



ST. ANTHONY SCHOOL

GRADES K-8

PARENT / STUDENT HANDBOOK 2026-2027

ST. ANTHONY SCHOOL

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Aloha haumāna a me mākua of St. Anthony School,

Welcome to a new school year at St. Anthony School! Whether you are returning or joining us for the first time, we are grateful that you are here. Our handbook is designed to help you understand the expectations, routines, and values that guide our community. It is more than a set of rules—it is a reflection of who we are and who we strive to become.

As a Catholic school, we look to Christ as our model. We encourage every student to grow in faith, academics, leadership, and service. You will find many opportunities this year to learn deeply, to discover your strengths, and to contribute to the life of our school. We ask that you approach each day with curiosity, responsibility, and respect—for yourself, for one another, and for the traditions that shape our Marianist heritage.

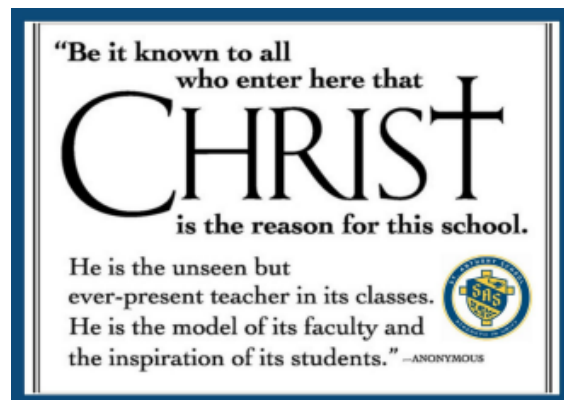
Please take time to read through this handbook with your family. Understanding these guidelines helps ensure a positive, safe, and supportive learning environment for everyone. If questions arise, our teachers, counselors, and administrators are here to help.

Thank you for choosing St. Anthony School and for entrusting us with your child's education and formation. May this school year be filled with growth, joy, and the grace of God's presence in all we do.

Peace and Blessings,

Mary Jean Bega

Po'o Kula (Principal)



Disclaimer

This document provides general information about 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 Principal 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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ADMINISTRATION

Fr. Lawrence Denis	Pastor	ldenis@rcchawaii.org
Mary Jean Bega	Principal	mbega@sasmaui.org
Lilyana Koa	Vice Principal	lkoa@sasmaui.org
Keili Nogaki	School Counselor	knogaki@sasmaui.org

FACULTY & STAFF

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CHARACTERISTICS OF A MARIANIST EDUCATION (CME)

The Society of Mary, through research, consultation, and discussions with lay and religious educators in Marianist educational ministries throughout the world, has developed five educational characteristics that 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

HISTORY

St. Anthony School's history with the youth of Maui began in a one-room schoolhouse erected in 1848 by the Sacred Heart Fathers on the grounds of St. Anthony Church in Wailuku. The Brothers and Priests of the Society of Mary (the Marianists) took over the administration of the Boys' School in 1883. Staffed by Sisters of St. Francis of Syracuse, the Girls' School was founded a year later. In 1968, the two schools merged to create a diocesan coeducational high school. St. Anthony School (SAS) became a Junior-Senior High School in 1972.

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

Today, St. Anthony School is the only Catholic Preschool-8th grade school on the island of Maui. 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 whom 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 also the worldwide family of God's people. This family tradition lies at the very heart of the school's identity, thanks to the Marianists' presence 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 and Queen of the Apostles. Today, St. Anthony in Maui, Hawai'i, is one of many special communities worldwide 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.

Today, the Marianists are committed to developing Christian communities that 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 across all Preschool–8th-grade 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 that it integrates faith throughout all it does.

ACCREDITATION

Accredited by the Western Association of Schools and Colleges (WASC), the Western Catholic Education Association (WCEA), and the 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–8, 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–8th grade Catholic 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.

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 Puali Nani'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 of 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 outlined 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 school's academic, moral, and behavioral expectations.

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 the grades he/she have earned to be accountable for homework, tests, and all other assignments. We value and are committed to partnering 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, PTG, 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 require Parents/Guardians to withdraw their child.

TIME & TALENT HOURS/ VOLUNTEER HOURS

Parent Required Commitment Hours

At St. Anthony School, service is not simply a requirement — it is part of who we are as a Catholic school community. As members of the Catholic Church, we are called to live out our faith through stewardship, sacrifice, and service to others. Our school thrives when families work together in support of our shared mission.

Parent volunteer service strengthens our school community and teaches our children an important life lesson: when something is valuable, we care for it, support it, and give of ourselves to help it grow. By volunteering time and talents, parents model faith in action and demonstrate to their children the importance of commitment, responsibility, and generosity.

Service also helps build a stronger sense of belonging among our families. Whether assisting at events, supporting classrooms, helping with campus projects, or participating in school activities, every contribution makes a meaningful difference in the life of our school.

We believe that sacrifice is part of our mission as Catholic educators and families. Just as we ask our students to grow academically, spiritually, and socially, we also ask our families to partner with us in creating a nurturing and vibrant learning environment for all children.

Through service, we teach our children:

- The value of giving back
- The importance of community
- Respect for their school and church
- Leadership through action
- That everyone has a role in helping the community succeed

Together, as one ‘ohana, we continue the mission of St. Anthony School — forming students in faith, service, leadership, and academic excellence.”

REQUIRED

Bazaar and Maui County Fair: All families will volunteer at least one shift during the school bazaar and Maui County Fair. All scripts distributed to each family for the bazaar have to be sold.

Time & Talent Hours are now a minimum of 20 hours per family and 25 hours required

for families receiving tuition assistance per semester. FIVE hours may be used while on school property (i.e. campus beautification, classroom assistance, front office, custodial, landscaping, etc.) The remaining hours will be used for the larger events such as the Maui County Fair and the School Bazaar. Volunteer hours from last year cannot be carried forward into the next school year. Any family member (or a friend or relative) may complete the hours for the family. All hours must be recorded. With your cooperation, SAS will track the required hours.

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.

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. The website provides information about St. Anthony School, including current events, class supplies, uniform information, calendars, tuition and application information, 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 and must log in to access student and school information. Progress reports are emailed out. Students and parents are encouraged to regularly check grade progress. Parent Alert is the program FACTS uses to contact parents with special school announcements and school emergencies via text messaging. Parents are asked to log in 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 to achieve high academic standards. As a result, students are expected to attend all classes, Masses, rallies, and prayer services, and to be in their scheduled classrooms when class begins. Students will be marked absent when they arrive in class after the bell has rung (or the 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 due to illness or other reasons, a parent or guardian must notify the school by 7:45 AM each day the student will be absent. You can reach the school at (808) 244-4190 or via email at mainoffice@sasmaui.org.

The school day runs from 7:45 AM to 2:30 PM, with an earlier dismissal time of 1:15 PM on Wednesdays.

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., a 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, including dismissal.

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

Excused Absences

The school determines excused absences and may include absences due to illness accompanied by a doctor's note, 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 to a complete educational experience and, therefore, are mandatory parts 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.

Doctor or Dental Appointments

Doctor and dental 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.

If a student arrives after the first bell rings, he/she must check in at the Main Office. All students arriving later in the day due to illness or injury must check in by 12:00 pm with a doctor's note to participate in extracurricular activities that day. Any student sent home due to illness/injury during the school day **may not participate** in any practice and extracurricular activities that day unless cleared by a doctor and administration.

Upon his/her return to school, the student must produce a doctor's note indicating that he/she is well enough and cleared to attend school.

FINAL EXAMINATIONS AND LAST DAY OF SCHOOL

Students are expected to be in attendance through the last scheduled day of school. Students should not expect to take exams earlier than the scheduled final exam days to leave for a family vacation, etc. In the event of an unforeseen emergency that impairs a student's attendance on scheduled exam days, the student must contact their teacher or communicate via email. Following this, the teacher will coordinate an alternative exam date. The student's report card will be withheld until the final exam is completed.

FAMILY VACATIONS

Parents are strongly encouraged to schedule family vacations during the summer months or during other school vacation periods. When this is not possible, the student must receive written clearance from the administration at least **two [2]** weeks prior to the anticipated absence. Requests not submitted within two [2] weeks of planned travel will NOT be approved, and attendance will be marked as Unexcused Absence, and credit will NOT be given for work missed. **Teachers WILL NOT 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.

Parents and students must be aware that the student is responsible for addressing missed assignments, tests, and homework in a timely manner. Some work cannot be made up; therefore, parents should give serious consideration to requests that could compromise a student's academic standing. The administration reserves the right not to excuse the individual student for any reason, including academic standing, behavioral record, or other reasons.

Missing work will be given once the student has returned to school and submitted a reflection on their time away. Work must then be completed by the individual teacher's deadlines.

LOCKERS

Lockers are the property of St. Anthony School. The school reserves the right to inspect lockers at any time. Each student will be issued his/her own locker. Students are not to share lockers with friends. St. Anthony School is not responsible for any items lost or stolen from a locker. Students are encouraged to lock lockers at all times.

Nothing is to be taped to the outside of lockers, nor are students permitted to write on lockers. Any signs must be attached with magnets.

ARRIVAL AND DISMISSAL FROM SCHOOL

The campus is officially open from 7:30 am–3:30 pm. School officially begins at **7:50 am** and students are expected to be on time in their proper uniform. **Students arriving after 7:50 are considered late.**

St. Anthony School will not be responsible for student actions outside these times, as there will be no supervision. Please pick up your child(ren) no more than 15 minutes after the end of the school day.

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.

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. For example: sasmain@sasmaui.org. Teachers have limited time during the school day to review and respond to e-mails, as their priority is working with 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 email/Eblast. Parents/guardians, if you are not receiving these weekly E-Blast, please email mainoffice@sasmaui.org to be sure to be added.

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 needs of their child(ren).

Students who St. Anthony School assesses as needing immediate medical care will be transported by ambulance to the nearest medical facility. The student's medical insurance will be billed for this service. In cases where urgent medical attention is required beyond basic first aid, 911 will be called, and parents will be notified. If a student contracts a contagious illness, a doctor's note will be required for their return to school.

MEDICATION DISTRIBUTION

Prescription medication for students must be submitted to the Main Office and 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 and 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 for medication taken during school hours.
- School Personnel will give the medication and watch him/her take it.

HOMEWORK POLICY

Homework is an extension of classroom learning and is intended to reinforce skills, encourage independent responsibility, and foster good study habits.

Purpose of Homework

Homework is assigned to:

- Reinforce and practice concepts taught in class.
- Develop responsibility, organization, and time management skills using the planner that has been provided by the school.
- Encourage independent learning and critical thinking.
- Prepare students for upcoming lessons, projects, or assessments.
- Promote communication between home and school regarding student learning.

