



# **Student/Parent Handbook**

# **2017-2018**

# The ANTHONY SCHOOL

## **MISSION STATEMENT**

**The mission of The Anthony School is to educate children ages three through eighth grade in a challenging, loving environment which empowers them to become efficient, independent, excited learners.**

## **PHILOSOPHY**

The Anthony School board of trustees, administration, faculty, and staff are committed to the education of each individual student, enabling him or her to reach academic potential. We have a history of success based on high academic standards and cooperation among parents, students, and school personnel.

The Anthony School policies and procedures are based on the right of every student to learn and every teacher to teach in an atmosphere of mutual respect. We provide an environment that enables students to make choices, exercise sound judgment, and develop appropriate academic and social behavior. Our goal is to teach students the self-discipline required to be successful academically and socially in school and in the broader community.

It is the policy of The Anthony School to recognize and support the rights of the TAS community. In order to support the mission of The Anthony School, our actions should not infringe on the integrity of the school's operation, mission, employees or families. That being said, it is the policy of the school that no parent will be allowed to confront another student other than their own child. The administration doors are always open to address any issues or concerns.

The Anthony School is a private, independent school, not affiliated with any church or religious organization. It is our policy to teach children respect and tolerance for persons of different faiths, traditions, and cultures; our curriculum includes the study of customs and traditions from different faiths and cultures. The Director of the school will honor all individuals whose customs and/or religious beliefs might prevent their child/children from participating in contradictory group activities. An excused absence from school will be observed.

The Anthony School is a non-profit organization that does not discriminate on the basis of religion, ethnic origin, gender, mental and physical handicap, or any other consideration unrelated to education.

## **THREE SCHOOLS IN ONE**

*Early Childhood:* The EC curriculum is designed both to be developmentally appropriate and to allow each child to have learning opportunities through a variety of experiences. Classrooms and schedules are intentionally set up to allow student participation in group activities and lessons, as well as to make choices for individual learning.

*Elementary:* The Elementary Program is rigorous and challenging. It reflects our mission of educating children in a challenging, loving environment that empowers them to become efficient, independent, excited learners.

*Middle School:* The MS faculty is devoted to the school philosophy and mission, maintaining high academic standards, as evidenced by the advanced curriculum. The primary goal is to prepare students for a rigorous

college-preparatory high school curriculum. Emphasis is placed on the student's "ownership" of his/her education and on the expectation for students to do their best work.

All our teachers work cohesively to ensure that The Anthony School provides the best possible education for students. Teachers and students operate in an atmosphere of mutual respect.

### **HONOR CODE**

The Anthony School operates within the framework of an honor system for its students. All students are responsible for adhering to the following honor code:

**"I agree to take responsibility for doing my school work honestly, alone, or cooperatively with help approved by my teacher. I will show respect for my fellow students and teachers by following classroom and school rules which promote learning."**

## **TAS SECURITY & SIGN IN PROCEDURES**

**To ensure the safety of all our students and faculty, ALL PARENTS AND VISITORS MUST SIGN IN AT THE MAIN OFFICE AND RECEIVE A NAME TAG BEFORE ENTERING THE SCHOOL HALLS FOR ANY REASON. The main doors in front of the school will be the only entrance used during the school day.**

Please know, we work to ensure the safety of your children. If you have questions, please feel free to call The Anthony School office and talk with Susan Koller, Assistant Director, Crisis Team Leader or Sharon Morgan, Head of School.

We all share the same feelings of sympathy and sadness as we work to comprehend tragic events that periodically occur in our community and country. We share heart-felt sympathy for anyone involved in such an event.

As schools across continue to strive for more and more security, we too continue to evaluate and increase measures of security for our school and your children.

For the safety of all students, staff, and visitors, we are continuing or implementing the following:

- All exterior doors, excluding the main entrance are locked at 8:15.
- All parents/visitors must sign in, obtain a visitor pass, and passed through the check in process to access any part of the building past the main office.
  - This includes classroom volunteers, parents attending classroom celebrations parents wanting to look in the lost and found, parents/relatives wanting to eat lunch with their child, etc.
- The Multi-purpose playing area and playground is closed to public during school hours 7:30 am - 5:30 pm. These areas will only be accessible to TAS students and staff.
- We are no longer able to accommodate adults on the playground at recess times. If you have a need to observe your child at a recess, please make arrangement with the Assistant Director through the office. However, school sponsored activities can be attended by parents.
- Emergency drills (fire/emergency evacuation, and lock down) are routinely practiced.
- Staff have communication available by telephone, technology, intercom and/or handheld radio throughout the building and playground.
- Security cameras are installed at the main entrance, gym entrance, and throughout the school hallways, playground, and around drop-off areas. Monitors are located in the Assistant Directors office.
- Emergency exits are posted in every classroom.
- The main entrance is equipped with "panic" buttons.

