



# ST. ANTHONY SCHOOL

GRADES K – 5

## PARENT / STUDENT HANDBOOK 2025-2026

ST. ANTHONY SCHOOL

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Aloha haumāna a me mākua of St. Anthony School,

Dear Parents and Guardians,

Welcome to a new school year at St. Anthony School! It is with great joy and gratitude that I extend a warm welcome to both our returning families and those joining our community for the first time. We are blessed to share in this journey of faith and learning together.

At St. Anthony School, our mission is rooted in the Gospel of Jesus Christ. We strive to nurture each child academically, spiritually, and socially, guiding them to grow as disciples who live their faith with compassion and integrity. In partnership with you, our dedicated parents and guardians, we seek to create an environment where every student feels valued, supported, and inspired to reach their God-given potential.

This **Parent/Student Handbook** serves as a guide to help us work together in fostering a respectful, safe, and faith-filled school community. Within these pages, you will find important information about our policies, expectations, and programs designed to support your child's growth and success. Please take time to review it carefully and keep it as a reference throughout the school year.

As we begin this new academic year, let us place our trust in God's guidance and grace. May we continue to work hand in hand—school, family, and parish—to educate hearts and minds for a brighter future rooted in faith.

Thank you for being an essential part of our St. Anthony School family. I look forward to the year ahead, filled with learning, laughter, and the light of Christ.

With Blessings,

Mary Jean Bega  
Po'o Kula (Principal)

#### Disclaimer

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

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## INTRODUCTION

### ADMINISTRATION

|  |                                    |  |
|--|------------------------------------|--|
| Mary Jean Bega                           | Principal                          | <a href="mailto:mbega@sasmaui.org">mbega@sasmaui.org</a>                       |
| Lily Koa                                 | Vice Principal                     | <a href="mailto:lkao@sasmaui.org">lkao@sasmaui.org</a>                         |
| Scott Rodriguez                          | Business Manager - Church & School | <a href="mailto:srodriguez@rcchawaii.org">srodriguez@rcchawaii.org</a>         |
| Vacant                                   | Advancement Position               |  |
| Grace Mary<br>Watanabe-Romias            | Administrative Assistant           | <a href="mailto:gwtatanaberomias@sasmaui.org">gwtatanaberomias@sasmaui.org</a> |
| Rev. Msgr.<br>Terrence A. M.<br>Watanabe | Pastor                             | <a href="mailto:twatanabe@rcchawaii.org">twatanabe@rcchawaii.org</a>           |
| Rev. Larry Denis                         | Parochial Vicar                    | <a href="mailto:ldenis@rcchawaii.org">ldenis@rcchawaii.org</a>                 |

### FACULTY

|                |                        |  |
|----------------|------------------------|--|
| Tiana Haia     | Kindergarten           | <a href="mailto:thaia@sasmaui.org">thaia@sasmaui.org</a>         |
| Adree Sakamoto | Grade 1                | <a href="mailto:asakamoto@sasmaui.org">asakamoto@sasmaui.org</a> |
| Minnie Pali    | Grade 2                | <a href="mailto:mpali@sasmaui.org">mpali@sasmaui.org</a>         |
| Chanel Lopez   | Grade 3 and 4 combined | <a href="mailto:clopez@sasmaui.org">clopez@sasmaui.org</a>       |
| Lyndra Okamoto | Grade 5                | <a href="mailto:lokamoto@sasmaui.org">lokamoto@sasmaui.org</a>   |
| Nikolina Musto | PE                     | <a href="mailto:nmusto@sasmaui.org">nmusto@sasmaui.org</a>       |
| Lily Gouveia   | Teacher's aide         | <a href="mailto:lgouveia@sasmaui.org">lgouveia@sasmaui.org</a>   |

|            |               |                   |
|------------|---------------|-------------------|
| Sissy Lake | 'Olelo Hawaii | slake@sasmaui.org |
|------------|---------------|-------------------|

## **CHARACTERISTICS OF A MARIANIST EDUCATION (CME)**

The Society of Mary, through research, consultation, and discussions involving lay and religious educators in Marianist educational ministries throughout the world, has developed five educational characteristics it pledges to uphold and promote in its institutions. A St. Anthony student is a self-directed life-long learner who maintains the Characteristics of Marianist Education to achieve this, St. Anthony School will:

### **Educate for Formation in Faith**

- Igniting a commitment that touches the heart and a freedom to choose an authentic response in faith; to form students to embrace Gospel values and Christian attitudes

### **Provide an Integral, Quality Education**

- Promoting quality education of the whole person: spiritually, academically, socially, emotionally, and physically
- Providing an environment where Marianist and Christian beliefs permeate our education community

### **Educate in a Spirit of 'Ohana**

- Forming interpersonal relationships characterized by Marianist traits of openness, hospitality, graciousness, faith, and aloha
- Creating a favorable and beneficial environment for education with collaborative structures and processes

### **Educate for Service, Justice, Peace and the Integrity of Creation** • Developing respect for the dignity and rights of ALL people

- Promoting the formation of Christian service groups to foster peace and to attend to the needs of the poor, the abused, the marginalized and the alienated • Fostering and nurturing a love for our 'aina (land) and all of God's creation with a deep understanding of God's call to stewardship through service and action

### **Educate for Adaptation and Change**

- Developing critical thinking skills to bring about positive change to shape the future
- Cultivating concern for global and local issues regarding culture, ecology, and the use of technology

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## **HISTORY**

Three Brothers of Mary (Marianist) from Dayton, Ohio, arrived in Wailuku to staff St. Anthony Boys' School in 1883. In 1884, the Franciscan Sisters of Syracuse arrived to take charge of the St. Anthony Girls' School. The Marianist Brothers constructed a new ten classroom school along with a spacious residence in 1925. The new Girls' High School was completed in 1940 and the present St. Anthony Grade School building was dedicated in 1955. In August of 1978, Brother Clarence Chew, S.M. became the first Marianist principal of St. Anthony Grade School. Brother Richard Britton, S.M. until 1985 followed his term. In August of 1985, Sister Margaret Leonard Perreira, C.S.J. of the Sisters of St. Joseph of Carondelet accepted the administration of St. Anthony Grade School.

In 2017, the Grade School and Jr/Sr High were consolidated into one K-12 school system called St. Anthony School under the leadership of a Head of School. An Advancement Office and SAS of Maui Foundation Board were established and operational during the 2018-2019 school year.

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

## **TRADITION**

St. Anthony School students are encouraged to become 'ohana – brothers and sisters, part of a greater family. This family includes not only their school family but extends to include the worldwide family of God's people. This family tradition lies at the very heart of the school's identity, thanks to the presence of the Marianists since 1883. Like all men and women in religious life, the members of the Marianist Society look to Jesus as their model for living the vows of poverty, celibacy and obedience. But they also look to Mary as their model of faith, hope and apostolic zeal. They honor Mary not only as the Mother of God but also as Mother of the universal Church, Queen of Apostles. Today, St. Anthony in Maui, Hawai'i is one of many special communities throughout the world that are inspired and guided by the spirit and vision of the Society of Mary.

Blessed William Chaminade laid the foundations of the Marianists during the turbulent

time of the French Revolution. Within his lifetime the Marianists extended their work from France to several European countries and to the United States in 1849. Now there are 16 provinces of the Society in all parts of the world. The Marianists in Hawai'i belong to the Province of the United States with headquarters in St. Louis, Missouri. The General Administration of the Society of Mary is located in Rome.

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Today, the Marianists are committed to developing Christian communities which are responsive to the needs and conditions of contemporary times. They are especially concerned with works that foster peace and justice for all people.

St. Anthony School follows a Marianist Integration Team (MIT) plan that incorporates the charism and traits of a Marianist school through all K-12 classrooms, programs and activities. Staff from SAS are offered opportunities throughout the year to attend Marianist-sponsored workshops, conferences and retreats with other staff from across the country. The MIT is monitored, reviewed, evaluated and updated every four years to ensure that the school is always aligned with the principles of a quality educational setting and consistent with the integration of faith throughout all it does

## **ACCREDITATION**

Accredited by the Western Association of Schools and Colleges (WASC), the Western Catholic Education Association (WCEA), and Hawai'i Association of Independent Schools (HAIS), St. Anthony School provides a college preparatory and comprehensive general education curriculum of the highest quality. St. Anthony School, K-12, is accredited through the 2026 school year. Over 98% of all St. Anthony graduates continue on to college, with 100% of graduates since 2010 being accepted either into colleges, universities, apprenticeships or military service.

