarding inappropriate materials or communications; and not visiting sites that are degrading, pornographic, racist or inappropriate.

Be Responsible
I will be responsible by coming to school daily with my iPad fully charged, and in its protective case. If I fail to remember to bring my iPad to school, I will not be allowed to call my parents to bring it to me and will be without an iPad for the day. I will take care of the iPad and its accessories (case and charger) and return it in good condition at the end of the year. I will always keep it in my possession (i.e., backpack, computer bag, etc.) and will treat it gently and not throw my backpack to the ground with it inside.

I will always use my iPad appropriately and respectfully as a learning tool, otherwise, it will be confiscated and turned into the school office until a parent comes to the office with me to sign it back over to my possession.

Act with Integrity
I will cite sources for media and information. I will purchase, license, and register all software. I will purchase my music and other media, and only use it for my personal needs.
Protect Intellectual Property
I will protect intellectual property by purchasing, licensing, and registering all software and by purchasing my music and other media while refraining from distributing these in a manner that violates their licenses.

Failure, Repair and Replacement of SAS issued iPads and Equipment
Any issues with equipment failure due to a manufacturing hardware failure, including the battery, are covered by SAS, and should be reported to the SAS IT department immediately.

Students agree to take reasonable and prudent care to keep the iPad secure and safe from the date students take delivery until it is returned to SAS. Students must use the provided protective iPad case issued by the school. Any alternative case must be approved by the IT department prior to use (OtterBox cases are allowed). In the instance of accidental iPad damage, a fifty-dollar ($50.00) repair fee will be collected. Any further incidents will result in the replacement of the iPad at the student's expense.

If the iPad is lost, stolen or damaged due to willful or intentional disregard by the student, the student will be charged for the appropriate repair or replacement costs, and the parent or guardian agrees to pay such costs.

Students agree to report any damage that affects the functionality of, or loss of, the iPad immediately to SAS's IT Department. If the iPad is stolen or vandalized while not at SAS or an SAS-sponsored event, the parent or guardian shall immediately file a police report in the jurisdiction in which the theft or vandalism is believed to have occurred.

All technology and/or campus equipment, checked-out and under the care of students, other than iPads, will be charged at the actual repair or replacement cost to SAS. This is true whether damaged, lost or stolen, on or off campus.

I understand and will abide by the SAS Computer Network & Internet Responsible Use Policy.

______________________________________                    ____________________________________  
Student Name (Print Clearly)                                                                                   Student Signature                    Date

______________________________________                       __________________________________
Parent Name (Print Clearly)                                                                                     Parent Signature                   Date

*Digital Technology refers to SAS computers, digital cameras, video cameras, printers, scanners, iPods, iPads and any digital device.

Note: This AUP was reviewed with students in Grades K through 8. However, it is recommended that parents or guardians review the AUP with their children, as they deem appropriate.
St. Anthony School Dismissal Options Form

St. Anthony School provides three safe ways for your child to be dismissed: 1) Traffic/pick-up in the courtyard, 2) Biking/walking home, or 3) the After-School Care Program.

Please fill out this form (checking all that apply), sign it and return it to your child’s homeroom teacher by tomorrow.

Child’s Name: ___________________________________________   Homeroom______

1. TRAFFIC/PICK-UP IN THE COURTYARD

[ ] I will pick up my child during the afternoon pick-up in the courtyard:

[ ] The following adults have permission to pick up my child:
________________________________________________________________________

[ ] My child is part of a carpool with the following families:
________________________________________________________________________
________________________________________________________________________

2. BIKING OR WALKING

[ ] My child has permission to bike or walk off campus at the end of the day. I understand that my child must wear a bike helmet, according to Hawaii State Law, and must lock his/her bike daily. Children who leave school may not return without adult supervision.

3. AFTERSCHOOL CARE PROGRAM

[ ] My child will be in the After School Care Program.

I understand the conditions in this Dismissal Options Form. To ensure your child’s safety, the courtyard is the ONLY place on campus where your child may wait for a ride. Any child seen waiting outside the courtyard gates will be asked to wait in the courtyard. Any child not picked up will be sent to our After-School Care Program.

___________________________________  __________
Parent’s/Guardian’s Signature  Date
**St. Anthony School Athletic Waiver Form**
for participation in the Catholic Schools League and Christian Schools Athletic League

Name of Student Participant: ________________________________________     Grade: _________

I/ We hereby give my/ our consent for the student named above to engage in Christian School Athletic League (CSAL) and/or Catholic School League (CSL) athletic activities, including traveling with the team on its off-campus sports events.