## **SIGNING IN/OUT STUDENTS**

A student will not be allowed to check out of school unless contact is made with the main office by a parent/guardian, in person or by telephone. Notes will not be accepted for checking out of school. A parent or guardian must come in the main office and officially sign the student out. To eliminate class disruptions, students will be allowed to check out during a class period only for a doctor's appointment or verifiable emergency. The student should wait in class until called from the office. When being dismissed during the school day for a school activity, students must remain in class until the designated dismissal time.

## **LEAVING CLASS**

A student may not leave class for any reason except academics, illness, or a similar emergency. A student who leaves class for the library, computer lab, tutoring, etc. must have permission from the classroom teachers or a hall pass. Students sent from one class to another must have a written pass signed by the teacher. Students who leave class without the teacher's permission will be assigned Detention Hall.

## **LEAVING CAMPUS**

Under no circumstance is a student to leave campus without permission from the Administration. A student leaving campus, unexcused, will be suspended. Students traveling to school activities after school hours, must be signed out in the office using the guidelines for pick up consent.

**We will be conducting various drills throughout the school year. Listed is the description of various drills.**

- **FIRE DRILLS**

The school will conduct a "fire drill" each month that the school is in session. This is a Fire Core requirement. We want each student to understand and be aware of the importance of this drill and not be afraid when the fire alarm is sounded. By practicing they will know what to do and how to do it.

- **LOCKDOWN DRILLS**

The school will conduct one "Lockdown Drill" each semester of the school year. This type of drill will secure the school building and safely shelter all students, staff and visitors inside the building. The purpose of this drill is to keep the students safe from any danger outside or inside the building. During a "Lockdown Drill" all of the perimeter doors to the school building will be locked and will remain locked until the danger or insure outside or inside the building is removed. To enable everyone to remain safe, no one will be allowed to enter the building or leave the building until the authorities authorize such a release.

- **SHELTER/OFF-CAMPUS DRILLS**

The "Shelter-off-campus" drill will be conducted one time a semester each schoolyear. The purpose of this drill is to be prepared to move to a safe location in case of severe weather, tornados, or facility emergency.

Please remember that these safety practice drills are done to help maintain our school as a safe place to learn and work.

## **CHILD PROTECTION**

We hold the safety and welfare of your children as our highest priority. If information is reported of any potential wrongdoing on the part of an adult employee that could potentially threaten the well-being of a child or children, the staff, and school we will act promptly to investigate. An investigation does not indicate the guilt or innocence of an individual. It is something we must and will do to protect the safety and welfare of The Anthony School community.

Please review the following procedure for STUDENTS and PARENTS to report suspicious situations of inappropriate behaviors.

- Confidentiality is mandatory.
- Make your report to the appropriate administrator, but do not make the report to any employee or adult who is involved in the conduct question.

- Do not wait or mull things over or attempt to determine for yourself whether the behavior you have observed has plausible, innocent explanation. You may not understand the entire situation, and allowing the conduct to continue could be bad for both the staff member, adult, and students.
- DO NOT confront or discuss the matter with the suspected individual. Do not inform the person of your concern, unless it is a situation where immediate intervention is necessary to protect a child.

Reporting Child Abuse and Neglect is a federal law. This federal law requires that educators report suspected child abuse and neglect based on reasonable suspicions rather than certainty. Thus, school employees are mandated reporters. As mandated reporters, they are required by law to report suspected child abuse and neglect. With anxiety surrounding reporting, TAS has partnered with Arkansas Family First for immediate professional assistance in any crisis emergency.

## PreK 3 – 8th Grade Information

### ARRIVAL

**THE FRONT ENTRANCE OFF OHIO STREET WILL OPEN AT 7:30! The Gym Lobby entrance opens at 7:15. Students may not arrive before 7:15 A.M. The parking spots in the front are NOT to be used for drop off. If you walk your child in, please park across the street.** The front entrance off Ohio Street is the designated drop off for PreK3-K students beginning at 7:30. The 2<sup>nd</sup> Gym entrance is the drop off location for 1<sup>st</sup>-8<sup>th</sup> grade. All students arriving between 7:15 and 7:30 are to report to the gym. After 7:30, early childhood students (PK3-K) will be escorted to a designated classroom for each age level until collected by their teacher at 7:50. Middle School students may go to classroom at 7:45 and Elementary (1<sup>st</sup>-5<sup>th</sup>) will be dismissed from the gym at 7:50 to their rooms. **Classes for all students begin at 7:55 for MS and 8:00 for all other students.** PreK 3 and PreK 4 students must be checked in by 10:00 AM due to staffing issues unless arrangements have been made through the LS Assistant Director.

### DISMISSAL

PreK3-PreK4 may attend the half-day, full day or extended day program. **Half-day** dismissal times are **11:30 A.M.** (just before lunch) or **full day at 2:45 P.M.** (just after pre-school students awaken from their nap).