## **MISSION STATEMENT**

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

## **VISION STATEMENT**

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

## **VALUE STATEMENTS**

- Excellent Student Learning: We hold ourselves accountable to academic excellence.
- Family: We are held in the safety and spirit of 'ohana (family).
- Friendship : We honor one another as individuals and extend friendship to all. •

**Integrity:** We hold the highest standards for students, staff, and faculty in all we do.

- **Faith:** We cultivate faith formation daily.

**Generosity:** We approach the world generously, giving of our time, talent and treasure to serve others.

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## **SCHOOL SEAL**

The school monogram is designed in the school colors, Blue and Gold, and is surrounded by a ring with the school name, and the school Motto, "Strength in Unity". The symbol is a cross with the letters SAS at an angle through it. The lamp of knowledge is set at the upper right, and the "fasces" in the lower left corner represent the school motto.

- School Symbol - Trojans
- School Motto - Strength in Unity
- School Colors - Blue and Gold



## **ALMA MATER**

*On Pualani's windblown sands,  
'Neath furrowed Maui mountain crests,  
St. Anthony, St. Anthony  
undaunted stands The guide of all  
our youthful quests.*

*Oh, Gem of Valley Isle  
for thee, We proudly  
wave the gold and blue.  
Undying faith and loyalty will be  
our pledge To God and you.*

*Oh, Gem of Valley Isle  
for thee, We proudly  
wave the gold and blue.  
Undying faith and loyalty will be  
our pledge To God and you.*

(Brother Joseph Kindel, S.M., 1946)

## **PARENTAL RESPONSIBILITY AND CODE OF CONDUCT**

The students' interest in receiving a quality, morally-based education can best be served by students, parents, and school personnel working together.

It shall be an express condition enrollment that a student behaves in a manner consistent with Christian principles of the school. These principles include, but are not limited to, the policies, principles or procedures set forth in this St. Anthony School Student/Parent Handbook. These Christian principles further include, but are not limited to, the following:

Parents/Guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavior expectations of the school.

Students and Parents/Guardians may respectfully express their concerns about the school operations and its personnel. Open lines of communication ensure that students, parents and teachers share a common understanding of student progress. Should you have a concern with school policy or procedure, please always go to the faculty member or administrator most closely related to your concern as your initial point of contact.

Part of your child's growth is learning to take responsibility for grades he/she has earned to be accountable to homework, tests, and all other assignments. We value and are committed to partner with you in support of your child's education. However, they may not do so in a manner that is discourteous, scandalous, rumor-driven, disruptive, threatening, hostile, or divisive, either in person, on the phone, or on social media.

These expectations for students and parents/guardians include, but are not limited to, all school sponsored programs and events (e.g., before and after school care, PTO, athletics, field trips, etc.)

The school reserves the right to determine, in its discretion, which actions fall short of meeting these principles or when conduct is of such a severe nature as to warrant immediate action without warning. This may result in the suspension or requiring Parents/Guardians to withdraw their child.

## **VOLUNTEER CODE OF CONDUCT**

Our children are the most important gifts God has entrusted to us. As a volunteer, you promise to strictly follow the rules and guidelines in this Volunteer Code of Conduct Agreement as a condition of providing services to the children of St. Anthony School. 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 your removal as a volunteer with children and/or youth.

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As a volunteer, I will:

Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration.  
Avoid situations where I am alone with children and/or youth at School activities. Use positive reinforcement rather than criticism, competition, or comparison when working with children.  
Refuse to accept expensive gifts from children and/or youth or their parents without prior written approval from administration.

Refrain from giving expensive gifts to children.

Report suspected abuse to the principal or appropriate supervisor and the local Child Protection Services Agency. I understand that failure to report suspected abuse to civil authorities is, according to the law, a petty misdemeanor.

Cooperate fully in any investigation of abuse of children and/or youth.

As a volunteer, I will not:

Smoke or use tobacco products in the presence of children or on school grounds.

Use, possess, or to be under the influence of alcohol at any time while volunteering. Use, possess, or be under the influence of illegal drugs at any time.

Pose any health risk to children and/or youth (i.e. no fever or other contagious situations.) Strike, spank, shake, or slap any child.

Humiliate, ridicule, threaten, or degrade any children.

Touch a child in any sexual or other inappropriate manner.

Use any discipline that frightens or humiliates children.

Use profanity in the presence of children and/or youth.

All school volunteers shall pass the safe environment screening before volunteering on campus. Information about completing the online screening and course may be obtained from the office.

## GENERAL INFORMATION

### School Website

The school's website is [www.sasmaui.org](http://www.sasmaui.org). The website provides information about St. Anthony School, including current events, class supplies, uniform information, calendars, tuition and application information, applications, financial assistance, and reference forms. St. Anthony School's student information system is called FACTS. You may access FACTS through the school's website at [www.sasmaui.org](http://www.sasmaui.org) and must login to access student and school information. Progress reports are emailed out. Students and parents are encouraged to check grade progress regularly. Parent Alert is the program that FACTS 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 account to update emergency contact information, pickup authorizations, family information and contact preferences.

### Attendance and Tardiness Overview

St. Anthony School emphasizes the importance of classroom instruction in order to achieve high academic standards. As a result, students are expected to attend all classes, masses, rallies, and prayer services, as well as be in their scheduled classrooms when class begins. Students will be marked absent when they arrive at class after the bell has rung (or designated start time). Without proper documentation, the student will be given an unexcused absence. However, for the health and safety of all students, children should be kept home from school when they are sick.

### Reporting Absences or Tardiness

If a student is absent because of illness or other valid reasons, a parent or guardian must notify the school by 8:15 am on each day the student will be absent. The school day is from 7:45 am to 2:30 pm (or 1:15 pm on Wednesday). (808) 244-4190 [mainoffice@sasmaui.org](mailto:mainoffice@sasmaui.org)

Tardy-Please check in at the Main Office upon your arrival.

Absences of three [3] consecutive school days or greater will require a medical note or administrative approval.

### Excessive Absences/Tardiness [tracked quarterly]

Any student who accumulates a sum of five [5] non-school related absences per class per quarter may suffer academic deficits and forfeit extracurricular participation (including athletics, club activities, field trips, prom, Senior Project, rally activities, etc.), and/or undergo a comprehensive Administrative File Review. Administration reserves the right to require official documentation clearing a student of repeated absences (e.g. Doctor's note).

A student who accumulates a sum of ten [10] tardies in the current quarter (whether excused or unexcused) among all classes, including homeroom, per quarter will be assigned a Saturday detention and/or community service hours that are ineligible for required Ministry or Service hours. Students who are tardy thereafter in the same quarter will undergo an administrative review and may be subject to further disciplinary action, which may include dismissal.

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Students who are absent for six [6] consecutive weeks may be reported for truancy and withdrawn from St. Anthony School.

### **Excused Absences**

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

### **Unexcused Absences**

An unexcused absence may result in credit being withheld and/or not being able to participate in an extracurricular activity or sport that day. If a student receives an unexcused absence on the last school day of the week (or before a non-school day) on which an athletic or extracurricular activity is scheduled, the student may be prohibited from participating in that activity.

Students must attend any tutorial as required by a teacher, counselor or parent. In addition, homeroom and/or assemblies are essential for a complete educational experience and, therefore, are a mandatory part of the school day. An unexcused absence or tardy to any of these (tutorial, homeroom, mass, and assemblies) will result in appropriate disciplinary action. In addition, any form of organized truancy will be categorized as insubordination and disciplinary action will be taken accordingly.

### **Leaving School Early**

We are required to follow a regular procedure if a child must leave for an appointment. This is intended for the child's safety and protection. Please send a note, email, or call the office by the morning of the appointment. Please advise: Who will sign out and pick up your child and the time your child will be leaving school. A release must be signed in the office indicating the time of release and person responsible for taking the child. If the appointment is completed before the end of the school day and the student returns to school, they must be signed back in at the school office.

### **Visitors**

ALL visitors MUST report to the Main Office in Damien Hall. For the safety and security of our students, no one is permitted to go directly to the classroom, cafeteria, or playground. If a conference is needed, parents are asked to schedule in advance since teachers may not visit with adults if students are in the classroom.