Grade-Level Expectations

Homework expectations vary by grade level and may include reading, practice activities, projects, research, or studying for assessments.

Long-Term Assignments

Projects, research papers, presentations, and other long-term assignments are designed to build planning and organizational skills. Students are expected to manage their time appropriately and avoid completing assignments at the last minute.

Family Responsibilities

Parents and guardians play an important role by:

- Providing a quiet place and regular time for homework.
- Encouraging responsibility and independence.
- Monitoring completion without completing the work for the student.
- Communicating with the teacher if homework consistently causes difficulty using the planner, email, Class Dojo, or Google Classroom.

Student Responsibilities

Students are expected to:

- Complete assignments on time.
- Submit work by the assigned due date.
- Ask questions before leaving class if instructions are unclear or during after-school office hours (middle school).
- Take responsibility for making up missed assignments after an absence.

- Write down daily assignments in planner.
- Attend mandatory after-school tutoring if a student's grade is below a C. (middle school)
- Maintain a passing grade of C (middle school), to participate in after-school sports.

Late or Missing Homework

Homework submitted after the due date may receive reduced credit at the teacher's discretion unless prior arrangements have been made due to illness or other extenuating circumstances. Repeated incomplete or missing homework may result in parent communication, academic intervention, or other appropriate consequences.

TUITION



ST. ANTHONY SCHOOL

1618 Lower Main Street • Wailuku, Maui Hawaii 96793

Tuition 2026-2027

Grade K-5 Tuition

Tuition	Single Payment Plan	Two Payments	10 Payment Plan
\$10,150 (3% increase)	\$10,150	\$5,227.25 (3% fee)	\$1065.75 (5% fee)

Grade 6-12 Tuition

Tuition	Single Payment	Two Payments	Ten Payments
\$11,850 (3% increase)	\$11,850	\$6102.75 (3% fee)	\$1,244.25 (5% fee)

Other Fees:

Online Application Fee - New Families, one time fee (non-refundable)	\$75
Financial Aid Application Fee (non-refundable)	\$40
Registration Fee (non-refundable)	\$200
TOTAL fees	\$240-\$315

- Returning students who qualify may have their 3% tuition increase waived by applying for financial assistance through FACTS.
- Incoming kindergarteners who attended St. Anthony Preschool in SY 25-26 will receive a one-time \$1000.00 scholarship for SY 26-27.
- All applicants are encouraged to apply for financial assistance through FACTS to take advantage of several scholarship opportunities.

BELL SCHEDULE

See pages 54-55/

CAMPUS MAP

See page 56.

MINISTRY OPPORTUNITIES - Middle School Only

Local community project: This is an opportunity to minister to those who are less fortunate than we are: the homeless, the poor, the sick.

Liturgical Celebration ministry: Themed-monthly masses are celebrated as an 'ohana to worship our loving God in the church.

Class Retreat ministry: Each grade will have a retreat. These retreats encourage students to learn more about each other and bond with their classmates.

They will also learn more about their relationship with God and how to deepen their relationship with their families, friends, and school community through acts of service, kindness, communication, and prayer.

Music ministry: This is a voluntary ministry open to students in grades 6–8. It includes both vocalists and instrumentalists. Our students are encouraged to share their gifts and talents by enhancing our liturgies with vibrant sound and enthusiasm. We encourage everyone to come and share their musical gifts and talents with us.

Morning Ceremony ministry: Our school gathers every morning as an 'ohana to pray, say the Pledge of Allegiance, go over announcements, and celebrate birthdays. Many of the morning prayers at our daily gatherings are shared by our LIFE students, moderators, and staff members.

L.I.F.E. Ministry - Middle School Only

The LIFE (Living In Faith Experience) program is a national faith-formation program for high school students, rooted in Catholic and Marianist tradition, and sponsored by the Marianist Congregation, headquartered in Dayton, Ohio. Based on the founder's vision of building a community of communities to change the world, Marianist LIFE provides opportunities for communities of faith to form, grow, and flourish.

Since 1970, Marianist LIFE communities have developed in many parishes and high schools. There are approximately 40 institutions actively involved with Marianist LIFE in ten different states, Puerto Rico, and Ireland. The summer of 2020 marked the 50th anniversary of the creation of the LIFE program, which will be highlighted by a national celebration of former students and advisors who attended LIFE since 1970. Each year, students in grades 10 and 11 apply for membership to the LIFE program. Eleventh graders will be given preference. Selected students attend a one-week leadership and ministry workshop and retreat. Upon returning to school, they assist with prayer services and masses and help lead student retreats.

The LIFE team also reinforces the school's belief in service. They volunteer at school and parish/church events and with other nonprofit organizations. They also do several fundraisers during the school year, such as car washes, chow fun sales, and charity walks, to help defray some of the costs that their families will bear for the week-long LIFE trip.

PERSONAL COUNSELING & STUDENT SUPPORT

At St. Anthony School, we are committed to supporting the whole student— mind, body, heart, and soul. Our Comprehensive School Counseling Program serves elementary and middle school students to foster academic success, social-emotional growth, and overall well-being.

Core Services & Guidance Program

Students participate in **weekly guidance lessons** and have access to ongoing counseling, academic, and postsecondary support services:

- **Weekly Classroom Guidance Lessons:** Proactive instruction covering social-emotional development, peer relationships, emotional regulation, and coping strategies.
- **Counseling & Mediation:** Short-term individual support and facilitated peer mediation to resolve conflicts and build healthy relationship skills.
- **Academic Advising:** Guidance on course selection, executive functioning (organization and time management), study habits, and academic recovery.
- **Postsecondary Exploration & Planning:** College and career advising, career awareness activities, and future pathway planning.

Referral Pathways

Students may access counseling services through several pathways:

- **Self-Referral:** Students seeking guidance or support on their own initiative.
- **Staff or Parent/Guardian Recommendation:** Requests from teachers, administrators, or family members.
- **Academic or Behavioral Concerns:** Identified needs regarding grades, executive functioning, classroom performance, or social dynamics.
- **Crisis Situations:** Immediate, short-term support during acute personal, family, or school-wide emergencies.

Parental Acknowledgments & Consent for School Counseling

By reviewing and acknowledging this handbook, parents/guardians grant permission for their child to participate in standard school counseling activities— including weekly guidance lessons, academic advising, peer mediation, small group interventions, and routine or referral-based individual check-ins with the school counselor. Individual parental consent calls will not be required prior to providing standard, on-campus counseling support.

External Referrals & Specialized Support

Collaboration with 'ohana is vital to understanding and meeting the unique needs of every student. When a student requires specialized, long-term, or intensive mental health support beyond the scope of school-based counseling, the counselor will consult with the family to refer the student to outside professional providers, such as our community partner Catholic Charities Counseling Services or another licensed mental health provider.

Student Safety & Mandated Reporting

The physical, emotional, and spiritual safety of our students is our highest priority. **All school counselors, faculty, and staff at St. Anthony School are legally designated Mandated Reporters.** By law and professional ethics, school personnel are required to immediately report any suspected instances of child abuse, neglect, or situations where a student poses an imminent danger to themselves or others to appropriate state authorities and public safety agencies.

SCHOOL COMMUNICATION

Parents are encouraged to participate in their child's education, and so we encourage communication between parents, faculty, and administration. 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 Vice Principal, regarding academic and discipline concerns.
- Please contact the Principal for unresolved issues.
- If the issue is still not resolved, you may contact the pastor of St. Anthony Church and School. 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. 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 its contents and return it to school, signed, the following day. The school website contains the school calendar and lunch menu.

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 address. (808-244-4190 x2221)

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 inform parents and designated contacts through our Parent Alert System via voice mail, text messages, radio broadcasts, and our website (www.sasmaui.org). Please update your emergency contact information if any changes are made.

CAMPUS EMERGENCY

In the event of a campus emergency (fire, bomb threat, intruder, earthquake, 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, evacuating buildings and/or campus, intruders on campus, etc. In the case of an emergency, such as a lockdown/intruder, parents will be contacted via Parent Alert as soon as the school campus is deemed safe to reopen. 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.

UPDATING CONTACT INFORMATION

If your address, email, or phone number changes at any time during the school year, please notify the Main Office immediately at (808) 244-4190 x2221 or by email at mainoffice@sasmaui.org. You may also log into your FACTS account and update it there. It is very important to keep our records up to date 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 regarding 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 no information is to be given, it is the custodial parent's responsibility to provide the school with a court-certified copy of the order and to update those records as necessary. Only urgent messages 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 cell phones during school hours. If messages must be left for students, they are to be given to the Main Office at (808) 244-4190 ext 2221.

TELEPHONE

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

CELL PHONE AND ELECTRONIC DEVICES

Students who bring these items to school must accept all responsibility for their

safekeeping. **Cell phones are prohibited from being turned on or used during school hours.** Using cell phones and other prohibited items during school hours (7:30 a.m. to 2:30 p.m.) **will lead to confiscation.** Students must secure all electronic devices, including iPods, earphones, and smartwatches, in their lockers. Those caught with these items will receive a detention for insubordination, with further consequences for repeated offenses.

CELL PHONES AND APPLE WATCHES

Cell phones may be brought to school only under the following conditions:

- **Cell phones and Apple watches must be turned OFF while on school property. Students are required to store their phones in their lockers and not carry them on their person.**
- Students who participate in after-school care or sports practices must also keep their cell phones turned OFF.
- Students are not allowed to bring cell phones on field trips.
- **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 or smart watch by a student during school hours will result in the cell phone or smart watch being brought to the office. The cell phone or smart watch will be turned over to a parent at the end of the school Day.**
- Those who violate any of the rules regarding cell phones or smart watches may forfeit their privileges of bringing them to school.

Refusing to hand over the device will automatically result in further disciplinary action for insubordination, along with the consequences for the number of offenses. The consequences for violating the school's cell phone and electronic device policy are as follows:

1st offense: The device will be given to the teacher, who will turn it into the office.

A parent may pick up the device in the main office at the end of the day. An hour after-school detention will be assigned.

2nd offense: The device will be given to the teacher, who will turn it into the office. **A parent may pick up the device in the main office at the end of the day.** A two-hour after-school detention will be assigned. In the event that the student is unable to serve the detention on the day of the violation, the device may not be released. 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 quarter or semester.

3rd Offense: Cell phones will be checked in at the main office every morning and kept for the entire semester.

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

Students must call home from the school office. Parents should not text, call, or email their child's phone during school hours. Please review this policy with your child and ensure they understand the consequences of using electronic devices at school. Parents should reassure their child that phone calls may be made at the office.