Half-day students are to be picked up at the front Ohio Street entrance at 11:30. Full day students are to be picked up at the gym lobby entrance, **curbside lane**, at 2:45, unless they have an older sibling being dismissed later. [**Curbside lane is reserved for early childhood carpool from 2:45 – 3:00.**]

Kindergarten students in afternoon carpool will be picked up at the 2<sup>nd</sup> Gym Entrance door. [The curbside lane is reserved for **Kindergarten parents from 2:45-3:00.**] Elementary students, along with any younger siblings, are to be picked up at the gym lobby entrance at 3:05 P.M. Any early childhood or elementary students with middle school siblings will be picked up along with their older siblings at 3:25 at the 1<sup>st</sup> gym entrance. Both lanes will be used for elementary/middle school carpool. Elementary/MS students who are not picked up by 3:45 will be sent to after-care and regular drop in rates will apply.

**The front Ohio Street entrance IS NOT a pick-up spot for afternoon carpool. It will only be used for checking out students early.**

### EARLY DISMISSAL

11:30 All Pre-K 3, Pre-K 4, and Kindergarten students dismiss. **They do not eat lunch.**

\*Kindergarten, Pre-K 4 and Pre-K 3 students, along with any younger siblings will be picked up at the 2<sup>nd</sup> gym entrance.

\***Early childhood students with elementary or middle school siblings will eat lunch at the regular time and will go to carpool at the time appropriate to their oldest sibling.**

12:30 1<sup>st</sup>-5<sup>th</sup> grade students dismiss at the regular pick-up spot.

1:00 6<sup>th</sup>-8<sup>th</sup> grade students dismiss at the regular pick-up spot.

**THERE WILL BE NO AFTERCARE ON EARLY DISMISSAL DAYS!**

**PLEASE NOTE:** If a student is not picked up by 3:45 P.M. he or she will be sent to aftercare and drop in rates will apply.

### AFTER-CARE

Students who stay for extended day must be picked up by 5:45 PM. Parents will be billed \$1.00 per minute after that time. If a parent is late three afternoons, extended care privileges may be withdrawn. Students must be signed out of after-school care with the staff member in charge. Please refer to pages 19-21 for guidelines, rules and procedures.

### CANCELLATION OF CLASSES

If it is necessary to cancel classes for any reason such as inclement weather, a phone notification through the **Power Announcement** will be generated to your home and cell phone, along with an announcement on the local radio stations, TV stations, and web-site. If the closing occurs during the school day, children should be picked up immediately once the announcement has been made. Pickup will occur at your designated location for carpool pick up. Please note that if school has not been closed and you feel it is not

safe for you to venture out to bring your child, there will be no penalty for their absence or late arrival due to the weather.

### **Student Dress**

As students mature, their choices of school attire should reflect their growing maturity. Attention to personal appearance is a demonstration of student personal pride, self-respect, and respect for others. Dress that is determined to be inappropriate, disruptive, or distracting to the educational process may result in sending the student home from school or prohibiting him/her from attending classes. The administration has final authority on all matters relating to the Dress Code Policy

#### **EC-5th Grade:**

Students must wear soft-soled, non-marking shoes that have completely closed toes and heels. Tennis/athletic shoes are preferred as they are the safest at recess and PE time. **Please no flip flops or croc-type shoes.**

Please make sure that your Early Childhood student has a complete change of clothes to be left at school with all items clearly labeled. Please be aware of weather changes throughout the year, as well as each student's individual growth, and make any changes necessary in your child's change of clothes.

5th graders may not wear leggings unless they are worn under skirts or dresses. Shorts/skorts/dresses may NOT be shorter than four inches above the top of the knee.

#### **6th grade through 8th:**

**Tops/Shirts:** NO camisoles, tank tops, spaghetti straps or sleeveless shirts may be worn. There will be NO mesh or sheer tops allowed; NO midriff, lower back, or exposed sides will be tolerated. T-shirts are allowed as long as the language written on the shirt is appropriate, and the shirt is not baggy, stretched out, or too tight.

**Pants/Shorts/Skirts:** All pants/skirts/skorts must be size appropriate. NO "low rider" pants, gym shorts, or athletic shorts/pants of any kind will be allowed. Shorts/skorts/dresses may NOT be shorter than four inches above the top of the knee. If belt loops are visible, a belt must be worn. Pants must not have excessive rips in them and/or must not be frayed. NO leggings may be worn unless they are worn under a skirt/skort that meets the length requirements.

**Shoes:** Shoes must have completely closed toes and completely closed heels. Croc type shoes are allowed as long as the toes are covered, and the back strap is in place. **TENNIS SHOES MUST BE WORN** during PE classes.

**Headgear:** No caps, hats, or sweatbands may be worn. Only religious headgear will be respected.

#### **Other Rules:**

Students should be well groomed at all times. Hair should not cover eyes at any time. If necessary, the hair should be pulled back.

Clothing should not display any illegal drugs, tobacco, alcohol, vulgar, or profane language. Students may not wear pajamas, or pajama-type clothing, including yoga pants/sweat pants

**Tennis shoes are preferred for ALL PE classes. Rubber sole shoes are REQUIRED.**

Students will be notified if special event days require different attire and will be an exception to these rules.