### **CAMPUS MAP**

See Appendix A

## **SCHOOL CALENDAR**

See Appendix B

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### **Doctor or Dental Appointments**

Doctor and dentist or other appointments should be scheduled for after school, weekends or other nonschool days, if possible. When this isn't possible, a note from the doctor should accompany the student upon their return to school. Missed school days due to these types of personal appointments are unexcused unless prior arrangements have been approved by the Administration.

### **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 parent's responsibility 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 as determined could result in academic penalties.

### **Arrival and Dismissal from School**

The campus is officially open from 7:30 am–3:30 pm. School officially begins at 7:55 am and students are expected to be on time in their proper uniform. Students arriving after 7:55 are considered late.

St. Anthony school does not assume responsibility for children who arrive on the premises before 7:30 am. Students who are still on campus 10 minutes after the dismissal bell rings, will automatically be walked over to the Main School Office. Parents can pick up their child from there. For the safety of our students, gates will be closed in the morning and opened 15 minutes before dismissal.

Once a student arrives at school, they are expected to stay unless prior arrangements have been made. A parent/guardian note must be presented for a student to leave campus during the day. For safety reasons, a note, e-mail, or fax is required; a phone call will not suffice.

### **Illness**

If your child is sick, we encourage you to keep him/her home. If a child is absent for more than three [3] consecutive days, a doctor's note will be required.

If a student feels ill during the day, he/she must report to the Main Office after obtaining

permission from their teacher. Because St. Anthony does not provide medical facilities and/or personnel on campus for students who are ill or unable to function normally in a class setting, parent(s)/guardian(s) will be contacted and are responsible for the timely pick-up of their child(ren) and any medical need for their child(ren). Students judged by St. Anthony School to need immediate medical care will be transported by ambulance to the nearest medical facility and the students' medical insurance will be charged.

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911 and parents will be called when a situation warrants immediate medical attention beyond basic first aid. In the event the student contracts anything deemed contagious, a doctor's note will be required to return to school.

### **Medication Distribution**

Prescription medication for students must be submitted to the Main Office and be accompanied by a Self-Administration of Medication form signed by a parent and the prescribing doctor. Medication must come in the original bottle with the prescription label. Distributing or taking another's prescription medication is strictly prohibited and may result in police intervention and consequences along with suspension with recommendation of expulsion. Main Office's Responsibilities:

- A list will be compiled detailing the circumstances under which each student is allowed to take medications and what the medication is.
- The medication list will be kept up to date and be available to the necessary staff members.
- All medication will be locked in a designated location.
- An accurate log of time, date, student name, medication, and the reason will be maintained on medication taken during school hours.
- School Personnel will give the medication and watch him/her take it.

### **Custody Agreements**

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

### **Confidentiality**

St. Anthony School staff will maintain the confidentiality of all sensitive information, especially information regarding students, their families, employees and their families. All personal information or records concerning children/parents are to be kept confidential. No information should be released without parents/guardians permission. All confidential information about students and families are locked in the school office.

### **COMMUNICATION PROCEDURES**

Parents are encouraged to participate in their child's education and so we encourage communication between parents, faculty, and administration. In order to resolve questions about grading, homework, classroom procedures, and controversial issues or class-related discipline issues, we ask parents to:

- Encourage your child to speak with the teacher about any concerns.
- Call or email the teacher to discuss the situation.

- Contact the Dean regarding academic and discipline concerns.
- Please contact the Principal, Mary Jean Bega, for unresolved issues. • If the issue is still not resolved, send your signed and dated complaint in writing to the Superintendent of Hawaii Catholic Schools.

The school does not allow petitions to be disseminated on campus. Students and parents must use the established school processes and procedures for communicating with the school.

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Communication between the school and home is essential to foster a partnership in learning. Every student is given a planner to record their daily assignments. Please review your child's planner daily, as it's a valuable tool for communicating with your child's teacher. After reviewing the planner, your child's teacher may ask you to review the contents and return it signed to school the following day. The school website contains the school calendar and lunch menu.

### **E-Mail**

You may contact your child's teacher through email. A teacher's email is generally his/her first initial and last name written out, followed by [@sasmaui.org](mailto:@sasmaui.org). For example: [sasmain@sasmaui.org](mailto:sasmain@sasmaui.org). Teachers have limited time to review and respond to e-mails during the school day, as their priority is working with the students. Please allow up to two days for a reply. If it is urgent, please contact the school office, and a message will be forwarded to the teacher. Weekly School updates are sent through e-mail/Eblast. Parents/guardians if you are not receiving these weekly E-Blast please email [mainoffice@sasmaui.org](mailto:mainoffice@sasmaui.org) to be sure to be added.

### **Updating Contact Information**

If your address, e-mail, or phone number changes at any time during the school year, please notify the Main Office immediately at 808-244-4190 or by email at [mainoffice@sasmaui.org](mailto:mainoffice@sasmaui.org). It is very important to keep our records up to date in order to contact a parent or guardian in case of an emergency.

Accurate custodial information must be on file. St. Anthony abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to academic records and other school information regarding his or her child. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with a court-certified copy of the court order and to update those records as necessary. Only messages of an urgent nature will be accepted by the school and delivered to the student.

### **Contacting Students During School Hours**

Please make arrangements for rides, appointments, etc. before or after school. Please do not contact students on their student's cell phone or smart watches during school hours. If messages must be left for students, they are to be given to the Main Office at 808-244-4190.

#### **Telephone**

Students in an emergency may use the teacher's classroom telephones or the main office telephone.

## **Cell Phones**

Cell phones may be brought to school only under the following conditions: • Phones must be kept in the OFF position from 7:30 a.m. to 2:30 p.m. Cell phones must be placed in their backpack.

- Students attending after-school care must keep their cell phones off.
- Students are not allowed to bring cell phones on field trips.

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- Students may not use cell phones to make or receive any calls from 7:30 a.m. to 2:30 P.M. Students may not send or receive text messages during these hours.

If parents need to contact their child during school hours, they may call the main office and leave a message.

- No cell phones may be used for picture taking.
- No harassment or threatening of persons via the cell phone is permitted. • Any use of a cell phone by a student during school hours will result in the cell phone being brought to the office. The cell phone will be turned over to a parent at the end of the school day.
- Those who violate any of the rules regarding cell phones may forfeit their privileges of bringing them to school.

## **E-Blasts**

Email Blasts will be sent weekly to remind parents, students, faculty and staff of activities and changes for the coming week. Email Blasts will also be used for Special Announcements affecting the entire school community. If you are not receiving them, please call the main office to ensure we have your correct email. (808-244-4190)

## **School Closures**

In case of school closures prior to the start of school day, parents and staff will be notified using our mass communication system. We will notify the public via public radio announcement if and when a decision has been made.

In case of inclement weather or emergency situations, the school's primary responsibility is student safety and accountability. Should the school close during the day, parents will be notified by school officials and public radio announcements. Parents then have the responsibility of picking up their child(ren). For those students who will drive home or carpool with another parent or student, the parent must notify the office with a verbal authorization allowing their student to leave the school grounds. Due to the importance of student accountability, all students must sign out in the main office before leaving the school grounds. Only contacts listed on the emergency contact form will be allowed to take the child home.

Your cooperation and patience is greatly encouraged during these times of high-anxiety. Our main focus will be student safety and accountability for all students.

## **Curriculum**

Religious instruction forms the basis for the total development of the child. All are required to

participate in religion classes and all church services during school hours. First Eucharist and Confirmation are available for parents during the school year if their children are receiving these sacraments within the year. Please contact your parish faith formation director for more information.

Language Arts: English, Reading, Spelling, Writing and Phonics(K-2)

Mathematics

Science

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Social Studies

Art and Music

Physical Education (All students participate in the PE program unless a written note is received from the parent/guardian or physician indicating medical reason. Athletic shoes are required for PE.)

### **Field Trips**

Field trips are privileges afforded to students. No student has an absolute right to attend a field trip. Field trips are to be educational excursions and must be approved by the Head of School. Students without a permission slip signed by parents or guardians or payment not received will not be allowed to go on the field trip. Students are required to have medical coverage.