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 is locked in the school office.

ACADEMIC CREDIT

At the middle school level, St. Anthony will grant credit toward completion of middle school for any in-person course taken at St. Anthony School in which a student receives a passing grade.

Core Course Requirements per grade level - Middle School

Grade 6: Religion, English, Social Studies, Science, Math, & 2 elective credits

Grade 7: Religion, English, Hawaiian Monarchy, Science, Math, & 2 elective credits

Grade 8: Religion, English, Social Studies, Science, Math & 2 elective credits

At the end of each quarter or semester, any student with a GPA below 2.0 or who fails any course will be placed on Academic Probation for the following quarter. This may result in a mandatory study hall and possible activity restriction, and a review of the student's standing at St. Anthony School. The guidance counselor may convene an intervention support team to discuss intervention options and student support contracts.

Any student who has been on Academic Probation for two consecutive semesters or fails two or more courses in a semester will have his/her case reviewed. Semester failures must be made up, except for entrance into the ninth grade.

Students who do not keep a 2.0 GPA or higher are at risk of being ineligible for participation in SAS extracurricular activities, including athletics, clubs, performances, and competition events, or a loss of school scholarships.

Teachers explain their grading standards in the form of academic expectations, which are distributed at the beginning of each course within their syllabus. The academic year is divided into two semesters. Students earn .5 credit for a semester (half-year) course and 1 credit for a full-year course.

St. Anthony School provides report cards at the end of each quarter. Additionally, current grades will be posted on FACTS regularly to inform students and parents of progress. A student's GPA is used to determine honor roll lists, class ranking, academic probation, and athletic eligibility.

The cumulative GPA is computed based on academic work completed only at SAS. Grades for courses taken over the summer at SAS will not be considered in this calculation. Online courses are also not factored into a student's GPA.

Cumulative assessments will be made at the end of each semester or year in the form of written semester exams, portfolios, or alternative projects for Middle and High School students. Early exams are not allowed. A makeup date will be scheduled for those who have excused absences. If a student misses the makeup date due to an unexcused absence, a zero will be recorded for the exam, which may significantly affect the student's final grade in the course.

Unexcused absences may result in the student being charged with cutting class or truancy and face subsequent disciplinary action. **Truancy is an unexcused absence; therefore, any work or tests missed cannot be made up.**

Parents will be notified by faculty when a student's academic performance is below average or below their ability. Students who fail any class for the semester must make up the credit through credit recovery. Summer school credit will be granted for classes taken at SAS or at another school, provided approval is obtained from the Principal/Vice Principal. A course taken outside of SAS must include a course description accepted by the Principal/Vice Principal, must be from an accredited institution, and the student-teacher contact hours must meet St. Anthony's requirements. If the course is required for graduation, the course must be repeated. The failing grade will remain on the transcript.

DRESS CODE AND UNIFORM GUIDELINES

The school recognizes that a person's appearance reflects their positive self-image and self-discipline. What is acceptable appearance in recreational or leisure situations may not be appropriate in the school environment. Uniforms will be worn unless otherwise specified. The school requires that a student come to school well-groomed and with their clothing in good condition. Parents are asked to ensure that their son/daughter is clean, neat, properly worn, and in good condition, reflecting respect for themselves, others, and our school community. Students are expected to follow the dress code from 7:30 am until the end of the last period of the day.

Students are expected to wear their uniforms with pride. Uniforms should be clean, Any student who does not comply with our dress code will receive a verbal warning for the first offense. **If the dress code violation persists, the student will be sent to the office and serve a Saturday detention.** The parents will be notified of their child's uniform infraction via email or phone. If excused from class, the student may re-enter when s/he has complied with the uniform dress code. All School uniforms must be unaltered and of proper size, condition, and fit. The Principal/Vice Principal, is responsible for interpreting, implementing, and enforcing the dress code policy and, as a result, is the final arbiter of what constitutes appropriate student dress for school.

GENERAL GUIDELINES

- General hygiene should be followed. Deodorant should be worn, as appropriate.
- 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.
- The face and neck should be free of piercings. Piercing ornaments of any type,

- including tongue or ear spacers, are prohibited, as well as tape covering piercings.
- Jewelry is limited to an inexpensive watch and/or a single-chain necklace with a cross, a Saint's medal, or other religious pendant. **No Satanic or pagan symbols.** No smart watches.

Only girls may wear earrings – a single set of studs only worn in the lobe of the ear or ½ inch hoops. No industrial or cartilage piercings.

Boys are not allowed to wear any earrings. If worn, they will be confiscated until the end of the day.

- Nails for boys and girls should be neatly trimmed.

Acrylic/gel and nail polish are acceptable (except black nail polish); however, all nails should not exceed ¾ of an inch in length from the edge of the natural nail bed. **Boys cannot wear nail polish.**

- Exposed tattoo(s) are not acceptable. Students must conceal tattoos appropriately using proper dress code items; apparel of any type not specified in the dress code is prohibited.

- Hair must be a natural color. **Absolutely no bleached, highlighted, tinted, or colored hair, or trendy haircuts, allowed.** Eyebrow hair must 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 their 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 must be combed neatly, kept out of the eyes and face, and in a natural color. Hair should be clear of the shirt collar, eyebrows, and ears, and must not exceed three (3) inches in length at any point. If hair is longer, it must be pulled back and secured in a bun. Sideburns may not extend below the earlobe. Hairstyles such as undercuts, crops, tracks, uneven cuts/styles (e.g., tails, Mohawks, Faux/Fro-hawks, hi-tops, mullets, and similar styles), braiding, or any style considered distracting or outlandish are not allowed. Neatly trimmed mustaches are permitted; however, beads or other forms of facial hair are not allowed.

- Any additional accessory[ies] or ornament[s] not specified in the dress code, or deemed distracting or inappropriate [e.g., headwear such as caps/bandanas/hairnets, long or large chains, or any observable attachment hanging from a belt loop or pocket, makeup and/or any application of such without sufficient reason, gloves, sweatpants, yoga pants, bracelets, sunglasses] may not be worn/utilized while in uniform on campus or at school functions. Improper items may be confiscated if worn and returned at the end of the day.

Regular Uniform

- Shirts 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 (K-5). **All hemlines should be a maximum of two [2] inches above the knee.** Due to supply and cost constraints, other brands are acceptable if identical to the uniforms provided by French Toast. No leggings, jeggings, jeans, skin-tight pants, 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 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 the same color. No boots, Crocs, sandals, platforms, Heelys, 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 and fit to size. No graphics, logos, or profane language is allowed. Uniform shirt collars must be visible when wearing outerwear and used accordingly. Outerwear that does not follow guidelines will be removed and placed in lockers.

MASS ATTIRE

On designated School Mass Days, students must wear a tucked-in white uniform shirt and navy uniform bottoms. Jackets or sweaters need to be removed upon entering the church.

FRIDAY DRESS

- Students have the option to wear aloha wear on Fridays. **Boys** may wear a collared shirt with a local-design/aloha print with their uniform shorts/pants. **Girls** may wear a mu`umu`u or modest aloha dress. **Hemline must be a maximum of two [2] inches above the knee** or floor length. No spaghetti straps, open backs, or cut-outs are allowed. Aloha shirts and dresses must reflect a cultural print pattern in the Polynesian, tropical, or traditional style. Aloha shirts should not be oversized or worn tied.
- If aloha wear is not worn, the uniform, following all the above guidelines, should be worn. No t-shirts.

SPECIAL DRESS DAYS

- Mass &/or other liturgical events - white uniform shirt and navy uniform bottoms and shoes must be followed under the above guidelines and expectations for any special dress days.
- Team shirts may be worn if there is a game or competition that day or weekend.
- Spirit, homecoming, or club shirts may be worn for Friday rallies.
- Retreat wear should follow all uniform guidelines and expectations above.
- Any dress outside of the guidelines must be approved by the Administration.

Not permitted for casual dress/special dress days: patched or torn jeans, cut-off jeans, exposed midriffs, tube tops, halter tops, tank tops, tops with spaghetti straps, necklines which reveal cleavage, pajamas, Crocs, and slippers.

EMERGENCY AND SAFETY PROCEDURES

See Appendix D (pg. 52-57).

SCHOOL CLOSURES

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

In the event 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.

FINANCIAL AID AND ASSISTANCE

Financial Funds (Subject to Change)

• 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 seeking a quality Catholic education for their children. Without discrimination based on ethnic background, race, or religion, the Foundation provides scholarships to 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 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 from alumni and friends. The Marianist Province of the United States is a large contributor to the program.

To receive financial assistance from St. Anthony School, applicants must apply as required and by the designated timelines of the Enrollment Office.

- **The Shane Victorino Foundation Tuition Assistance Fund**

This need-based assistance is for student-athletes who demonstrate sportsmanship, dedication, and commitment to achieving academic and athletic excellence. Preference is given to students who demonstrate volunteerism and community service. **Must maintain at least a 3.0 GPA.** The GPA used to determine this scholarship is the first-semester GPA (December).

- **The Tommy Duarte Tuition Assistance Fund**

This need-based assistance is for student-athletes who are team players, demonstrate strong work ethic, and have a strong desire to win. Priority will be given to track athletes.

- **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 to attend private K-12 schools.

ASSISTANCE

It should be noted that assistance is given with the understanding that the student must remain in good academic standing. If a student were expelled or fell below a 2.0 GPA (or 3.0 GPA for the Shane Victorino Foundation Tuition Assistance Fund) or Well Below Proficiency, the family may be required to reimburse the school for any tuition assistance provided.

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.

PERSONAL PROPERTY

- **Personal Property - Devices Issued to Secondary Students**
 - **Grades 6-8:** Students will be issued a MacBook device and charger.
 - **Devices checked out to students in these grade levels will remain assigned to them throughout the school year. **The devices are not to be brought home.**** Following the dismissal, these devices are to be promptly returned to the student's specified

homeroom for recharging.

In providing a safe environment, students must register laptops, tablets, and other devices in the Main Office per the Appropriate Use Policy (AUP). Only registered devices can be used at school, and all users must adhere to school rules. Students are responsible for their actions. For more details, refer to the Technology Use Agreement.

- Bags and other personal items are the responsibility of the individual student and should not be left unattended. Leave backpacks in locked lockers and take only needed books/binders needed for each class. Backpacks are not to be taken to bathrooms.

Please label all personal items, like clothing and water bottles. Lost items found can be claimed at the Main 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 includes the picture and student information, should be in the student's possession at all times when on campus. This card will allow students to scan-in at the Main Office and admit students into local high school sports events. If lost, a card must be replaced by contacting Nagamine Photo Studio at 244-3636. A \$10 fee will be assessed.