#### **Required Field Trip Attire Includes the Following:**

PreKe-1<sup>st</sup> grade – Red TAS shirt of any kind (purchased in the office or at The Toggerly)

2<sup>nd</sup>-5<sup>th</sup> grade – Red collared TAS shirt (Purchased at The Toggerly)

MS – Black collared TAS shirt (Purchased at The Toggerly)

### **CONSEQUENCES FOR CLOTHING VIOLATIONS: (Middle School)**

Each student is expected to follow and respect the dress code at The Anthony School. If a student disrespects the policy that is in place, he/she will be given a warning or asked to call a parent for a change of clothes. This decision will be based upon the severity of the infraction.

### **TARDIES**

Tardiness is detrimental to the learning process, as it disrupts the class already in progress and causes the tardy student to miss important instruction.

- A. Middle School students are tardy after 7:55; all other students are tardy after 8:05.
- B. All students must have parents sign them in the main office, and the student must receive a tardy slip to enter a class in the mornings.
- C. Any student who is tardy to a class a total of **five times** will be assigned D-Hall.

### **ABSENCES**

Attendance is a basic requirement of academic success. The Anthony School relies on parents to see that unnecessary absences are avoided. To insure the safety and concern for our students, please call the office and report when your child will be absent.

- A. Any absence beyond ten days per semester will be considered excessive.
  - 1. Excessive absences may be used as a basis for denial of course credit, promotion, or graduation. TAS understands there are extenuating circumstances that result in absences; however, a physician's note or parent conference will be required if such a situation arises.
- B. If a student is sent home or is absent due to a fever (100+) or vomiting, the child will need to be free from fever or vomiting for a minimum of 24 hours with no medication before returning to school.
- C. Family trip absences will be added to the cumulative number of absences per semester. One week prior notice to the teacher and the office will be required for such events. If assignments are given prior to the absence, students will be responsible for turning in work upon their return, unless the teacher and student have made other arrangements.
- D. Planned absences will not be allowed during nine-week tests or exams, semester tests or exams, or standardized tests. These tests may not be given in advance and may be made up only if the absence was due to an emergency or illness as determined by the Administration. The date must be convenient for the test giver.
- E. In order to participate in extracurricular activities, a student must attend all afternoon classes on the day of the activity.
- F. Approved Shadow Days for High School visits are considered an educational day; there will be no penalty for participation in extracurricular activities.

### **MAKE-UP WORK**

All make-up work should be completed in a timely manner. Students are permitted to make up work, beginning the day he/she returns to school. They will be given the same amount of days missed to complete the work. Example: 3 days absent, 3 days to make up work. Students will not receive credit for work or make-up tests past this allotted time. If there are extenuating circumstances, such as a prolonged serious illness or family emergency, arrangements should be made with the individual teacher. Students whose assignments or tests which were planned and announced prior to their absence will be responsible for turning in work on the day they return unless other arrangements were made.

Students are obligated to complete any work missed. Teachers do not have an obligation to re-teach missed assignments. Students may acquire missed assignments from the teacher's web pages, or assignments will be given to the student when he/she returns to class. It is the responsibility of the student to ask the teacher about missed work. If necessary, parents may email teachers for any missed assignments. If work/project is assigned a week or more ahead, it is due the day the child returns from absence.

### **INCOMPLETE DAILY WORK AND HOMEWORK**

The faculty encourages a strong sense of responsibility in students, especially with regard to completion of assignments. All schoolwork should be turned in on time. If work is not turned in on time, the individual teacher and grade level team will determine the consequence. Parents are encouraged to provide a consistent time and place for homework.



## **HOMEWORK**

### **(Early Childhood)**

Home study provides a building block for good study habits, personal organization of time and materials, and self-confidence. At the Kindergarten level, students are given homework periodically in order to instill responsibility for their work and belongings. It is an opportunity for parents to work with and observe their young children. Spending homework time together helps keep parents informed. Some optional homework assignments at the early childhood level are designed to directly involve the parents and are viewed as family projects.

### **(Elementary/Middle School)**

Homework in the elementary and middle school grades is used as a reinforcement tool for lessons taught during the school day. Homework should not take more than 30 min – 2 hours depending on the grade level. If excessive time is required by the student, the teacher should be made aware.

## **SEMESTER EXAMS – 7<sup>th</sup> and 8<sup>th</sup> Grade Only**

Semester exams will be given to 7<sup>th</sup> and 8<sup>th</sup> grade students. The information on the exams will cover a semester of comprehensive material for the particular academic class.

- 7<sup>th</sup> Grade: Students will take their exams over a four-day period, 2 exams each day. Students will not be allowed to leave during exam week, as other classes will still be meeting.
- 8<sup>th</sup> Grade: Students will take their exams over a 3 days period, 2 exams each day. Students will be allowed to leave each day after the last exam of the day, or they may remain at school and attend review sessions for the next day exams. 8<sup>th</sup> graders may be exempt from 2<sup>nd</sup> semester exams if they meet the following criteria: 1) maintain an “A” average both 3<sup>rd</sup> and 4<sup>th</sup> 9 weeks 2) have accumulated no more than 3 absences for the 2<sup>nd</sup> semester.