### **Homework**

Follow-up assignments, written or otherwise, are given to strengthen skills and lessons introduced during the school day. Some assignments may also be given prior to classroom instruction video or other means. The parent/guardian is asked to help support the connection between school and home in this area.

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

Grade K and 1 15-30 minutes

Grade 2 and 3 30-45 minutes

Grade 4 and 5 30-60 minutes

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

### **Reporting to Parents**

In order to inform parents of their child's progress, report cards are sent home four times a year. Mid-quarter progress reports are given, if necessary, at least four weeks before the quarter ends. St. Anthony grades K-5 uses standards-based progress monitoring and academic reporting. This goes beyond a traditional letter grade assignment and focuses on skill introduction, development and proficiency specific to expected grade level learning outcomes and each student's individual progress.

Parent-Teacher conferences are scheduled at least once during the year and may be requested at other times.

## **Birthdays**

To celebrate birthdays, the school will allow only store bought, individually wrapped foods, or goody bags for ALL classmates. Students are encouraged first and foremost to celebrate with non-food items. Birthday party invitations may not be distributed in class or on the school campus unless the ENTIRE class is being invited to an out-of-school party. If the entire class is not being invited, parents/guardians must mail or phone the invitations. The school will not provide parents/guardians with a list of names and addresses for this or any other purpose. No birthday gifts may be passed out. Balloons and flowers should not be delivered to school.

## **Playground**

Staff, teachers and approved volunteers supervise the playground. Students are subject to their direction and guidance. Students are not permitted to run or play ball on the lanai.

## **Cafeteria**

If the K-5 students use the cafeteria, each teacher will accompany their students to the cafeteria at the appointed time. Students will sit with their classmates in an assigned area and follow adult directions. In the cafeteria, students will not run, shout, kick, etc.

## **Dress Code and Uniform Guidelines**

The school recognizes that a person's appearance is indicative of their positive self-image and ability to be self-disciplined. What is appropriate appearance, however, in recreational or leisure situations may not be appropriate in the school environment. The school requires that a student come to school well-groomed and with their clothing in good condition and we hope that the parents see that their son/daughter is clean, correctly dressed for school. Students are expected to follow the dress code from 7:30 am until the end of the last period of the day. All School uniforms must be unaltered and of proper size, condition and fit. The Dean/Principal is responsible for interpreting, implementing and enforcing the dress code policy and as a result, is the final arbiter in determining what appropriate student dress for school is.

## **General Guidelines**

- General clean hygiene should be followed.
- Clothing must be clean, neat, unwrinkled, unfaded, not torn, cut or altered, in good condition and fit well, without being too snug or inappropriate in length.
- No hats or beanies should be worn.
- Underwear and undershirts should never be visible, either through or outside clothing. • Jewelry is limited to an inexpensive watch and/or a single-chain necklace with a cross, Saint's medal, or other religious pendant. Only girls may wear earrings – a single set of studs only worn in the lobe of the ear. No industrial or cartilage piercings. Boys are not allowed to wear any earrings.

• Nails for boys and girls should be neatly trimmed. Fingernail polish should not be used. All nails should not exceed 3/4 of an inch in length from the edge of the natural nail bed. • Hair must be a natural color. Absolutely no bleached, highlighted, tinted, or colored hair or trendy haircuts allowed. Eyebrow hair is to be in its natural color and without distracting cuts as interpreted by SAS' administration. Girls' hair must be neatly cut, out of the eyes and face and

combed neatly. Girls must have their hair tied back and out of the face. Bangs that fall below the eyebrow must be pinned back. Headbands with decorations (ears, unicorn horns, etc.) must not protrude from the headband more than two [2] inches. Boys' hair is to be combed neatly, out of the eyes and face, and in its natural color, clear of the shirt collar, eyebrows, and ears and should not exceed three [3] inches in length at any point. Hairstyles such as undercuts,

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cropping, tracks, uneven cuts/styles [e.g. tails, Mohawks, Faux/Fro-hawks, Hi-tops and/or similar cut/styles], braiding, or any style deemed as distracting or outlandish are not acceptable. • Any additional accessory[ies] or ornament[s] not specified in the dress code, or deemed distracting or inappropriate may not be worn/utilized while in uniform on campus or at school functions. Improper items may be confiscated if worn.

### **Regular Uniform**

- Shirts (St. Anthony logo) for both boys and girls should be purchased from **French Toast**. Colors are either dark blue or white. Shirts must be tucked in at all times. Shirt collars should be visible when wearing outerwear.
- Belts are optional. Colors allowed: solid navy, brown or black only. No designs or embellishments.
- Bottoms for both boys and girls may be purchased from **French Toast**. Khaki or navy shorts or slacks are allowed. Girls are allowed to wear the school's plaid skirts if desired. All hemlines should be a maximum of two [2] inches above the knee. No leggings, jeggings, jeans, skin-tight, or cargo pants are allowed.
- Socks must be solid white, black, or gray and cover the ankle. No-show socks are not permissible. Socks must be plain with no images, words or characters. Socks must be worn every day.
- Close-toed shoes must be the exact same shoes and worn throughout the day. Matching dress or athletic shoes are acceptable. Color should be predominantly black, white, or gray; no neon or bright colors. Laces should be of a matching color. No lights, noise, heelys with or without wheels, boots, crocs, sandals, character, platforms or slippers are allowed. A doctor's note is required for any student not wearing proper shoes.
- SAS logo outerwear may be purchased from French Toast as well. Any solid navy blue jacket, sweatshirt, or sweater is acceptable. No graphics, logos, or profane language is allowed. Uniform shirt collars must be visible when wearing outerwear.

### **Special Dress Days**

- Uniform bottoms and shoes must be followed under the above guidelines and expectations for any special dress days.
- Clothing must be neat, clean, and conservative.

### **Friday Dress**

Students have the option to wear Aloha wear on Fridays.

- Boys may wear a collared shirt with a local-design/aloha print and uniform shorts/pants, socks, and shoes.

- Girls may wear one of the following options: an aloha print top with sleeves (no t-shirts, tank tops, spaghetti straps, or cropped tops), an aloha print dress with sleeves, or a mu'umu'u with sleeves (no tanks or spaghetti straps). The dress's hemline or mu'umu'u must be at least 2 inches above the knee. These outfits should be paired with school uniform bottoms, socks, and shoes.

If aloha wear is not worn, the uniform following all the above guidelines should be worn.

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## **EMERGENCY AND SAFETY PROCEDURES**

See Appendix C

## **FINANCIAL AID AND ASSISTANCE**

Financial Funds

- A.P. Sereno Scholarship Fund

This is for students of Hawaiian ancestry. A copy of the student's birth certificate must be attached to the AEF application.

- Augustine Educational Foundation Fund (AEF)

Founded in 1984 by the late Most Reverend Joseph A. Ferrario, the Augustine Educational Foundation (AEF) was formed to help Hawaii Catholic Schools reach out to parents who wanted a quality Catholic education for their children. Without discrimination against ethnic background, race or religion, the Foundation provides scholarships for students attending a Hawai'i Catholic School based on need.

- Maui Catholic Student Tuition Assistance Fund (MCSTAF)

This need-based assistance is for students who are active parishioners of a Maui Catholic Church. Students must apply for the Augustine Educational Fund in order to be automatically eligible for the MCSTAF.

- St. Anthony School Tuition Assistance Fund

Fund monies are derived from fundraisers, grants, sponsors, annual donors to the program, endowment interest, and individual contributions received from alumni and friends. The Marianist Province of the United States is a large contributor to the program. In order to receive financial assistance from St. Anthony School, applicants must apply as required and by designated timelines of the Enrollment Office.

- ACE Scholarships

St. Anthony School was selected to be a partner school with a nonprofit organization called ACE Scholarships. They have been around for 25 years and have delivered over 100,000 scholarships to families in need by providing partial tuition scholarships so they can attend private K-12 schools.

Electronic equipment (i.e. music players, earbuds, cameras) is prohibited at school. The school is not responsible for any loss or damage to electronics. Any electronic equipment brought to school will be confiscated, and the parents will be notified.

## Health requirements

All children attending school in Hawai'i must have a signed and completed [Student's Health Record \(PDF\)](#) to document the following:

### Tuberculosis (TB) clearance

Please see below and visit the [Hawai'i State Department of Health \(DOH\) website](#) for more information.