STUDENT BEHAVIOR AND DISCIPLINE

Students are reminded that they represent St. Anthony School 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 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. All school policies apply to all students, regardless of age 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 they violate our behavioral expectations.

Parents have a key responsibility in disciplining their children and actively include them

in the school's disciplinary process. Communication lines will be kept open by either parent phone calls, letters, 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 course via a syllabus.

If the classroom teacher's disciplinary measures fail to produce a change in behavior, a student may be referred to the Principal/Vice Principal, for further consequences and actions, which may include, but are not limited to, after-school detention, behavioral contract, Saturday detention, suspension, 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 the 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 a safe and nurturing environment, it is not meant to be punitive and matches consequences to 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 responsibly 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 it requires 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 bullying is 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.

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: Comments or nicknames based upon physical, behavioral, or cultural differences.

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 such 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, Administration 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's results and may include counseling, a parent conference, detention, suspension, and/or expulsion. Administration 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 to 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.

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 conform to 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 School.
13. Stealing.
14. Contraband

LEVEL 1 INFRACTIONS

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

Violations may include, but are not limited to:

- | | |
|---|---|
| ☐ Unexcused Tardies (3 or more) | ☐ Class disruption |
| ☐ Profanity or offensive language | ☐ Inappropriate behavior at group events, Disrespect to students |
| ☐ Dress Code violation | ☐ Unauthorized use of technology equipment |
| ☐ Littering | ☐ Violating classroom rules |
| ☐ Being in restricted areas without permission | ☐ Phone use/Smart watch/Earbuds |
| ☐ Failure to maintain a clean cafeteria | |

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

1st offense: Verbal warning

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

3rd offense: Saturday detention

4th offense: Suspension

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

LEVEL 2 INFRACTIONS

Serious behaviors include those that represent a 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:

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

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

2nd offense: Suspension

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 that a student is unable or unwilling to behave in a way that permits him/her to remain part of St. Anthony's ohana. Additional behaviors may be designated as disrespectful at the administration's discretion.

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:

- ☐ Promoting any gang affiliation
- ☐ Disrespect to staff
- ☐ Stealing
- ☐ Food fights

- ☐ Vandalism or destruction of school property
- ☐ 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: Two days of one-hour detention with a teacher or administrator, and parents will be notified.

2nd offense: Suspension

Note: An accumulation of Level 3 violation referrals can result in further disciplinary action being taken.

LEVEL 4 INFRACTIONS

- ☐ Possession, use, or sale of any objects or instruments (i.e. weapons) that can cause bodily harm
- ☐ 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 sale of tobacco, vape, alcohol, or drugs (on person, locker, bag, purse, vehicle, any campus location)
- ☐ 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, students, or visitors, including threats by verbal, written, or electronic means.
- ☐ Pantsing
- ☐ Harassment in any form by 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 that 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. Seven-day minimum Suspension from school**
- 2. Referral to law enforcement if deemed appropriate**
- 3. Possible expulsion**

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

Anyone convicted of a delinquent or criminal matter, inside or outside 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 for the length of the expulsion and will go before a review board to determine whether 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 or emancipated minor status.

STUDENT LIFE AND ACTIVITIES

In addition to L.I.F.E. opportunities, St. Anthony offers activities throughout the year for students in grades K-8. In addition to the below, other activities, like May Day performance, rallies, assemblies, field trips, school drama performances, and dances, are held. New clubs can be formed if a moderator is willing to supervise.

Student Government: Elected student-body and class officers plan and execute school activities.

Science Club: While members plan and participate in science activities on campus and during competitions, they improve their science skills.

Environmental Club: Members care for the campus and Maui's environment.

Mock-Trial Club: Members learn about the judicial system and simulate a real trial in friendly competitions.

All social activities, whether on- or off-campus, are safe, chaperoned, and alcohol- and drug-free. The school's jurisdiction ends when these events conclude. On-campus events generally end by 10:00 pm; off-campus events that are held will have a permission slip that must be signed and will detail all necessary information.

TECHNOLOGY USE AGREEMENT

St. Anthony School offers secure email accounts for all faculty, staff, and students. Everyone is required to adhere to the Acceptable Use Agreement for Internet and Electronic Resources outlined in the handbook. Students are discouraged from bringing personal laptops or tablets, as school-provided laptops are available for students in Grades 6-8, ensuring a one-to-one device ratio. Students are responsible

for any theft, loss, or damage to these devices beyond normal wear and tear. Any costs for repair or replacement will be charged to their accounts.

Students must register their personal electronic devices with the school office. SAS is not responsible for lost or damaged items. If students bring a device, they are fully responsible for it and cannot expect SAS to fix or repair it. Students should take care to protect their devices from theft and damage, just as they would with school laptops.

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

- Turn off and store any personal devices upon arriving on campus. All phones must remain in your locked lockers and should not be kept in your back or front pockets. Smartwatches are not permitted and must also be stored in your locked locker.
- Students are not allowed to play games or watch streaming videos during break, lunchtime, or enrichment.
- Students who violate this policy will have their electronic devices taken away immediately. After confiscation, the student will serve a mandatory hour of detention and lose device privileges for one full week.
- **Be sure to sign out of computers after use.**
- Never distribute personal information, photos, or videos regarding yourself anyone else through the use of social media.
- Immediately report threatening, discomfoting, or indecent or inappropriate materials found on any computers or electronic devices to a teacher or school Administration.
- Internet use is restricted to sites consistent with St. Anthony School policies. The Internet is used 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.
- Transmitting, receiving, submitting, or publishing any defamatory, inaccurate, abusive, obscene, threatening, offensive, or illegal material is prohibited. Additionally, any non-school-related material should not be transmitted, received, submitted, or published.
- Any tampering with or attempting to illegally access, "hack," or "crack" any St. Anthony School technology resources will result in immediate consequences. Intentionally damaging 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 accessing another person's files is prohibited. Attempts to log on to the network as someone else are unacceptable and will result in disciplinary action.
- Our school is a private institution, and values privacy for both students and teachers. Taking pictures or filming in classrooms and hallways without a teacher's

permission is strictly prohibited. Permission may be granted for purposes like yearbook photos or video projects.

- No photographs taken inside the school, even if permission is given by a teacher, may be published in the public domain. This means you cannot share pictures taken inside the school on social media or other websites unless you have written consent from the administration. Some families choose to opt out of having their photos shared publicly, and we must respect their privacy.
- Any violation of the Appropriate Use Policy will result in disciplinary action.

TROJAN ATHLETICS

Athletics Program

Athletics play a vital role in the educational experience at St. Anthony School.

Rooted in the Marianist tradition and the insights of Father William Joseph Chaminade, our program fosters an environment that challenges students to grow beyond perceived limitations. While winning is valued, it is the preparation, discipline, and commitment behind the pursuit of excellence that provide the most meaningful lessons.

The St. Anthony Athletic Department is dedicated to developing each student's potential through discipline, training, teamwork, and respect for rules and authority. Our program aims to build strength, endurance, coordination, resilience, and resourcefulness. Student-athletes are encouraged to demonstrate courage, make sound decisions under pressure, and embody sportsmanship, fair play, self-discipline, and personal sacrifice for the good of the team.

A strong partnership between parents and school personnel is essential in promoting the shared values that shape character. By communicating clear expectations and presenting a united front, we help student-athletes uphold high standards of personal and social behavior both on and off the field.

To ensure full commitment and optimal development, students are encouraged to participate in only one sport per season. Conflicting schedules can negatively impact both the athlete and the team; therefore, any exceptions must be discussed with the Athletic Director and the coaches involved.

LEADERSHIP SPORTS PATHWAY

The St. Anthony Leadership Sports Pathway expands the athletic mission by fostering a culture that develops elite student-athletes through specialized training in speed, agility, and strength. The advanced physical regimen is seamlessly integrated with our Catholic faith, emphasizing the sacred stewardship of the body and instilling virtues such as diligence, perseverance, and humility. We are committed to shaping not only top-tier athletes but young men and women of profound faith and strong character, who harness their talents for positive impact, embracing solidarity, justice, and charity.

St. Anthony typically participates in the following sports, dependent on student interest:

Middle School Sports (*pending availability of coaches*)

Fall: Volleyball, Cross Country; Air Riflery

Winter: Boys Basketball, Girls Volleyball, Girls Basketball

Spring: Track

All students representing St. Anthony School in intermediate and interscholastic activities must meet all the requirements and eligibility provisions set by the school, the Maui Interscholastic League (MIL), and the Hawaii High School Athletic Association (HHSAA).

TROJAN STUDENT ATHLETE INFORMATION

Academic Requirements

Students participating in co-curricular activities must have at least a 2.0 grade point average and be passing in courses required for graduation. If a student does not meet eligibility requirements, the academic review status (Probation) must be followed for the affected student. Any student who earns below a 2.0 in any class during the semester may be placed on academic probation at the administration's discretion and must attend mandatory study hall.

Once a student is placed on Academic review, the requirements are as follows:

- Parental signature of the Academic Review Declaration Form.
- Weekly grade checks will be completed by the Administration.
- A student on Academic Review will not be allowed to miss any instructional time and therefore may not leave early to attend an athletic event.
- Attend mandatory study hall.

At each designated grade check point, students on academic review status who meet the participation requirements become eligible to participate until the next grade point check. All grades must be entered in a timely manner. A student will not be penalized when teachers do not have current and updated grades entered into FACTS. Failure to adhere to all grade check policies and consequences may result in removal from the team.

COMMUNICATION PROCEDURES

Cooperation among coaches, athletes, parents, and school personnel is essential if students are to realize the values of athletic participation. By establishing an understanding of each other's position, we are better able to appreciate the actions of the other and provide the greatest benefit to our young student-athletes. As parents, when your child becomes involved in our program, you have the right to know what expectations have been placed upon you and your child. In order to ensure a positive experience for all, clear communication between the Athletic Department, the coaches, and the parents is of utmost importance.

In turn, there are a few things the Athletic Department expects from the parents in order to facilitate the overall athletic experience. Please express concerns directly to the coach with your son's/daughter's knowledge. Notify coaches of any schedule conflicts well in advance and any special concerns in regards to either a sport or departmental philosophy.

CONDUCT OF THE STUDENT ATHLETE AND SPORTSMANSHIP

The conduct of the St. Anthony School student-athlete is governed by: the by-laws of the Maui Interscholastic League (MIL); rules and policies of St. Anthony School; rules and policies established by the coaching staff of each program; and rules of good sportsmanship.