## **READING AT HOME**

Studies have shown that the greatest predictor of school success is a child’s ability to read. **One of the greatest contributors to early fluency is the modeling of reading at home.** This means reading to and around your children. Children are more likely to enjoy reading if they see their parents read books, newspapers, etc. Anthony School parents are encouraged to read to their Pre-K children a minimum of 15 minutes per day. As your child learns to read, this time should include both listening to your child read as well as reading to your child. By Kindergarten, parents should plan a reading schedule for 20 to 30 minutes daily. As your child gains fluency, please don’t stop sharing the joy of literature and the excitement of research.

## **GRADES**

Because each student is unique, teaching and learning cannot be a standardized process. The goal is to instill a love of learning accompanied by the inner reward of mastering new materials and meeting new challenges. Grades are an inexact, although helpful, teaching tool and are only one measure of a student’s progress and performance. Too much emphasis on grades may discourage a student from consistently putting forth his/her best effort or from risking new approaches. Making mistakes is a necessary component of the academic progress. Accepting one’s mistake is essential to the learning process and is a goal at every grade level of The Anthony School.

### **PreK3-K**

The early childhood department uses a series of behavioral checklists and ongoing informal assessments to measure student progress. Progress is monitored not only in academic areas but also in developmental areas such as attention to tasks, work habits, social and emotional maturity, etc. A progress report is provided for parents during winter and spring conferences. The fall conference addresses the classroom readiness of the students.

### **1<sup>st</sup>-2<sup>nd</sup>**

Academic performance and classroom behavior are reported as Satisfactory (S), Improving (I), or Needing Improvement (NI). Grades are reported to parents each quarter.

### **3<sup>rd</sup> – 8<sup>th</sup>**

94 – 100 = A  
85 – 93 = B  
70 - 84 = C  
60 - 69 = D  
Below 60 = F

A combination of letter grades and percentages are used in **third through eighth grades**.

## **CLASSROOM CONDUCT SCALE (1<sup>st</sup>-3<sup>rd</sup> grade only)**

An "S" for Satisfactory is expected of all students; it confirms that the student has upheld The Anthony School Standard in the classroom.

S= Satisfactory

N= Needs Improvement

U= Unsatisfactory

## **ACADEMIC HONOR ROLL**

Students in fourth through eighth grades are eligible for the Academic Honor Roll at the end of each grading period. Students may be on an all "A" honor roll or an "A-B" honor roll. "A-B" honor roll students must have at least two (2) "A's" in core subjects to be eligible. Honor Roll students will be recognized through our newsletter each nine weeks.

## **NATIONAL JUNIOR HONOR SOCIETY**

Students in 7<sup>th</sup> and 8<sup>th</sup> grade are eligible for National Junior Honor Society at the end of the first semester. Students with all A's and B's for the two 9 week grading periods of the first semester may be invited to apply for membership. An email will be sent to the students that are eligible in early January detailing the application process. Students **MUST** complete the paper work and submit prior to the deadline that will be given in order for them to be eligible. The student will also be ranked by his or her teacher according to citizenship, leadership, character, and service. An initiation ceremony will be held early February, once the NJHS Advisory Committee reviews all the applications. A minimum of one (1) hour of service outside the NJHS school sponsored service events will be required. Students who do not maintain a B (85) average or higher will go before the NJHS Advisory Committee for review. There is a \$15.00 annual fee for all members.

## **BEHAVIOR EXPECTATIONS – PreK3-K**

The early childhood department at The Anthony School uses developmentally appropriate methods to teach academic content to young children. Because we are an academic preschool and kindergarten, the program must be fairly structured. We require a calm, emotionally safe environment, and children are expected to behave appropriately. No student may interfere with the learning of others.

Aggressive or uncooperative children can compromise the social as well as the academic experience for the group. Early childhood students who repeatedly disrupt the teaching/learning process may be separated from the group temporarily. Depending on the nature, frequency, and severity of the disturbance, a parent may be called to come to school and take a student out of school for the day. If a suspended student is not picked up immediately, that student will be suspended for the next full school day.

Issues such as excessive aggression, biting, hiding from teachers, and frequent wetting are considered serious and will be addressed as needed. A child who has bitten another child/adult may be removed from school for the day. Parents are expected to pick up the child immediately. Parents may be called if a child hurts or attempts to hurt another student.

Physical threats will not be tolerated, and any threats involving the words "kill" or "death" may result in immediate removal from school pending a parent conference.

If a child is unwilling or unable to cooperate – and continually demonstrates negative behavior toward others, he/she may be asked to leave the School after having been cautioned by the Head of School or Assistant Director. The Head of School will make a decision involving the temporary suspension or permanent expulsion of a child. Situations may include a child at risk of causing serious injury to other children or himself/herself, abusive behavior, or a parent who demonstrates physical or verbal intimidation toward faculty or staff members. Every effort will be made to be respectful of the right to privacy for both the child and the family. It is our hope that such a decision will never be necessary, given our commitment to support the children of The Anthony School.

\*Please refer to the Conduct Expectations section of this handbook. These rules will apply to all students of The Anthony School and their families.