- [Acceptable Clearance \(PDF\)](#)
- [Frequently Asked Questions about TB Testing for Students, Children and School/Child Care \(PDF\)](#)
- Sample Forms: [DOH Sample Form \(PDF\)](#) | [TB Document F: State of Hawai'i TB Clearance Form \(PDF\)](#) (page 12, TB manual)

### Physical Examination

Must be completed within one year before:

- First date of attendance at a preschool or school in Hawai'i and
- First date of attendance in the seventh grade.

### Immunizations

- Required immunizations (PDF) depend on the age and/or grade of the student.
- Children may be exempt from immunization requirements for medical or religious reasons, if the appropriate documentation is presented to the school. Religious exemption forms may be completed at your child's school. Medical exemptions must be obtained from your child's healthcare provider. No other exemptions are allowed by the state.

### Medications

If your child requires emergency rescue medications or other daily/routine prescribed medications, please fill out a [School Health Form](#) and submit it to the school.

## **Cell Phones/Apple Watches**

If a student brings a cell phone/Apple watch to school, it must be turned off and stored in the student's locker. Students are required to keep their cell phones in their lockers from 7:30 am to 2:30 pm. If a student is found using a cell phone or Apple watch during school hours, the phone or Apple watch will be confiscated and handed over to the office, and the parents will be notified to pick it up.

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Any subsequent cell phone use will result in confiscation, an after-school detention will be assigned, and the student's phone will be turned into the front office upon arrival for the remainder of the semester. (The school is not responsible for cell phones damaged at school). Students are not allowed to use cell phones at any time during the day. If students need to call home, the call must be made from the school office. Parents are advised to contact the school office if they need to leave a message for their child. Parents need to avoid directly texting, calling or emailing their child's phone during school hours. Parents are asked to review the above policy with their child. Parents should make sure their child understands the consequences of using a cell phone during the school day. Parents should reassure their child that phone calls may be made at the office.

## **Items Not Allowed in School**

Students are not to bring Smartwatches, gum, any other expensive recreational supplies, dangerous or illegal items (i.e. guns, knives, etc.)

## **PERSONAL PROPERTY**

In providing a safe and secure environment, students are reminded of the following: • Per the Appropriate Use Policy for Technology (AUP), laptops, tablets or other electronic mobile devices, must be registered in the Main Office. Students will only be allowed to use registered and authorized devices at school. All users agree to follow all school rules for behavior and communications. Students will be held personally responsible for their actions. Please see the Technology Use Agreement section below for more detail. • Bags and other personal items are the responsibility of the individual student and should not be left unattended. Leave backpacks in lockers or classroom. Please label all personal items like clothing and water bottles. Lost items that have been found can be claimed at the K-5 Office.

- Be respectful of personal property and space. At no time should students go into other students' belongings (lockers, bags, desks, etc).
- Leave all valuables at home. St. Anthony School is not responsible for replacing stolen or damaged items or personal belongings.
- All students will be issued a school identification card. This card, which has the picture and student information, should be in possession of the student at all times when on campus. This card will allow students to log-in. If lost, a card must be replaced by contacting Nagamine Photo Studio (808-244-3636). A \$10 fee will be assessed.

## **DISCIPLINE**

### 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 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.

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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 that does not follow 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 similar 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 devices).
10. Bringing illegal substances on campus.
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

## **STUDENT BEHAVIOR AND DISCIPLINE**

Students are reminded that they represent St. Anthony School(SAS) whether they are on or off campus. Students are expected to be respectful and courteous to anyone in authority, fellow students, and the general public. Anyone who is identifiable as a student of SAS must abide by school rules and dress appropriately at athletic events, school ceremonies, field trips, or any public event. Students are to abide by all expectations in the handbook (see Personal Property and Technology Use Agreement sections for additional details of consequences regarding misuse of technology) All rules and regulations are created and enforced with the expectation that St. Anthony's philosophy and mission will be met. All school policies apply to all students

regardless of age and/or emancipated minor status. Discipline in the school is necessary to maintain a safe environment for students and adults and to provide an appropriate environment for the educational process. Ultimately, the purpose of all disciplines is the development of self discipline.

St. Anthony School expects that students will not be involved with illegal drugs and/or associated with gangs or inappropriate groups. Students are expected to actively support and assist the school in maintaining a campus free from drugs, alcohol, weapons, gang activity, and/or any situation harmful to the school or school community. As a member of the St. Anthony School 'ohana, students have the responsibility to help care for others, their property, and the image of SAS. Students are encouraged to inform a staff member when students violate our behavioral expectations.

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Parents have a key responsibility in the discipline of their children and actively include them in the school's disciplinary process. Communication lines will be kept open by parent phone calls, emails, letters, conferences and parent/teacher conferences to clearly indicate when student actions and behavior are inappropriate and unacceptable.

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

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

## **ACCOUNTABILITY**

Students who fail to attend their after-school or Saturday detention on the assigned date will receive an additional detention. It is important for students to understand that they are responsible for their actions. Students who behave in a responsible manner and follow the rules will not have to suffer the consequences of their actions or poor choices.

### **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; trash talking; threatening looks; gestures, or actions; cruel rumors; false accusations; and social isolation.

Bullying, Intimidation, and Cyberbullying (up to and including, but not limited to: Verbal Aggression: Name calling, mocking, teasing, trash-talking, intimidating phone calls, spreading rumors, threats

Intimidation: Invading one’s personal space, taking things, demanding money or items  
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Social/Emotional: Excluding, tormenting, threatening gestures, ridicule, staring, gossiping, giggling, snickering

Cyber/Social Media: Using any platform (Instagram, group chats through text, etc.) to threaten, harass, gossip, or make fun of

Physical Aggression: Pushing, kicking, punching, slapping, tripping, pinching, spitting, or any other unwanted, unwarranted physical contact

Sexual: Inappropriate touching, dirty jokes, pursuing relationships after being told no,

Racial: Comment or nicknames based upon physical, behavioral, or cultural

Written: Threatening or inappropriate notes or drawings/graffiti

2. Bullying is prohibited. 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 threatens 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 Head of School, or Dean, 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 investigation results and may include counseling, a parent conference, detention, suspension, and/or expulsion. The Head of School or Dean 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 with the parents. Depending on the severity of the situation, Law Enforcement may be contacted.

## **DISCIPLINE POLICIES**

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

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Students will always observe school rules and regulations 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 that does not follow 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. Sunflower seeds and Chewing gum on campus—before, during, or after school.
5. Littering.
6. Numerous detention referrals for the same or similar 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 devices).
10. Bringing illegal substances on campus.
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

## **LEVEL 1 INFRACTIONS**

Disruptive behaviors are those that, while not necessarily serious, disrupt the learning environment of the classroom or the school.

Violations may include but are not limited to:

Unexcused Tardies (3 or more)

Profanity or offensive language

|  |  |
|--|--|
| Dress Code violation                         | Inappropriate behavior at group events   |
| Littering                                    | Disrespect to student &/or adults        |
| Being in restricted areas without permission | Unauthorized use of technology equipment |
| Failure to maintain a clean cafeteria        | Violating classroom rules                |
| Class disruption                             | Phone use/Smart watch/Earbuds            |

The referral is recorded on the student's disciplinary record.

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1st offense: Verbal warning

2nd offense: Half-hour detention with the Teacher or Dean. Parents notified.

3rd offense: Two-hour detention

4<sup>th</sup> offense: Suspension

Consequences include warnings, administrative detentions, suspensions, and other school sanctions.

Note: Excessive accumulation of detentions can result in further disciplinary action being taken.

## **LEVEL 2 INFRACTIONS**

Serious behaviors include those that represent relatively serious disregard for what is expected of a St. Anthony School student. Such behaviors typically indicate a willful refusal to act as a member of the St. Anthony 'ohana.

Violations may include but are not limited to:

|   |  |
|---|--|
| Damaging school property                  | person through verbal, written, physical or electronic means.                    |
| Leaving school grounds without permission | Lying  |
| Gambling                                  | Trash talking, cruel rumors  |
| Forgery of signatures                     | Cutting class or skipping school   |
| Cheating/Plagiarism                       | Failure to check out with the main office before leaving for an early dismissal. |
| Inappropriate use of technology           | Visiting a parked on school property, without permission.                        |
| Bullying, harassing, degrading another    |  |

1st offense: One hour detention with the Teacher or Dean. Parents notified. 2nd offense: Suspension

Consequences can include social probation, after-school or Saturday detentions, and suspensions.