Athletes must abide by the school's dress code at all times while representing St. Anthony School, unless exemptions are granted by the head coach of the program with the approval of the athletic administration. Offensive or foul language is not acceptable and will not be tolerated, as it is contrary to our mission and philosophy.

The athletic director or administration reserves the right to suspend or withdraw any athlete from the athletic program if he/she fails to fulfill his/her obligations and responsibilities to St. Anthony School, the Athletic Department, or to his/her team, or whose conduct is judged to reflect discredit upon themselves, their team, or St. Anthony School.

Being a spectator at a St. Anthony School sporting event is a privilege. Spectators are expected to contribute positively to our athletes' educational experiences. Spectators will be held accountable for their behavior. St. Anthony School reserves the right to remove spectators from sporting events who are not behaving in accordance with the spirit and philosophies of St. Anthony School. Non-compliance by a parent affects their child's participation.

RELEASE TIME

Because of the nature of athletics and the travel involved, it is often necessary for athletes to be released from class. This in no way releases the athletes from any academic responsibility. The Athletic Director will notify the teachers in advance of early release times. Athletes will leave class and sign out in the Main Office only at the time announced by the Athletic Director. Early dismissal due to athletic events does not exempt a student from turning in assignments by the due date or making up any assignment or test. If student athletes demonstrate an inability to perform these functions, athletic privileges may be curtailed or revoked. Student-athletes should arrive at school ready for travel.

Student athletes need to be attending school and not absent to play. Attendance is one of the standards to be met to be eligible to play. Due to the nature of our league, there are times when the team will need to travel and potentially stay overnight. Travel accommodations for the team are made by the athletic department. Chaperones are an

important part of the travel process, and guidelines are set by the diocese as to the number and gender required, as well as for background screening.

DRESS CODE

The appearance of our athletes should be exemplary when present at any athletic event. Coaches may require special standards of travel dress for their athletes. On the field of play, athletes are expected to maintain a neat and uniform appearance consistent with the principles of team unity, and to wear uniforms in the manner intended.

TRAINING AND PRACTICE

An athlete who is mentally alert and physically fit will be capable of performing to the best of his/her ability. Being physically fit will also reduce his/her risk of injury. Therefore, an athlete at St. Anthony School is expected to follow a strict training program, eat a proper diet, get enough sleep, and not abuse his/her body by consuming alcohol and drugs or smoking. Jewelry such as rings, earrings, nose rings, body rings, bracelets, necklaces, etc., is not permitted during practices and games. An athlete is responsible for attending all practices and games. He/she is responsible for informing the coach if he/she is unable to attend a practice or game for a legitimate reason. Missing a practice or game without first notifying the coach may result in suspension from participation. If the athlete continually misses practices and/or games, he/she may be dropped from the team. Coaches are responsible for informing athletes and parents of practice schedules and game schedules.

MEDICAL AND PARENTAL CONSENT

No athlete will be eligible (including tryouts and practices) to represent St. Anthony School unless the following documents are on file with the Athletic Director:

Physical Examination Form
Assumption of Risk
Athletic Emergency Card

INSURANCE

All athletes are required to have medical insurance prior to team tryouts in order to participate in any sport. Those athletes who are covered by family policies must so indicate on the medical and parental consent form, including the name of the insurance carrier, policy number, and policyholder's name.

OTHER OBLIGATIONS

In addition to all regular St. Anthony School academic and behavioral requirements, an athlete is responsible to his/her teammates and his/her coaches. The athlete must also be responsible for the equipment and uniform issued to him/her, fulfill all financial obligations, and return all equipment and uniforms at the conclusion of the season. The School Administration reserves the right to make the final decision in all situations pertaining to the St. Anthony School Athletic Program.

FORMS TO SIGN AND SUBMIT

REQUIRED

Your return of these forms as soon as possible would be greatly appreciated. The forms require both student and parent signatures.

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 acceptance of SAS's Appropriate Use Policy for Technology (AUP) as outlined in the handbook.

Safe Environment Form

Acceptable Use Agreement for Internet and Other Electronic

Resources UPON REQUEST

Student Driving Privilege Form allows legally driving students to park on-campus

Parent Volunteer Form

ACCEPTABLE USE AGREEMENT FOR INTERNET AND OTHER ELECTRONIC RESOURCES

St. Anthony School recognizes the value of computer and other electronic resources to improve student learning and enhance the administration and operation of its schools. To this end, St. Anthony School encourages the responsible use of computers; computer networks, including the Internet; and other electronic resources in support of the mission and goals of St. Anthony School.

Because the Internet is an unregulated, worldwide vehicle for communication, information available to staff and students is impossible to control. Therefore, this policy governing the voluntary use of electronic resources and the Internet is established in order to provide guidance to individuals and groups obtaining access to these resources on school owned equipment or through school affiliated organizations.

St. Anthony School Rights and Responsibilities

It is the policy of the St. Anthony School (the school) to maintain an environment that promotes ethical and responsible conduct in all online network activities by staff and students. It shall be a violation of this policy for any employee, student, or other individual to engage in any activity that does not conform to the established purpose and general rules and policies of the network. Within this general policy, the school recognizes its legal and ethical obligation to protect the well-being of students in its charge. To this end, the school retains the following rights and recognizes the following obligations:

1. To log network use and to monitor file server space utilization by users, and assume no responsibility or liability for files deleted due to violation of file server space allotments.
2. To remove a user account on the network.
3. To monitor the use of online activities. This may include real-time monitoring of network activity and/or maintaining a log of Internet activity for later review.
4. To provide internal and external controls as appropriate and feasible. Such controls shall include the right to determine who will have access to school owned equipment and, specifically, to exclude those who do not abide by the school's acceptable use policy or other policies governing the use of school facilities, equipment, and materials. St. Anthony School reserves the right to restrict online destinations through software or other means.
5. To provide guidelines and make reasonable efforts to train staff and students in acceptable use and policies governing online communications.

Staff Responsibilities

1. Staff members who supervise students, control electronic equipment, or otherwise have occasion to observe student use of said equipment online shall make reasonable efforts to monitor the use of this equipment to assure that it conforms to the mission and goals of the school.
2. Staff should make reasonable efforts to become familiar with the Internet and its uses so that effective monitoring, instruction, and assistance may be achieved.

User Responsibilities

1. The use of electronic media provided by St. Anthony School is a privilege that gives access to a wealth of information and resources for research. This resource is available to staff, students, and other patrons at no cost. To maintain this privilege, users must agree to understand and comply with all provisions of this policy.

Acceptable Use

1. All use of the Internet must be in support of educational and research objectives consistent with the mission and objectives of the school.
2. Proper codes of conduct must be upheld in electronic communication. Sharing personal information in newsgroups is inappropriate. Extreme caution should be exercised when revealing any personal information through email.
3. Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
4. All communications and information accessible via the network should be assumed to be private property.
5. Exhibit exemplary behavior on the network as a representative of your school and community. Be polite!
6. From time to time, the school will make determinations on whether specific uses of

the network are consistent with the acceptable use practice.

Unacceptable Use

1. Giving out personal information about another person, including home address and phone number, is strictly prohibited.
2. Any use of the network for commercial or for-profit purposes is prohibited.
3. Excessive use of the network for personal business shall be cause for disciplinary action.
4. Any use of the network for product advertisement or political lobbying is prohibited.
5. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
6. No use of the network shall serve to disrupt the use of the network by others. Hardware and/or software shall not be destroyed, modified, or abused in any way.
7. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
8. Hate mail, chain letters, harassment, discriminatory remarks, and other antisocial behaviors are prohibited on the network.
9. The unauthorized installation of any software, including shareware and freeware, for use on school computers is prohibited.
10. Use of the network to access or process pornographic material, inappropriate text files (as determined by the system administrator or building administrator), or files dangerous to the integrity of the local area network is prohibited.
11. The school network may not be used for downloading entertainment software or other files not related to the mission and objectives of the school for transfer to a user's home computer, personal computer, or other media. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of the school.
12. Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner is prohibited, except that duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).
13. Use of the network for any unlawful purpose is prohibited.
14. Use of profanity, obscenity, racist terms, or other language that may be offensive to another user is prohibited.
15. Playing games is prohibited unless specifically authorized by a teacher for instructional purposes.
16. Establishing network or Internet connections to live communications, including voice and/or video (relay chat), is prohibited unless specifically

authorized by the system administrator.

ARTIFICIAL INTELLIGENCE (AI) Use Policy

St. Anthony School recognizes that Artificial Intelligence (AI) tools can be valuable resources for learning when used responsibly and ethically. Students are expected to use AI in a manner that supports their own thinking, creativity, and academic growth while reflecting the values of honesty, integrity, and respect.

Teacher Expectations

Teachers will determine when AI may or may not be used for specific assignments. Students are expected to follow the directions provided for each assignment. If AI use is prohibited for an assignment, students must complete the work independently.

Academic Integrity

Using AI to complete work that students are expected to complete independently may be considered academic dishonesty. Misuse of AI will be addressed in accordance with the school's Academic Integrity and Student Conduct policies and may result in disciplinary or academic consequences.

Catholic Perspective

As a Catholic school, we believe that every student is created in the image of God and is called to develop the gifts of intellect, creativity, and wisdom. Artificial Intelligence should assist learning—not replace the unique talents, judgment, and moral responsibility that God has entrusted to each person. Students are expected to use technology in ways that promote truth, honesty, respect for others, and the common good.

Disclaimer

1. St. Anthony School cannot be held accountable for the information that is retrieved via the network.
2. Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that there are no facilities provided by this system for sending or receiving private or confidential electronic communications. System administrators have access to all mail and will monitor messages. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
3. The school will not be responsible for any damages you may suffer, including loss of data resulting from delays, non-deliveries, or service interruptions caused by our own negligence or your errors or omissions. Use of any information obtained is at your own risk.
4. St. Anthony School makes no warranties (expressed or implied) with respect to:
 - the content of any advice or information received by a user, or any costs or charges incurred as a result of seeing or accepting any information; and
 - any costs, liability, or damages caused by the way the user chooses to use his or her access to the network.

5. The school reserves the right to change its policies and rules at any time.

User Agreement (to be signed by all student users above grade 5)

ST. ANTHONY SCHOOL

STUDENT TECHNOLOGY DEVICE USE AGREEMENT 2024-2025 St. Anthony School has launched a technology device checkout program for grades 6 through 12 students. As a student, you have the opportunity to use a MacBook provided by the school. However, this opportunity is contingent upon your full compliance with the Student Technology Device Use Agreement guidelines.

The MacBook is designated for school use only and should not be taken home.