I/ We and the above-named student participant do hereby release St. Anthony School Kailua, the Catholic School Department, the Catholic School League, the Christian School Athletic League and its Board of Directors, members, sponsors and their personnel of all liability of every nature, kind and description or other expenses, claims or demands because of injuries, hurt or damage sustained by the student arising out of or in connection with the student's participation.

It is our (my) understanding that the Catholic School League and Christian School Athletic League is directly responsible for the administration of this league, therefore, all inquiries should be made directly to the Catholic School League or Christian School Athletic League and/or the principal of St. Anthony School Kailua.

I/ We understand that the school will determine, in its sole discretion, transportation to and from off-campus sports events by a school bus or school owned vehicle(s), and that circumstances may require, from time to time transportation in a non-school vehicle by faculty and staff, including approved volunteers; I/We hereby consent to such primary and alternate transportation arrangements.

I/ We understand that there are inherent risks of personal injury and/or property damage in the student's participation in such sports. With full knowledge of such risks, whether foreseen, on behalf of myself, my heirs, my personal representatives, my assigns, and the minor child I/We agree to:

1. Assume all risks of injury, loss or damage which may arise out of such participation, including but not limited to:
   a. The rendering of any medical treatment arising therefrom, or providing appropriate therapeutic modalities to return student to athletic competition; and
   b. The primary or alternate transportation described above (collectively) also, “participation”;
2. Waive and release all claims against our school and all CSL / CSAL participating schools, for all injuries, losses or damages connected with or arising out of such participation;
3. Indemnify and hold our school and all CSL and/or CSAL participating schools forever harmless from and against all claims which may arise out of such participation; and
4. Waive and release the State of Hawai'i, the Hawai'i Association of Independent Schools (HAIS), CSL / CSAL and all participating schools arising from any injury or loss associated with the alternate transportation arrangements as described above.

_____________________________         _______________________________             ____________
Signature of Father/ Legal Guardian          Signature of Mother/ Legal Guardian          Date
PLEASE INDICATE APPROVAL OF YOUR CHILD’S PARTICIPATION - IN THE FOLLOWING:

Boys Volleyball: _______   Girls Volleyball: _______   Track & Field: _______
Boys Basketball: _______   Girls Basketball: _______   Cross Country: _______

Complete this section if your child does not have a CURRENT (within a year) physical on file in the school office.

THIS CHILD IS CLEARED TO PARTICIPATE IN THE ABOVE INDICATED SPORTS PROGRAMS:

__________________________________________
REQUIRED Physician’s Signature and Stamp

------------------------------------------------------------------------------------------------------------------------------

EMERGENCY INFORMATION

Father or Guardian: ___________________________ Home: _______ Work: _______ Cell: _______
Mother or Guardian: ___________________________ Home: _______ Work: _______ Cell: _______
Address: ___________________________________ City/ State: ___________________
Emergency Contact (other than parent) ___________________________ Cell: _______________
Relationship: ___________ Address: ___________________________ Home: _______________
Health Insurance Provider (e.g. HMSA): ___________________________ Subscriber’s Name: ________________
Policy #: ____________________________
Physician: ____________________________ Business Phone: ____________________________
Preferred Hospital or Clinic: ____________________________
Allergies: ____________________________ Medication Taken: ____________________________
Other known medical issues: _______________________________________________________

Payment Receipt

Payment Date: ___________ Will Attend Banquet: ___________
Amount Paid: ___________ T-shirt Size: ___________
Received by: ___________ Short Size: ___________
Volunteer Code of Conduct

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 and youth of our Diocese.

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.
➢ Use positive reinforcement rather than criticism, negative competition, or comparison when working with children and/or youth.
➢ Refuse to accept expensive gifts from children and/or youth without prior written approval from the parents or guardian and the pastor or administrator.
➢ Report suspected abuse to the pastor, administrator, 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 fevers or other contagious situations).
➢ 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 as a volunteer working with children and/or youth, I am subject to a background check to the full extent of Hawaii State Law. 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 Legal Name: __________________________________________________________

Date of Birth (mm/dd/yyyy): _____________________

Home Address (No PO Box): __________________________________________________________

City: ___________________ State: _____ Zip Code: ___________

Number of Years at this Residence: __________

(If the above address has not been your residence for at least five (5) years, please provide other addresses and the number of years of residence on the back of this form.)