Note: An accumulation of Level 2 violation referrals can result in further disciplinary action being taken

### **LEVEL 3 INFRACTIONS**

Disrespectful behaviors cause serious harm to members of the St. Anthony 'ohana. Repeated hurtful behaviors indicate a student is unable or unwilling to behave in a way that permits him/her to remain a part of St. Anthony's ohana. Additional behaviors may be designated as disrespectful as deemed by the administration.

The suspension is recorded on the student's disciplinary record. If a student receives three [3] suspensions in a school year, they will receive notice of an expulsion review meeting.

Violations may include but are not limited to:

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

Possession, use, or sale of any objects or instruments (i.e., weapons) that can cause bodily harm  
Promoting any gang affiliation

Vandalism or destruction of school property Disrespect to staff

Major disruption, including food fights Instigating a fight or physical altercation Fighting, pushing, shoving and any other physical altercations.

Leaving school property without permission at any time from arrival to dismissal, including the school day and all school activities

1st offense: One hour detention with the Teacher or Dean. Parents

notified. 2nd offense: Suspension

Consequences can include social probation, after-school or Saturday detentions, and suspensions.

Note: An accumulation of Level 2 violation referrals can result in further disciplinary action being taken

### **LEVEL 4 INFRACTIONS**

Possession and/or use of weapons

Possession, use, or distribution of drugs and/or alcohol and related paraphernalia False fire alarms Arson and bomb threats

Creating a major disruption at school or a school-sponsored event

Any other expellable infraction Violation of criminal civil law

Gross disrespect to staff

Possession, use, or distribution of electronic smoking substances, devices, and/or related paraphernalia (including empty "Juul" pods/cartridges or related items). Physical violence or threats against staff, student or visitor including threats by verbal, written, or electronic

means.

Harassment in any form of any person or group, including, but not limited to: sexual harassment, racial harassment, hazing, and bullying

A WEAPON INCLUDES, but is not limited to: mace, live ammunition, explosives, any knife, cutting instrument, cutting tool, firearm, rifle, or any other tool, chemical, instrument, or implement capable of inflicting bodily injury, which is possessed under circumstances not manifestly appropriate for lawful uses which it may have. This includes imitation/look-alike. A person possessing a weapon on school property shall be subject to immediate disciplinary action. Consequences:

1. Ten-day minimum Suspension from school
2. Referral to law-enforcement if deemed appropriate
3. Possible expulsion

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

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

St. Anthony School has jurisdiction concerning the student's conduct and behavior in school, on school property, at all school sponsored events and activities. A student's conduct at any time, even away from school and school related activities, reflects upon St. Anthony School, and may potentially incur disciplinary consequences and/or affect their standing as a member of the St. Anthony School community. Any activity, incident or progression of incidents occurring on or off campus, which, in the judgment of the administration, is a danger to safety, the good moral order, and/or is incompatible with the philosophy of the school, may be grounds for disciplinary action by the school. All school policies apply to all students regardless of age and/or emancipated minor status.

## **SAFE ENVIRONMENT POLICY**

The "Policy on Allegations and Incidents of Sexual Misconduct" promulgated by the Diocese of Honolulu is incorporated in this Student-Parent Handbook by this reference. A copy of the policy is contained in the handbook, "*To Offer Healing, To Restore Trust*," first published January 8, 2004. The handbook is available from the school.

The church endorses the mandatory reporting provisions of HRS §350 concerning child abuse. All staff members and teachers are required to sign an acknowledgement that they have read and understood the ethical and personal conduct policies of the Diocese of Honolulu.

Consistent with diocesan policy, St. Anthony School will conduct Safe Environment training as part of the school curriculum. Upon request, parents/guardians may review the materials that will be used in this training prior to the class.

Consent for the participation in this program is included in the school Consent Form. All school volunteers shall pass the safe environment screening before volunteering on campus.

Information about completing the online screening and course may be obtained from the office.

## TECHNOLOGY USE AGREEMENT

The purpose of this policy is to articulate St. Anthony School's internet and mobile phone use access expectations, to obtain informed parental consent to allow student access, and to state and obtain a user agreement to comply with the St. Anthony School Appropriate Use Policy (AUP) for Technology. Each faculty, staff, and student are given a secure email account with the St. Anthony School network. St. Anthony School will allow students the option of bringing to school a personal laptop, tablet, or other mobile electronic device, which will be used as an educational tool to increase student learning and achievement. Classrooms are supplied with laptops and/or iPads that are available for student use.

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We are committed to the ideals and principles of the Schools of the Future where technology is an integral part of the learning environment. As technology and its uses continue to expand our world and, thus, our classroom and subject curriculum, the administration will continue to explore the appropriate functions technology has for our students. Our first goal is to insist on appropriate use; therefore, each teacher will determine if, how and when a laptop, e-reader and other technology will be used in his/her classroom. (A student must ask the teacher for permission to use a cell phone in class before use.)

Use of electronic devices will be at the teacher's discretion and supervision. Students are allowed the use of personal laptops, tablets and other similar electronic devices for class work, particularly since many resources are found online or digitally. These devices are to be used only for educational purposes during the school day, with the teachers' approval. Students misusing these items are subject to disciplinary consequences and will have these items confiscated and returned only to a parent/guardian.

Each electronic device is to be registered with the school office; however, SAS accepts no responsibility for personal property brought to the school by students. Students who choose to bring an electronic device to school assume total responsibility of their devices and SAS waives any responsibility for any device stolen or damaged, as well as the right to decline fixing, repairing, or downloading programs to student laptops or devices if there is a problem with their personal laptop or device. Students should take all reasonable measures to protect against theft and damage of their personal devices. Parents are encouraged to purchase insurance to cover loss or damage.

### Misuse of Technology and Consequences - St. Anthony's Appropriate Use Policy

Laptops, tablets or other electronic mobile devices, must be registered in the Main Office. Students will only be allowed to use registered and authorized devices at school. All users agree to follow all school rules for behavior and communications.

- Students will turn off and put away any personal device. Phones should remain in locked lockers or backpacks - not in back (or front) pockets.
- Break, lunch time and study hall may NOT be used as times for students to play games or watch streaming videos as these activities limit the bandwidth appropriated for academic

needs. • With most cell phones today, users can create mobile hotspots, allowing the student and others to connect and circumvent the security protocols in place to protect students. The school will not allow students to create hotspots using their electronic devices for their own personal use. If we find a student creating a hotspot using their device, and others using that hotspot, their device will be confiscated. A parent will need to come to collect the device and the student will no longer be allowed to use that device at school.

- Students will be directed by teachers before using a personal electronic device in class, and it must support the instructional activities occurring in the classroom/lab.
- Students found to be in violation of this policy will have their electronic device(s) confiscated. Following confiscation, the student will be assigned one (1) detention to be completed, and the phone will be surrendered to the office. A parent will be required to retrieve the phone from the

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office at the end of the school day. In the event that the student is unable to serve the detention on the day of the violation, the device may not be released. Repeated infractions will lead to extended after-school or Saturday work detentions, during which the student will be required to surrender their electronic device for daily check-in at the office, and retrieve it after school hours for the duration of the semester.

- No student shall knowingly gain access to, or attempt to gain access to, any computer, mobile device, computer system, computer network, information storage media, or peripheral equipment without the consent of authorized school personnel.
- Only access or share other people's data after permission has been given. Assume the group will share files during collaborative projects. Be sure to sign out of school computers after use.
- Never distribute personal information, photos, or videos, regarding yourself, or anyone else, through the use of social media such as, but not limited to, emails, Snapchat, Instagram, Twitter, or Facebook.
- Arrangements to collaborate with others through methods such as Skype or FaceTime, must be approved by faculty, administration, or the IT Director.
- Immediately report threatening, discomforting, or indecent or inappropriate materials, found on any computers or electronic devices, to a teacher, IT Director or school Administration. • Internet use is restricted to sites consistent with St. Anthony School policies. The Internet for research and communication, and students are expected to conduct themselves in a responsible, ethical, and polite manner. Access is a privilege – not a right. • Refrain from using school computing resources for commercial purposes, product advertising, political lobbying, or political campaigning.
- There should be no transmitting, receiving, submitting, or publishing of any defamatory, inaccurate, abusive, obscene, threatening, offensive, or illegal material. Nor should there be any transmitting, receiving, submitting, or publishing of any material that is non-school related or otherwise.
- Any tampering with or attempting to illegally access, "hack", or "crack" any St. Anthony School technology resources will result in immediate consequences. The intentional damaging of computers, mobile devices, or computer networks is unacceptable. The intentional creation or spreading of a computer virus is cause for disciplinary action.
- All users agree to abide by all patent, trademark, trade name, and copyright laws. Plagiarism in any form will not be tolerated. All sources must be cited.
- Using someone else's password or trespassing in another's files without written permission is prohibited, and attempts to log on to the network as anyone else is unacceptable. Be sure to log out of all school computers.