DEVICE OWNERSHIP

The school owns all technology devices given to students intended solely for educational purposes. Any non-educational use of these devices may result in disciplinary action, including the loss of device privileges.

1. Technology Device Distribution Students in grades 6-12 will receive a technology device solely for educational purposes.

2. Technology Device Identification Technology devices issued to students will be labeled by:

- Record of serial numbers.
- Individual user account name and password and/or device name.

TECHNOLOGY DEVICE CARE

1. General Rules - Students may not:

- Take the MacBook home.
- Leave their technology device in any unsupervised area.
- Keep or store food or drink next to a technology device or a backpack when in use.
- Carry the technology device while the screen is open.
- Place any writing, stickers, or labels on the technology device not provided or directed by the School.

SCREEN CARE

Technology device screens are delicate and can be damaged if subjected to rough treatment.

The screens are particularly sensitive to damage from excessive pressure.

- Do not lean or place anything on the top of the technology device when closed.
- Do not place anything near the technology device that could pressure the screen.
- Do not poke the display.

- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Clean the display with a soft, dry cloth or anti-static cloth.

TECHNOLOGY DEVICE SECURITY

1. Password Protection

Students must password-protect their assigned technology device and promptly provide the passwords to the system administrator upon request. As per the school's policy, students are strictly prohibited from lending or borrowing technology devices from others and from sharing usernames and passwords.

2. Storage Technology devices must be stored in a secure area. Students should ensure that nothing is placed on top of a device when it is being stored. 8. Lost, Stolen, or Damaged Device

If a student loses, steals, or damages an assigned technology device, the student must immediately notify a staff member or the Dean of Students. If a lost or stolen technology device is not recovered or is otherwise damaged, the student and the student's parent(s) or guardian(s) are financially responsible for the technology device.

FILE MANAGEMENT

Students may be selected at random to provide their technology device for inspection by a system administrator.

PRIVACY AND SAFETY

Remember that storage in any form on the technology device or any network provided or maintained by the School is not private or confidential.

E-MAIL USE

- Use appropriate language.
- Refrain from transmitting any language or other material that is profane, lewd, obscene, abusive, bullying, or offensive to others.
- Do not send mass or chain e-mails or spam e-mails.

All e-mail sent and received on a school technology device is subject to inspection by the School at any time.

LEGAL CONSIDERATIONS

Students may not plagiarize the work of others and must give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text. Use or possession of hacking software is strictly prohibited, and violators will be subject to disciplinary action. Violating applicable state or federal law will result in criminal prosecution or disciplinary action by the School.

FINANCIAL RESPONSIBILITY

In the event of a lost, stolen, or damaged technology device, it is the responsibility of

both the student and their parent(s) or guardian(s) to cover the device's fair market value at the time of the loss or damage.

MacBook Fair Market Value: \$ 900.00

TERM OF POSSESSION

A student's right to use and possess an assigned technology device is determined by the School unless earlier terminated by the School or upon a student's withdrawal from the School. Failure to return a technology device and the continued use of a technology device for non-school purposes without the consent of the School may be considered unlawful appropriation of School property.

CONSEQUENCES

If a student fails to timely and fully comply with all terms of this Student Technology Device Use Agreement, including the timely return of an assigned technology device, the following consequences may result:

First Offense. Depending on the severity and circumstances of the violation, the student may receive a written warning or face a one-week suspension from technology device privileges. The student's parent or guardian will be informed accordingly. Second Offense. The student will receive a two-week suspension from technology device privileges. The student's parent or guardian will be contacted. Third Offense. The student will be suspended from technology device privileges for a period of time to be determined by School administrators based on the circumstances and severity of the violation, not to exceed one full school year. The student's parent or guardian will be contacted. Please note that consequences may not necessarily be followed in order and that progressive consequences are not required depending on the circumstances and/or severity of any particular policy violation.

PERIOD OF POSSESSION

The term of this Student Technology Device Use Agreement is from the first day of issuance unless earlier terminated by the School or upon a student's withdrawal from the School, whichever is earlier. The Student or the School may terminate this Agreement at any time by written notice. Upon termination of this Agreement, the Student must immediately surrender the assigned technology device and all accessories to the School.

LOSS OR DAMAGE

A student who damages, steals, misplaces, or otherwise fails to return the equipment and/or accessories in an acceptable condition will be liable, and the Student's parent(s)/guardian(s) will be liable to the School for the reasonable market value of the equipment and/or accessories as of the date of loss.

If the property is irreparably damaged, lost, stolen, or subject to repeated abuse, the user will be responsible for the replacement fee(s). Damage, loss, or theft of the property must be reported to the VP or systems administrator by the next school day following the occurrence.

INSPECTION BY THE SCHOOL

The School has the right to request a visual inspection of the equipment, perform periodic inventories, or review the contents of any message, file, or software stored or maintained on the device at any time. There is no expectation of privacy concerning a school-issued and owned device.

SURRENDER OF EQUIPMENT AND END OF USE AGREEMENT

The Student agrees, on termination of this Student Technology Device Use Agreement, the Student's withdrawal from the School (for any reason), or at the request of the School, to return the equipment in good condition. If the asset is not returned, the Student's parent(s)/guardian(s) will be liable to the School for the reasonable market value of the equipment and/or accessories as of the date of loss.

AGREEMENT FORM

This Student Technology Device Use Agreement is between St. Anthony School and:

Student:

First Name Last Name Student ID#

Parent/Guardian:

First Name Last Name

The School and the Student and the Student's Parent/Guardian, for good, valuable, and mutual consideration, the sufficiency of which are acknowledged, agree as follows:

Equipment: The School assigns to the Student the use of the following equipment and accessories:

Type: (Laptop) Serial Number: _____

Model: _____

Accessories: (power adapter, etc.)

Equipment Return Signatures _____

Student Initials _____

Parent Initials _____

Staff Initials _____

Date _____

STUDENT TECHNOLOGY DEVICE USE AGREEMENT 2025-2026 I hereby agree that I have reviewed the terms of this Student Technology Device Use Agreement and

agree to abide by them. In addition, I have been informed of the insurance options available to me for the technology devices at St. Anthony School.

Student Name

Date

Parent Name

Date

APPENDIX A - School Calendar

St. Anthony School Maui

2026-2027 School Calendar

2026		S	M	T	W	T	F	S	
JULY	19	20	21	22	23	24	25		7/13 Kdgn Testing last names A-K 8-11 & L-Z 12-3
	26	27	28	29	30	31	1		7/27 - 1st day for teachers
	2	3	4	5	6	7	8		8/1 - Campus Workday #1
	9	10	11	12	13	14	15		8/3 - Mandatory Parent Mtg 6pm, Cafe; 5:30 tour
AUGUST	16	17	18	19	20	21	22		8/4 Kdgn Orientation last names A-K 8-11 & L-Z 12-3
	23	24	25	26	27	28	29		8/5 First day for all students - Dismissal at 11 am
									8/11 - Picture taking - FLC
SEPTEMBER	30	31	1	2	3	4	5		8/19 - Welcome Back & Movie Night 5pm
	6	7	8	9	10	11	12		8/20 -No School - Mass of the Holy Spirit
	13	14	15	16	17	18	19		8/21 - No School - Admissions Day
	20	21	22	23	24	25	26		9/7 - No School - Labor Day
OCTOBER	27	28	29	30	1	2	3		9/20 - Catechetical Sunday
	4	5	6	7	8	9	10		10/2 - No School - Teacher PD Day
	11	12	13	14	15	16	17		10/5-10/9 - Fall Break
	18	19	20	21	22	23	24		10/23 St. Anthoween
NOVEMBER	25	26	27	28	29	30	31		10/26 - 8-9am - Picture Make-up Day
	1	2	3	4	5	6	7		10/26-27 Dismiss @ 12pm PT Conferences (K-8)
	8	9	10	11	12	13	14		11/11 - No School - Veteran's Day
	15	16	17	18	19	20	21		11/14 - Golf Tournament
DECEMBER	22	23	24	25	26	27	28		11/25 - Early Dismissal at 11am
	29	30	1	2	3	4	5		11/26 - No School -Thanksgiving Holiday
	6	7	8	9	10	11	12		11/27 - No School -Thanksgiving Holiday
	13	14	15	16	17	18	19		12/14-17 - Finals MS
2027	20	21	22	23	24	25	26		12/17 MS Only - Early Dismissal
	27	28	29	30	31	1	2		12/18 - Christmas Program
	3	4	5	6	7	8	9		12/18 - Early Dismissal at 11am (K-8)
	10	11	12	13	14	15	16		12/21-1/4 - Christmas Break
JANUARY	17	18	19	20	21	22	23		1/4 - No School - Teacher Workday
	24	25	26	27	28	29	30		1/5 - Students Return
FEBRUARY	31	1	2	3	4	5	6		1/18 - No School - Martin Luther King Day
	7	8	9	10	11	12	13		1/28 - Early Dismissal 11:00am
	14	15	16	17	18	19	20		1/29 - No School -ACCE Teacher Workday
	21	22	23	24	25	26	27		1/31-2/5- Catholic Schools Week
MARCH	28	1	2	3	4	5	6		2/6- Campus Workday #2
	7	8	9	10	11	12	13		2/10 Ash Wednesday
	14	15	16	17	18	19	20		2/15 - No School - Presidents' Day
	21	22	23	24	25	26	27		3/15-19 - Spring Break
APRIL	28	29	30	31	1	2	3		3/26-No School Good Friday/Prince Kuhio Day
	4	5	6	7	8	9	10		3/28 - Easter Sunday
	11	12	13	14	15	16	17		3/29 - No School - Easter Monday
	18	19	20	21	22	23	24		4/16 - prep for bazaar -Early Dismissal at 11am
MAY	25	26	27	28	29	30	1		4/17 - SAS Fun Daze Bazaar
	2	3	4	5	6	7	8		5/7 - May Day Program- Early Dismissal 11am
	9	10	11	12	13	14	15		5/19-24 - MS Finals
	16	17	18	19	20	21	22		5/21 - Preschool Graduation
JUNE	23	24	25	26	27	28	29		5/24 - MS only -Dismiss at 11am
	30	31	1	2	3	4	5		5/25 - Last Day - Dismiss at 11am (K-8)
									5/25 - Baccalaureate Mass @ 8:15am
									5/25 - Graduation @ 10am
									5/31 - Memorial Day
									6/2 - Teachers' Last Day

QUARTERS	
Q1:	8/5-10/2 (39)
Q2:	10/12-12/18 (47)
Q3:	1/5-3/12 (45)
Q4:	3/22-5/25 (45)
Total: 177 days	