## ***Specific Incident Discipline - student inappropriate with another student***

If a child demonstrates negative behavior-inappropriate touching of another student, the following steps will be taken, the sequence and substance depending upon the severity of his/her situation and grade/age:

- a. A conference will be scheduled with the Head of School and the Assistant Director and parent(s) of all parties involved.
- b. Written dialogs will be kept from each conference.
- c. Negative behavior will result in conferences with the student's teacher or any other employee who is involved with supervising. The Head of School or Assistant Director will then confer with parents about their child's negative behavior. Discussions are carried out in the spirit of partnership.
- d. Together, we will try to find a solution. If a specified problem continues, other arrangements for the care of the child will have to be made for the safety and well-being of all.

\*\*It is the immediate responsibility of The Anthony School to make adjustments of logistics or staff or supervision in order to ensure inappropriate incidents do not occur.

\*\*Every effort will be made to maintain the privacy of all parties involved.

### **BEHAVIOR – 1st -8th Grade**

The Anthony School policies and procedures are based on the right of every student to learn and every teacher to teach in an atmosphere of mutual respect. We provide an environment that enables students to make choices, exercise sound judgment, and develop appropriate academic and social behavior. Our goal is to teach students the self-discipline required to be successful academically and socially in school and in the broader community.

The purpose of discipline is to teach behavior appropriate for different situations which students encounter. The following conduct expectations and safety rules are set out to insure a common understanding of mutual respect and a safe learning environment for all members of our school community.

Each student must cooperate by following class and school rules regarding the teaching/learning process. Individual teachers have classroom conduct rules, which are age appropriate. Those rules are posted and explained to students at the beginning of each school year. The Administration will respect and uphold the individual classroom rules. Students should not expect warnings for violation of school rules.

### **CONDUCT EXPECTATIONS**

- A. Students are expected to have a respectful attitude toward adults and fellow students at all times.
- B. Students are expected to do their schoolwork and homework honestly. The definition of cheating includes signing another person's name to any document, lying, or using another person's work or ideas without identifying the source.
- C. The Anthony School DOES NOT condone plagiarism of ANY kind. Any student caught having plagiarized any part of an assignment will receive an "F" on that work. In addition, the faculty and administration reserve the right to impose additional disciplinary action as deemed necessary.
- D. Students are expected to protect school property as well as the property of fellow students and school personnel. Any damage to school property or to the property of individuals at school will be repaired or the item replaced at the student's expense.
- E. Students are expected to abide by legal restraints, which apply to computers and their use. Installing viruses or accessing administrative files without permission is illegal. Accessing the Internet without authorization from a teacher is forbidden. (Please refer to the Technology Policy)
- F. Electronic devices are permitted only when approved by the teacher for schoolwork. If they are used without permission, they will be confiscated. The Anthony School is not responsible for lost or stolen property.
- G. If it should be necessary for a student to bring a cell phone to school, the phone must remain turned off in the student's locker or bag during the school day unless given permission by a teacher or administrator.
- H. Stealing or "borrowing" an item without permission is forbidden and may result in immediate suspension.
- I. No student may sell items for personal profit.
- J. Any clubs formed must be approved by the Administration and must not exclude classmates.

- K. Students may not leave school grounds for any reason unless they are checked out in the office by a parent or an adult expressly approved by a parent. All students must report to class at the appropriate time or make arrangements with the teacher if they will be tardy.

**The Anthony School is a “safe and friendly” environment. It is the intention that every student and teacher demonstrates respect to each other; therefore, the following behaviors will be subject to immediate disciplinary action which may include detention, suspension or expulsion:**

- A. Physically harming or threatening to harm a fellow student or a teacher. Fighting and excessive rough "play" are included.
- B. Bringing to school weapons or instruments that might be used as weapons against persons or property. Knives and cigarette lighters are included. Depending on the weapon, the police may be notified.
- C. Using words as weapons such as language which threatens, harms, or is disrespectful of others. Examples include name-calling; cruel teasing; racial, ethnic, religious or other slurs; and obscene language or gestures. Jokes, which indicate potential harm, will be taken seriously. Threats involving the words “kill” or “death” may result in immediate removal from school, pending a parent conference.
- D. Cyber-bullying is defined as bullying which uses e-technology as a means of victimizing others. It is the use of an Internet service or mobile technologies - such as e-mail, chat room discussion groups, instant messaging, Webpages or SMS (text messaging) - with the intention of harming another person. This type Of communication, and/or written communication that uses any of the harmful behavior above is strictly forbidden and will be subject to disciplinary action.
- E. Bringing or using alcohol, cigarettes, e-cigarettes, drugs, or any other controlled substance. Pretending or giving the perception of “being under the influence” will warrant immediate disciplinary action. Medications prescribed by a physician must be registered in the office if the student needs to take them during school.

#### **TECHNOLOGY BEHAVIOR EXPECTATIONS**

Please refer to the Responsible Use Policy at the end of the handbook. All students, grades 4th-8th will review policy at the beginning of each year. Each student and parent will initial the policy.