- St. Anthony assumes no responsibility or liability for any loss of data resulting from delays, no deliveries, misdeliveries, or service interruptions caused by its own negligence or user errors or omissions. Use of any information obtained via the Internet is at the user's own risk. St. Anthony School specifically denies any responsibility for the accuracy or quality of information obtained through its Internet services. St. Anthony School makes no warranties of any kind, whether expressed or implied, for the supervision and service it is providing.
- User agrees and consents to allow St. Anthony personnel to review any and all files, data, and messages at any time with or without notice to ensure that users are using the system

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responsibly. All communication and information accessible via the computer resources shall not be considered private.

- Since our school is a private institution, all students and teachers have an expectation of privacy inside the school halls and inside classrooms. Taking a picture or filming in the classroom or halls without the teacher's permission is strictly prohibited. Taking photos or filming in classrooms and halls may be permitted if a teacher gives permission. Examples for which a teacher may give permission: yearbook photos or taking a picture of homework on the board.
- No photos taken inside the school, even if allowed by a teacher, are allowed to be published in the public domain. This means you cannot post pictures taken inside school to TikTok, Facebook, Instagram, YouTube, Snapchat, etc., unless you have written consent from the Head of School. We have some families who opt out of having their photos shared with the public, so we must be able to protect that privacy.
- Any violation of the Appropriate Use Policy will result in disciplinary action. Such action might include suspension or revocation of Internet privileges, suspension or expulsion from school, and/or legal action. Users are subject to all local, state, and federal laws and understand that illegal activities may be reported to the appropriate law enforcement authorities. The user agrees to report any violation of the AUP observed by the user to the St. Anthony Network Administrator immediately.

Please understand that the above expectations and requirements are part of St. Anthony School's Appropriate Use Policy (AUP) for Technology. Please find the form at the end of the handbook to sign and return. The return of this, as well as all handbook forms, are required.

#### After School Care Program

We currently do not have an after school care program.

### FORMS TO SIGN AND SUBMIT

#### REQUIRED

Your return of these forms as soon as possible is much appreciated. The forms require both student and parent signatures.

1. The Parent-Student Acknowledgement covers the reading and acceptance of all rules and guidelines set forth in the St. Anthony School Handbook. This form also acknowledges the acceptance of SAS's Appropriate Use Policy of Technology (AUP) as outlined in the handbook.
2. Safe Environment Form

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## **Parent-Student Acknowledgment Form**

Parents and students acknowledge to have received and read the St. Anthony School (SAS) handbook. All parents, guardians, students, and families understand and agree to cooperate with the St. Anthony School and Diocesan policies set forth in the handbook, regarding behavior and the appropriate use of technology.

### **Please Sign & Return ASAP**

Date \_\_\_\_\_

---

Student (Print)

---

Student (Signed)

---

Parent /Guardian (Print)

---



## ST. ANTHONY SCHOOL

1618 Lower Main Street • Wailuku, Maui Hawaii 96793

### Safe Environment Training

Aloha Parents,

The Charter for the Protection of Children and Young People issued by the United States Conference of Catholic Bishops requires each diocese to provide education and training for children, youth, parents, ministers, educators, volunteers, and others about ways to make and maintain a safe environment for children and young people.

The children's education program consists of age-appropriate lessons built upon the Church's teaching that "the human body shares in the dignity of the image of God" (Catechism of the Catholic Church 364). This dignity leads us to foster in every person the belief and awareness that as a person of God they are deserving of love and respect. Because dignity is a gift given by God at birth, abuse of all kind is harmful to that dignity.

Children being among the most vulnerable require us to protect that dignity. Thus, consistent with diocesan policy, St. Anthony School will conduct safe environment training as part of the religious education curriculum to be held in the spring. Please complete and return the parental permission form below as soon as possible.

Information about the safe environment training curriculum will be sent via Eblast.

Yes, I give consent for my child to participate in the Safe Environment training program.

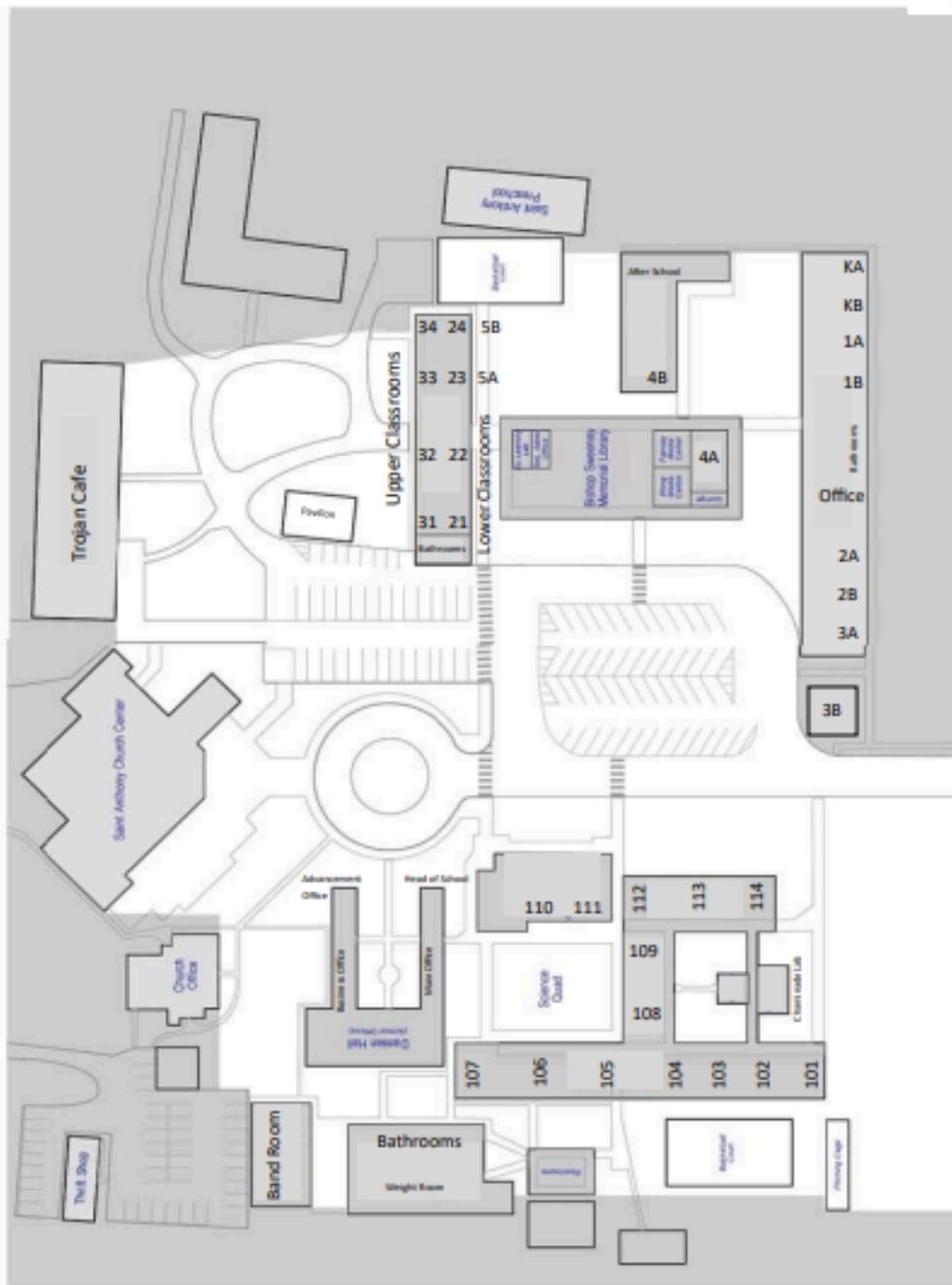
No, I do not give consent for my child to participate in the Safe Environment training program. On the day this lesson is presented, my child will not attend religious education class and other supervision will be arranged by the school.