LEGEND	
	No School
	Early Dismissal
	Teachers Only

APPENDIX B - Bell Schedule

St. Anthony School Kula Ha'a Ha'a (GS Schedule) 2026-2027 SY

Papa Huli & Papa 'Öhā

Time	Monday	Tuesday	Wednesday	Thursday	Friday
7:45-8:00	Piko/Announcements	Piko/Announcements	Piko/Announcements	Piko/Announcements	Morning Assembly 8-8:20
8:00-9:30	ELA	ELA	ELA	ELA	ELA
9:30-9:45	RECESS	RECESS	RECESS	RECESS	RECESS
9:50-11:10	Math	Math	Math	Math	Math
11:10-11:20	Bathroom	Bathroom	Bathroom	Bathroom	Bathroom
11:20-11:40	Lunch	Lunch	Lunch	Lunch	Lunch
11:40-12:00	RECESS	RECESS	RECESS	RECESS	RECESS
12:05-12:40	'Ölelo Hawai'i (Papa Huli) Religion (Papa 'Öhā)	Hana No'eau (Papa Huli) Religion (Papa 'Öhā)	Music / Library (Papa Huli & Papa 'Öhā alternate Weeks)	PE (Papa Huli) Religion (Papa 'Öhā)	Guidance (Papa Huli) Religion (Papa 'Öhā)
12:40-1:15	Religion (Papa Huli) 'Ölelo Hawai'i (Papa 'Öhā)	Religion (Papa Huli) Hana No'eau (Papa 'Öhā)	Ka Hana Ha'alele	Religion (Papa Huli) PE (Papa 'Öhā)	Religion (Papa Huli) Guidance (Papa 'Öhā)
1:15-2:15	Social Studies/ Science	Social Studies/ Science		Social Studies/ Science	Social Studies/ Science
2:15-2:30	Ka Hana Ha'alele	Ka Hana Ha'alele		Ka Hana Ha'alele	Ka Hana Ha'alele

Papa Ha'a

Time	Monday	Tuesday	Wednesday	Thursday	Friday
7:45-8:00	Piko/Announcements	Piko/Announcements	Piko/Announcements	Piko/Announcements	Morning Assembly 8-8:20
8:00-9:30	ELA	ELA	ELA	ELA	ELA
9:30-9:45	RECESS	RECESS	RECESS	RECESS	RECESS
9:50-11:10	Math	Math	Math	Math	Math
11:10-11:20	Bathroom	Bathroom	Bathroom	Bathroom	Bathroom
11:20-11:40	Lunch	Lunch	Lunch	Lunch	Lunch
11:40-12:00	RECESS	RECESS	RECESS	RECESS	RECESS
12:05-1:15	Social Studies/ Science	Social Studies/ Science	Music (12:40-1:15pm)	Social Studies/ Science	Social Studies/ Science
1:15-1:50	'Ölelo Hawai'i	Hana Noe'au		PE	Guidance
1:55-2:30	Ka Hana Ha'alele	Ka Hana Ha'alele		Ka Hana Ha'alele	Ka Hana Ha'alele

**St. Anthony School Kula Waena Kula Ki'e Ki'e
(MS/HS Bell Schedule) 2026-2027 SY**

	Regular Day (M, Tu, Th)
HR/ Piko	7:45-7:55 (10)
Period 1	8:00-8:45 (45)
Period 2	8:50-9:35 (45)
Period 3	9:40-10:25 (45)
Recess	10:25-10:35 (10)
Period 4	10:40-11:25 (45)
Period 5	11:30-12:15 (45)
Lunch	12:20-12:50 (30)
Period 6	12:55-1:40 (45)
Period 7	1:45-2:30 (45)
After School: Tutoring	2:40-3:30 (50)

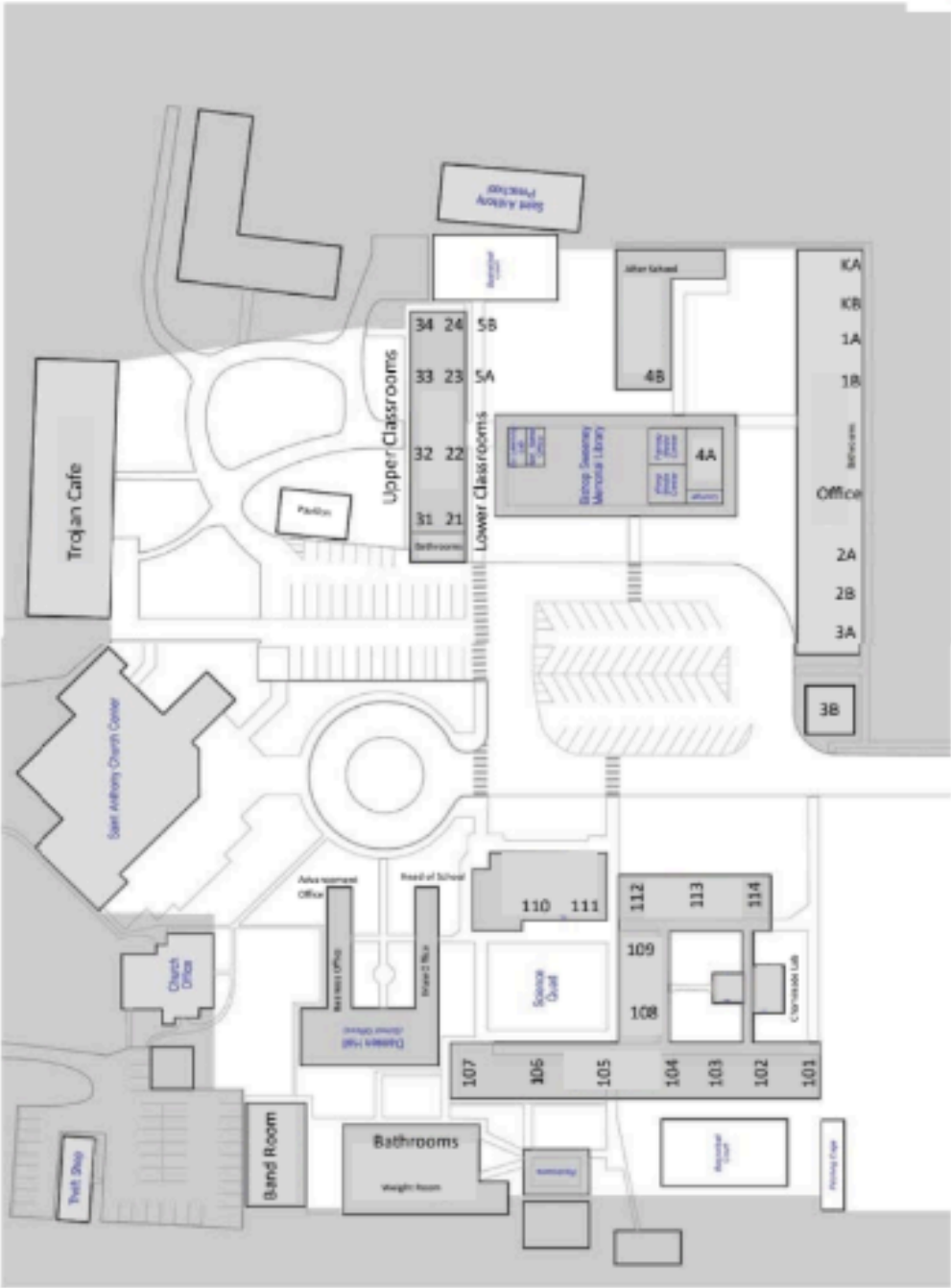
	Wednesday
HR/ Piko	7:45-7:55 (10)
Period 1	8:00-9:05 (65)
Period 2	9:10-10:15 (65)
Recess	10:15-10:30 (15)
Period 3	10:35-11:40 (65)
Enrichment	11:45-12:20 (35)
Lunch	12:25-1:05 (40)
HR	1:05-1:15 (10)

	Wednesday Mass
HR/ Piko	7:45-8:00 (15)
Mass	8:15
Recess	9:20-9:35 (15)
Period 1	9:40-10:35 (55)
Period 2	10:40-11:35 (55)
Period 3	11:40-12:35 (55)
Lunch	12:40-1:15 (35)

	Friday
HR	7:45-7:55 (10)
Assembly	8:00-8:15 (15)
Period 4	8:20-9:25 (65)
Period 5	9:30-10:35 (65)
Recess	10:35-10:50 (15)
Period 6	10:55-12:00 (65)
Lunch	12:05-12:40 (35)
Enrichment	12:45-1:20 (35)
PE & Nutrition	1:25-2:30 (65)

*Please note that schedules are subject to change. The most current schedules will be communicated with students and families.

St. Anthony School Campus



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

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

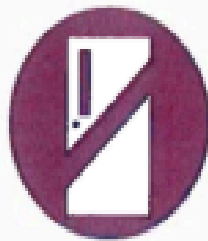
Tornado
Hazard
Earthquake
Tsunami

Safety Strategy

Evacuate to shelter area
Seal the room
Drop, cover and hold
Get to high ground

ADULTS

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



HOLD

In Your Room or Area

HOLD IN YOUR ROOM OR AREA. CLEAR THE HALLS

There may be situations that require students to remain in their classrooms. For example, an altercation in the hallway may require keeping students out of the halls until it is resolved. A medical issue may require only one area to be cleared, with halls still open in case outside medical assistance is required.

There may be a need for students who are not in a classroom to proceed to an area where they can be supervised and remain safe.

PUBLIC ADDRESS

The public address for Hold is: "Hold in your room or area. Clear the Halls." and is repeated twice each time the public address is performed. There may be a need to add directives for students that are not in a classroom, at lunch or some other location where they should remain until the hold is lifted.

"Hold in your room or area. Clear the Halls.
Hold in your room or area. Clear the Halls."

PUBLIC ADDRESS - RELEASE

A Hold can be released by Public Address.

"The Hold is released. All Clear.
The Hold is released. All Clear."

INCIDENT COMMAND SYSTEM

The School Incident Command System should be initiated.

ACTIONS

Students and teachers are to remain in their classroom or area, even if there is a scheduled class change, until the all clear is announced.

Students and staff in common areas, like a cafeteria or a gym, may be asked to remain in those areas or move to adjoining areas like a locker room.

Students and staff outside of the building should remain outside unless administration directs otherwise.

It is suggested that prior to locking the classroom door, teachers should rapidly sweep the hallway for nearby students. Additionally, teachers should take attendance, note the time, and conduct business as usual.

In a high school with an open campus policy, communicate as much detail as possible to students who are temporarily off campus.