Mailing Address (if different from above): __________________________________________________________

City: ___________________ Island: ______ State: ___ Zip Code: ______

Phone Number: ________________________________

Parish or School: ____________________________________________ □ Parish    □ School

Signed: _____________________________ Dated: _________________
Authorization to Administer Medication

Saint Anthony School Kailua

We, ________________________________________________________, the parents of ________________________________________________________, authorize St. Anthony School to administer the following:

<table>
<thead>
<tr>
<th>Name of Medication:</th>
<th>Dose:</th>
<th>Time:</th>
<th>Reason for Medication:</th>
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</table>

Possible side effects to watch for with medication: _________________________________________________ __________________________________________________________________________________________ __________________________________________________________________________________________

The medication container must have:

___ Original prescription label.
___ Name of child on the container.
___ Name of physician.
___ dated label (including expiration date).

Additional instructions for administering: ________________________________________________________ __________________________________________________________________________________________ __________________________________________________________________________________________

________________________________                          ______________________
Parent Signature:                                      Date:
Parental Permission Form
St. Anthony School Kailua

Student Name: _______________________________ Homeroom: _______

Please Print

This form gives permission to St. Anthony School, Kailua for my child to:

● Participate in St. Anthony School, Kailua Field Trips/Excursions _____yes _____no
  (In the absence of a signed Description Excursion Form this may be used as the official release, with verbal authorization)

● Be photographed in connection with publicity of St. Anthony School Kailua _____yes _____no

● Have his/her picture and/or school work posted on the St. Anthony School website, Diocese, and local newspapers or Social Media Site; knowing that, at no time will my child’s full name be printed by his/her photo without permission. _____yes _____no

● Participate in the age appropriate Safe Environment Program as part of the Religion class. _____yes _____no

I and the above-named student participant hereby release St. Anthony School, Kailua, Hawaii Catholic Schools, and their personnel, of all liability of every nature, kind and description or other claims or demands because of injuries, hurt or damage sustained by the student arising of, or in connection with, the student’s participation.

________________________________________           __________________
Father/Legal Guardian Signature                                                     Date

________________________________________
Phone

________________________________________           __________________
Mother/Legal Guardian Signature                                                  Date

________________________________________
Phone
St. Anthony School Kailua

Alma Mater

dccv Mrs. McFarlin (1973)
Mr. Stern (Revised 2016)

Classrooms grouped around an open court
   The flag flying proudly on high
   Youthful voices raised in song
   The church our guardian standing by.

   These things we will remember,
   These things we will remember,
St. Anthony, our thoughts are turned to you.

   These things we will remember,
   These things we will remember,
To be true to the red and blue.
(2nd time to coda)

   The patient love our teachers have for us
   The prayerful presence of our priests
   The pride we have in work well done
With discipline and support we do our best. (ref)

Coda
In years to come we will renew our dreams
   And be true to the red and blue.
Prayer to St. Anthony of Padua

Glorious St. Anthony, we salute you as a good servant of Christ and a special friend of God.

You once were favored to hold the Christ child in your arms as you cherished His word in your heart.

Today, we place all our cares, temptations and anxieties in your hands.

We resolve ever to honor you by imitating your example.

Powerful patron, model of purity, please win for us, and for all devoted to you, perfect purity of body, mind and heart.

We promise by our example and counsel to help other to the knowledge, love and service of God.

Amen
Student Handbook Agreement 2023-2024

Dear Parents and Students,

The St. Anthony School Student Handbook contains information regarding the privileges and responsibilities as a member of our school community.

Please sign below to acknowledge that you have read and will abide by the rules and regulations of this handbook and return the bottom portion of this letter.

Your signature indicates your agreement to the:

- Christian Code of Conduct
- Volunteer Code of Conduct and,
- Digital Technology Policies (AUP & RUP)
- Safe Environment Program

Please return this form to your child’s teacher.

God Bless,

Mrs. Bridget Olsen
Head of School

Mrs. Linda Hang
Principal

We/I have read and understand the rules and regulations, and programs of the revised student handbook of St. Anthony School, Kailua. We also understand that this handbook cannot cover all potential issues that may arise. The Administration reserves the right to make any necessary revisions or changes during the school year. By signing this form, we acknowledge that we reviewed the handbook with our child and agree to abide by the school’s rules and regulations.

_____________________________________/  ___________________________
Student’s Signature                                                              Grade

_____________________________________/  ___________________________
Student’s Signature                                                              Grade

____________________________________/  ____________________________
Parent/Guardian Signature                                                       Date

____________________________________/  ____________________________
Parent/Guardian Signature                                                       Date