Child's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## APPENDIX A: School Map

# St. Anthony School Campus



St. Anthony School 1618 Lower Main St, Wailuku HI 96793 (808) 244-4190



## St. Anthony School ~ Maui

1618 Lower Main St Wailuku, HI 96793

P: 808.244.4190 E: [mainoffice@sasmaui.org](mailto:mainoffice@sasmaui.org)

### 2025 - 2026 School Calendar

|                        | S  | M  | T  | W  | T  | F  | S  |   |
|------------------------|----|----|----|----|----|----|----|---|
| <b>2025</b>            |    |    |    |    |    |    |    |   |
| <b>JULY</b>            | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 8/5 - Meet and greet supply drop              |
|                        | 27 | 28 | 29 | 30 | 31 | 1  | 2  | 8/6 - First day - Dismiss at 11am             |
| <b>AUGUST</b>          | 3  | 4  | 5  | 6  | 7  | 8  | 9  | 8/14 - No School - Mass of the Holy Spirit    |
|                        | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 8/15 - No School - Admissions Day             |
|                        | 17 | 18 | 19 | 20 | 21 | 22 | 23 |   |
|                        | 24 | 25 | 26 | 27 | 28 | 29 | 30 |   |
| <b>SCHOOL HOURS</b>    |    |    |    |    |    |    |    |   |
| Monday - Friday        |    |    |    |    |    |    |    |   |
| Start at 7:45AM        |    |    |    |    |    |    |    |   |
| Mon, Tues, Thurs, Fri: |    |    |    |    |    |    |    |   |
| Dismiss at 2:30pm      |    |    |    |    |    |    |    |   |
| Wednesday:             |    |    |    |    |    |    |    |   |
| Dismiss at 1:15pm      |    |    |    |    |    |    |    |   |
| <b>SEPTEMBER</b>       | 31 | 1  | 2  | 3  | 4  | 5  | 6  | 9/1 - Labor Day - No School                   |
|                        | 7  | 8  | 9  | 10 | 11 | 12 | 13 |   |
|                        | 14 | 15 | 16 | 17 | 18 | 19 | 20 |   |
|                        | 21 | 22 | 23 | 24 | 25 | 26 | 27 |   |
| <b>OCTOBER</b>         | 28 | 29 | 30 | 1  | 2  | 3  | 4  | 10/3 - Early Dismissal @ 11am                 |
|                        | 5  | 6  | 7  | 8  | 9  | 10 | 11 | 10/6-10/10 - Fall Break                       |
|                        | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 10/27 & 10/28 - GS PT Conference              |
|                        | 19 | 20 | 21 | 22 | 23 | 24 | 25 | - GS Only Dismiss at 12pm.                    |
|                        | 26 | 27 | 28 | 29 | 30 | 31 | 1  |   |
| <b>NOVEMBER</b>        | 2  | 3  | 4  | 5  | 6  | 7  | 8  | 11/10 - Teacher Workday - No School           |
|                        | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 11/11 - Veteran's Day - No School             |
|                        | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 11/26 - Early Dismissal at 11am.              |
|                        | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 11/27 - Thanksgiving Holiday - No School      |
| <b>DECEMBER</b>        | 30 | 1  | 2  | 3  | 4  | 5  | 6  | 11/28 - Thanksgiving Holiday - No School      |
|                        | 7  | 8  | 9  | 10 | 11 | 12 | 13 | 12/19 - Early Dismissal @ 11am                |
|                        | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 12/15-18 - Finals MS/HS                       |
| <b>2026</b>            | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 12/22-1/5 - Christmas Break                   |
| <b>JANUARY</b>         | 28 | 29 | 30 | 31 | 1  | 2  | 3  | 1/5 - Teacher Work Day                        |
|                        | 4  | 5  | 6  | 7  | 8  | 9  | 10 | 1/6 - Students return                         |
|                        | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 1/19 - Martin Luther King Day-No School       |
|                        | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 1/26-30 - Catholic Schools Week               |
|                        | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 1/30 - ACCE Day - Teacher Workday - No School |
| <b>FEBRUARY</b>        | 1  | 2  | 3  | 4  | 5  | 6  | 7  | 2/16 - President's Day - No School            |
|                        | 8  | 9  | 10 | 11 | 12 | 13 | 14 |   |
|                        | 15 | 16 | 17 | 18 | 19 | 20 | 21 |   |
|                        | 22 | 23 | 24 | 25 | 26 | 27 | 28 |   |
| <b>MARCH</b>           | 1  | 2  | 3  | 4  | 5  | 6  | 7  | 3/16-3/20 - Spring Break                      |
|                        | 8  | 9  | 10 | 11 | 12 | 13 | 14 | 3/26 - Prince Kuhio Day - No School           |
|                        | 15 | 16 | 17 | 18 | 19 | 20 | 21 |   |
|                        | 22 | 23 | 24 | 25 | 26 | 27 | 28 |   |
| <b>APRIL</b>           | 29 | 30 | 31 | 1  | 2  | 3  | 4  | 4/3 - Good Friday - No School                 |
|                        | 5  | 6  | 7  | 8  | 9  | 10 | 11 | 4/6 - Easter Monday - No School               |
|                        | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 4/18 - SAS Fun Daze Bazaar                    |
|                        | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 5/1 - May Day                                 |
| <b>MAY</b>             | 26 | 27 | 28 | 29 | 30 | 1  | 2  | 5/22 - 28 - Finals MS/HS                      |
|                        | 3  | 4  | 5  | 6  | 7  | 8  | 9  | 5/25 - Memorial Day - No School               |
|                        | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 5/28 - MS/HS Only - Dismiss at 11am.          |
|                        | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 5/29 - Last day - Dismiss @ 11am.             |
|                        | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 5/29 - Baccalaureate Mass 8:30am              |
|                        | 31 | 1  | 2  | 3  | 4  | 5  | 6  | 5/29 - Graduation 1pm.                        |
| <b>JUNE</b>            | 7  | 8  | 9  | 10 | 11 | 12 | 13 |   |
|                        | 14 | 15 | 16 | 17 | 18 | 19 | 20 |   |
|                        | 21 | 22 | 23 | 24 | 25 | 26 | 27 |   |

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CALENDAR SUBJECT TO CHANGE.

## APPENDIX C: Emergency and Safety Procedures

# IN AN EMERGENCY TAKE ACTION



## HOLD! In your room or area. Clear the halls.

### STUDENTS

Clear the hallways and remain in room or area until the "All Clear" is announced  
Do business as usual

### ADULTS

Close and lock the door  
Account for students and adults  
Do business as usual



## SECURE! Get inside. Lock outside doors.

### STUDENTS

Return to inside of building  
Do business as usual

### ADULTS

Bring everyone indoors  
Lock outside doors  
Increase situational awareness  
Account for students and adults  
Do business as usual



## LOCKDOWN! Locks, lights, out of sight.

### STUDENTS

Move away from sight  
Maintain silence  
Do not open the door

### ADULTS

Recover students from hallway if possible  
Lock the classroom door  
Turn out the lights  
Move away from sight  
Maintain silence  
Do not open the door  
Prepare to evade or defend



## EVACUATE! (A location may be specified)

### STUDENTS

Leave stuff behind if required to  
If possible, bring your phone  
Follow instructions

### ADULTS

Lead students to Evacuation location  
Account for students and adults  
Notify if missing, extra or injured students or adults



## SHELTER! Hazard and safety strategy.

### STUDENTS

Use appropriate safety strategy  
for the hazard

| Hazard     | Safety Strategy          |
|------------|--------------------------|
| Tornado    | Evacuate to shelter area |
| Hazmat     | Seal the room            |
| Earthquake | Drop, cover and hold     |
| Tsunami    | Get to high ground       |

### ADULTS

Lead safety strategy  
Account for students and adults  
Notify if missing, extra or injured students or adults

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