#### **LOCKER and DESK SEARCHES**

Lockers and desks are the property of The Anthony School. At no time does The Anthony School relinquish its exclusive control of lockers or desk provided for the convenience of students. The Anthony School personnel may perform general inspections of lockers and desks for any reason and at any time without notice, without student consent, and without a search warrant. Students are not permitted to lock or otherwise impede access to any locker except with a lock provided by or approved by The Anthony School. Unapproved locks will be removed and destroyed.

#### **PERSONAL SEARCHES**

A student's person and personal effects (e.g. backpack, purse, pockets, jackets, coats, etc.) may be searched by The Anthony School at any time to determine whether the student is in possession of prohibited items including drugs, alcohol, weapons, or other contraband. Searches may be performed without notice, without consent, and without a search warrant.

#### **DETENTION HALL**

Detention hall may be assigned for disciplinary consequences. D-hall is held on a weekday morning from 7:15 am- 7:50 am. D-hall may be assigned at the teachers or Assistant Director's discretion, depending on the incident. If a student fails to report to D-hall, an extra day will be added to the assignment. Transportation arrangements are the responsibility of the student.

Automatic D-hall will be assigned for the following:

- \*After 5 tardies
- \*Being caught with gum (this will be lunch d-hall)
- \*Being caught with food or beverage (not water) in the halls or classrooms without permission.
- \*Skipping class

## IN-SCHOOL/OUT-OF-SCHOOL SUSPENSION

Suspension from school or the classroom may be used as a means of disciplinary action for any unacceptable student behavior. When a student is suspended for any reason, parents will be notified by phone as soon as possible. Any student who is under suspension (in or out of school) may not practice, perform, attend, or otherwise take part in any activity with any school sponsored organization, either academic or extracurricular, for as long as the suspension is in effect.

**A. In-School:** When a student is assigned to in-school suspension, he or she will be restricted to an assigned area and will be expected to do assigned work, which will be turned in at the end of the day. It is the responsibility of the student to complete any assigned homework. If a test or quiz was announced during the suspension, the student will be responsible for taking it upon his/her return to the classroom. Failure to report to an assigned in-school suspension may result in out-of-school suspension from school.

**B. Out-of-School:** If a suspended student is not picked up immediately, a substitute will be hired to monitor in-school suspension, and the parents will pay for the substitute's services. It is the student's responsibility to email teachers and check webpages for any assignments during his/her suspension. All work is due upon student's re-admittance to school. Students will be responsible for any test/quizzes that were assigned during their suspension. No extended time for the assignments/tests/quizzes will be given. The student will be readmitted only after a conference between the parent/guardian and the Head of School.

**BEHAVIOR RUBRIC 1st-5th Grade**

<b>BEHAVIOR</b>	<b>1st OFFENSE</b>	<b>2nd OFFENSE</b>	<b>3rd OFFENSE</b>	<b>MORE THAN 3</b>
<b>Teasing or Exclusion</b>	Specific Verbal Reprimand	Student reprimanded, email to parent and card flipped	Student sent to AD's office, parent notified and loses 2 recesses	Student sent to AD's office, parent called and child given detention
<b>Defiant Behavior toward the teacher</b>	Student reprimanded, card flipped	Student sent to AD's office, parent contacted and loses 2 recesses	Student sent to AD's office, parent called and child given detention	Student sent to AD's office, parent meeting with possible suspension
<b>Rough Horse Play</b>	Specific Verbal Reprimand and parent is emailed. Card is flipped	Student sent to AD's office, parent contacted and loses 2 recesses	Student sent to AD's office, parent notified and detention is given	Parent meeting and possible suspension
<b>Severe hitting, threats of violence or severe harassment</b>	Student is sent to AD's office, parents notified immediately.	Parent notified, AD and Head of School will determine appropriate consequence	Parent notified, AD and Head of School will determine appropriate consequence	Parent notified, AD and Head of School will determine appropriate consequence
<b>Cyberbullying</b>	Student in violation of RUP	Student sent to AD's office, parents notified, computer privileges taken away temporarily	Student sent to AD's office, parent meeting, computer privileges taken away indefinitely, detention	Parent notified, AD and Head of School will determine appropriate consequence

\*\* Behavior record is kept yearlong. Head of School will make final decision regarding consequence for said action.

# SCHOOL POLICIES & GENERAL INFORMATION

## ADMISSIONS

The Anthony School admits students without regard for race, religion, ethnic origin, gender or any other arbitrary categorization unrelated to educational excellence. Each applicant is individually interviewed and tested by qualified faculty to determine his/her performance levels. The test and interview results are used to determine the best placement for individual students. If it should be determined that The Anthony School cannot meet the educational requirements of a student, the administration and tester will meet with the parents to explain why the school cannot properly place the student.

## TOILETING

To comply with our state license, regulation 1105.1, all students, ages three to four years must be **fully toilet trained** before entering our program. Students are given many opportunities throughout the day to go to the restroom as a group and must be able to independently complete all aspects of their toileting, with the exception of fasteners. They must also be able on their own to communicate a need to go to the restroom.