RESPONSIBILITY

Typically an administrator is responsible for initiating a Hold, however anyone should be able to call for a Hold if they observe something happening that would require this action.

PREPARATION

Student, teacher, and administrator training.

DRILLS

Hold should be drilled at least once a year, or as mandated by state requirements.

CONTINGENCIES

Students are trained that if they are not in a classroom they may be asked to identify the nearest classroom and join that class for the duration of the Hold.

EXAMPLES OF HOLD CONDITIONS

The following are some examples of when a school might initiate a Hold:

- An altercation in a hallway;
- A medical issue that need attention;
- Unfinished maintenance operation in a common area during class changes.

INTERNAL/PRINCIPAL MESSAGING

To students and staff during an incident.

Example Situation: Medical Emergency

"Students and staff, please Hold in the cafeteria or your room. We're attending to a medical situation near the office."

"Students and staff, the Hold is released. All clear. Thank you for your assistance with making this Hold work smoothly."

MESSAGING TO PARENTS

To parent and community after a Hold event

Example Situation: Medical Emergency

"Today at (time of day), there was a limited First Aid event in the building which required the Hold action to be initiated. Hallways were cleared and the event was handled promptly. Questions can be directed to (PIO) jdoe@school.org"



EVACUATE

A Location may also be provided

EVACUATE TO A LOCATION

Evacuate is called when there is a need to move people from one location to another for safety reasons.

An on-site evacuation is conducted usually because of a mechanical failure that would disrupt the school day, such as a power outage. If it can't be resolved quickly, the school may have to plan for early dismissal.

An offsite evacuation may be necessary when it's no longer safe to stay in the building such as a gas leak or bomb threat. In this case, people will be allowed to bring their personal items with them.

If there has been a violent event at the school, an off-site evacuation will almost always be necessary since the school will be deemed a crime scene. People may or may not be able to bring their personal items with them.

REUNIFICATION AFTER AN EVACUATION

When the students and staff are evacuated off-site, they may be walking to a different location or being transported to the location and there will be an organized reunification of students and parents/guardians at that site.

For in-depth information about conducting a Reunification, please refer to The Standard Reunification Method: <https://iloveguys.org/The-Standard-Reunification-Method.html>

PUBLIC ADDRESS

The public address for Evacuate is: "Evacuate! To a Location" and is repeated twice each time the public address is performed. For instance, "Evacuate! To the Flag Pole."

"Evacuate! To a location.
Evacuate! To a location."

ACTIONS

The Evacuate Action demands students and staff move in an orderly fashion to a safe area.

INCIDENT COMMAND SYSTEM

The School Incident Command System should be initiated.

RESPONSIBILITY

The classroom teacher or administrator is usually responsible for initiating an Evacuation. The directives or actions may vary for fire, bomb threat, or other emergencies. Other directions may be invoked during an evacuation, and students and staff should be prepared to follow specific instructions given by staff or first responders.

PREPARATION

Evacuation preparation involves the identification of facility evacuation routes, evacuation assembly points and evacuation sites, as well as student, teacher, and administrator training. An evacuation site usually becomes the reunification site, so plan accordingly. Ideally, plan to have an offsite evacuation facility that's within walking distance and another farther away from the school in case the hazard is in the immediate area. Have an MOU in place with each site to outline expectations and responsibilities in advance. A sample MOU for this can be downloaded from iloveguys.org/The-Standard-Response-Protocol.html

An Evacuation plan must include having all supplies that people with disabilities may need such as medications, supplementary mobility devices and accessible routes for mobility-impaired people.

EVACUATION ASSEMBLY

The Evacuation Assembly refers to gathering at the Evacuation Assembly Point(s). Teachers are instructed to take roll after arrival at the Evacuation Assembly Point(s).

Schools with large populations might plan on having multiple, predetermined assembly points to help manage crowds.

DRILLS

Evacuation drills should be performed at least twice a year or as mandated by state law. An Evacuation drill is very similar to a fire drill. Fire drills are often required regularly and constitute a valid Evacuation drill.

Drills are also a good opportunity to talk about and practice alternate exit routes to use in case a certain area is not safe to walk through.

CONTINGENCIES

Students are trained that if they are separated from their class during an Evacuation, then joining another group is acceptable. They should be instructed to identify themselves to the teacher in their group after arriving at the Evacuation Site.

RED CARD/GREEN CARD/MED CARD

After taking roll, the Red/Green/Med Card system is employed for administrators or first responders to quickly visually identify the status of the teachers' classes. Teachers will hold up the Green card if they have all their students and are good to go. They hold up the Red card if they are missing students, have extra students or another problem, and use the Med card to indicate their need for some sort of medical attention.

See the Materials section for examples.



POLICE LED

Evacuation after a Lockdown

POLICE LED EVACUATION

In the rare situations where law enforcement is clearing classrooms and escorting students and staff out of the classroom and through the building, it is important to have provided advance instruction on what to expect.

PUBLIC ADDRESS

There may or may not be any public address notifying students and staff that law enforcement is performing these actions.

ACTIONS

As officers enter the classroom, students and staff must keep their hands visible and empty. It is unlikely they will be able to bring backpacks, purses or any personal items with them during a Police Led Evacuation. Students may be instructed to form a single file line and hold hands front and back, or students and staff may be asked to put their hands on their heads while evacuating.

WHAT TO EXPECT

Prepare students and staff that during a Police Led Evacuation, officers may be loud, direct and commanding. Students and staff may also be searched both in the classroom and again after exiting the building.

EMOTIONAL RESPONSIBILITY

There is a conversation occurring with law enforcement regarding their role in post-event recovery. This is a growing concern, and warrants conversations between schools, districts, and agencies about how to keep students safe, and reduce trauma that might be associated with a Police Led Evacuation.

PREPARATION

Student, teacher, and administrator training.

In the event of a police led evacuation, policies should be in place on how to give key access to law enforcement officers evacuating all rooms in the school building.

MEDIA MESSAGING

To the media/community after an event.

Example Situation: Violent Event

"On (date) at (time of day), (agency name) responded to (school name) in reference to (event type). Officers assisted with safely escorting students and staff out of the school and to the Evacuation and Reunification site where the (School District) was able to initiate the Reunification process."

DISPATCH MESSAGING

To responding officers during an event.

Example Situation: Police Led Evacuation

"(Dispatched Units) respond to (school name) to assist with Evacuation of students and staff. Assistance is needed to accompany individuals out of the school and to the Secure Assembly Area at (location). Respond to the Command Post for your assignment. (time stamp)"

LAW ENFORCEMENT MESSAGING

To responding officers during an event.

Example Situation: Gas Leak

(Police unit name) respond to (area near the school) to assist with evacuating students from (school name) because of a gas smell in the building. Meet with (supervisor) for further information to assist with Evacuation and Reunification.

LAW ENFORCEMENT GUIDANCE

Once the threat has been neutralized, it is recommended that first responders re-group and slowly move to the evacuation phase. Identify the location of the evacuation area or bus staging area prior to releasing classrooms. Take this time to discuss emotional responsibility when releasing classrooms. Begin releasing people from classrooms and offices to the designated area.

Law enforcement officers may also be needed to assist with directing traffic and ensuring the evacuation process is being done safely.

CONTINGENCIES

In an off-site evacuation to a reunification site, Incident Commanders should consider leaving students and staff in their rooms until transportation arrives. Your team can also discuss communicating to classrooms that the threat has been minimized enough that they may relax and wait for evacuation.

When it's time, each room can be cleared directly to the buses in order to minimize trauma.

It is recommended to avoid the scene of the incident when exiting. Transport directly to the Reunification Site.

TRANSPORTATION

During a police led evacuation, transportation is going to be initiated. Have a policy in place for your transportation department or contracted transportation company so they are ready to respond in a timely manner with enough buses.



SHELTER

State the Hazard and Safety Strategy

SHELTER STATE THE HAZARD AND SAFETY STRATEGY

Shelter is called when specific protective actions are needed based on a threat or hazard. Training should include response to threats such as tornadoes, earthquakes, hazardous materials situations or other local threats.

PUBLIC ADDRESS

The public address for Shelter should include the hazard and the safety strategy. The public address is repeated twice each time the public address is performed.

"Shelter! For a hazard. Using safety strategy.
Shelter! For a hazard. Using safety strategy."

For a tornado, an example would be:

"Shelter for a tornado. Go to the tornado shelter.
Shelter for a tornado. Go to the tornado shelter."

After the danger has passed:

"Students and staff, the Shelter is released. All clear.

Thank you for your assistance and patience during the Shelter."

HAZARDS MAY INCLUDE

- Tornado
- Severe weather
- Wildfires
- Flooding
- Hazmat spill or release
- Earthquake
- Tsunami

SAFETY STRATEGIES MAY INCLUDE

- Evacuate to Shelter area
- Seal the room
- Drop, cover and hold
- Get to high ground

ACTIONS

Collaboration with local responders, the National Weather Service, and other local, regional and state resources will help in developing specific actions for your district response.

INCIDENT COMMAND SYSTEM

The School Incident Command System should be initiated.

RESPONSIBILITY

Sheltering requires that all students and staff follow response directives. Districts should have procedures for all foreseeable local hazards and threats which include provisions for those individuals with access and functional needs.

PREPARATION

Identification and marking of facility Shelter areas.

DRILLS

Shelter safety strategies should be drilled at least twice a year, or as mandated by the state.

STATE THE HAZARD AND SAFETY STRATEGY

Using the Shelter Protocol and stating the hazard allows for an understanding of the threat and the associated protective actions. Most often, the Shelter Protocol is utilized for tornadoes and other severe weather, in which case it would include the Shelter location for students and staff, and what protective posture or action they should take.

Sheltering for a hazardous materials spill or release is very different. In the case of a hazmat situation, students and staff would be directed to close their windows, shut down their heating and air conditioning units and seal windows and doors to preserve the good inside air while restricting the entry of any contaminated outside air. Listening to specific directives is critical to successful emergency response.

PLAIN LANGUAGE

NIMS and ICS require the use of plain language. Codes and specific language that are not readily understood by the general public are no longer to be used. The SRP uses shared, plain, natural language between students, staff and first responders. If there are specific directives that need to be issued for a successful response in a school, those should be made clearly using plain language. There is nothing wrong with adding directives as to where to Shelter, or what protective actions should be used in the response.

CUSTOMIZATION

The classroom poster is sufficient for generic Shelter guidance. The Foundation recognizes that localized hazards may need to be added to the poster. For this reason, the Public Address poster is available in MS Word for customization (<https://loveguys.org/The-Standard-Response-Protocol.html>).

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)

_____ Parent/Guardian
(Signed)



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 kinds 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: _____