Full day students who are at school for naptime are taken to the restroom immediately before and after nap and must be able to remain dry while sleeping.

While we understand that occasional accidents are unavoidable, any student having frequent accidents (more than 1 or 2 during a week-long period) will not be considered as toilet trained, and will be removed from the classroom until a parent conference with the teacher and an administrator to establish a plan.

Parents of pre-K students are required to sign a form stating that their child is completely toilet trained. These forms are kept in the students' individual files. If a student is removed after the beginning of the school year for toileting reasons, parents will be responsible for payment of that semester's tuition.

## NAP TIME – PreK3-PreK4

The early childhood department has an obligation, as a licensed childcare provider, to offer a daily nap to our three and four-year-old students. **The only option we offer, other than napping at school, is to enroll your child in our half-day program that dismisses at 11:30 A.M.** All full day students are given a mat, and while not required to sleep, are expected to be still and quiet on a mat for the duration of naptime.

## TOYS

**Children are not to bring toys from home.** Any show-and-tell items will be pre-assigned and follow the content being taught. Please wait for the teacher to invite children to share specific things. The only exception to this rule is for full day students that would like to bring a small, soft toy to sleep with at naptime.

## BACKPACKS

Backpacks do not fit easily into the PreK3-K lockers/cubbies. The Anthony School will provide a book bag for each early childhood student, to be purchased as part of the supplies purchased through the school. Please use this bag. Parents are asked to empty the book bag each evening, look for notes, homework, completed work, etc. and return the empty book bag to school each day. This system allows the students to learn responsibility for their things and serves as our primary method of communication with the parents.

Students in grades 1-8 are allowed to bring backpacks. They are provided lockers to store their backpacks during the day.

## **CLASSROOM PLACEMENT**

Placement of students in classes is done with great care after considering the male-female ratio, student-student relationships, and individual student academic strengths and needs. Request for specific teachers will not be accepted. Small classes are established and maintained by board policy.

Maximum intellectual and emotional growth occurs in students when they are performing at a high level of success. Individual developmental differences, multiple intelligences, learning styles, and work pace are carefully considered in the continuing effort to keep each student simultaneously successful and challenged. Success generates success; challenge generates excitement about learning.

The purpose of discipline is to teach students the self-discipline required to be successful academically and socially in school and in the broader community.

The purpose of discipline is to teach behavior appropriate for different situations which students encounter. The following conduct expectations and safety rules are set out to insure a common understanding of mutual respect and a safe learning environment for all members of our school community:

## **CELL PHONES**

Using cell phones during the school day for communication purposes is not allowed. Teachers may allow students to use their cell phone during a class period for educational purposes. If students need to contact their parents, they may use an office phone, or may ask permission from a teacher to use their phone to communicate a quick message. If a student is caught using their phone without permission or if the phone goes off during a class, the phone will be taken up and given to the Assistant Director. After one warning, the student will be charged \$25.00, then \$5.00 will be added to the fine thereafter. Remember... phones are not to be seen or heard during the school day.

## **SCHOOL - RELATED ABSENCES**

Absences for school business or school activities will not be considered absences from school. This includes athletic contests, academic competitions, etc. Field trips are considered academic in nature; therefore, all students are expected to attend. Students are responsible for information on tests related to the field trips as well as their pro rata share of the field trip cost. This holds true whether or not they actually go on the field trips. This ensures that the school can pay for the cost of the pre-scheduled activity. If a student chooses in advance to skip a field trip, he or she will be counted as absent from school.

## **INCLEMENT WEATHER CLOSING**

Deciding to cancel school for a snow incident remains one of the most public and potentially controversial decisions a Head of School can make. In judging a snow day closing, the school community's safety lies in the hands of Administrators. The Administration does not want to cause parents the inconvenience of arranging childcare for no reason.

### **Some key guidelines for closings:**

- 1) Stay on top of weather reports. Even though forecasts aren't as reliable as we'd often hope when making these sorts of decisions, that's no excuse for getting caught unprepared the night before a blizzard strikes. Parents should make a habit of looking at the five-day forecast every day to address potential problems.
- 2) Close school for pertinent reasons, not because everyone else shuts down. While it may be useful to keep an eye on what other schools—public and private—are doing, it is essential to stay focused on the TAS situation. Anthony School provides a communication "snow chain" consisting of emergency texts, emails, and phone calls alerting families and staff. Our website and Facebook as well as the local news channels also provide information so everyone will know whether school is cancelled or in some cases delayed.

If the school does close for a full day, the students (1st-8th) will be instructed to complete work found on the website under the "inclement weather assignments." The days will be divided into "Day 1" and "Day 2," in the event we miss two days of school. The work will be completed and turned in within 7 days of the official snow day. Teachers will be available on-line at a specified time for students to ask questions.

## **POWERSCHOOL – 3<sup>rd</sup>-8<sup>th</sup> Grades ONLY**

In addition to written report cards, parent/teacher conferences, etc. students and parents/legal guardians can monitor assignments and academic progress through PowerSchool, an interactive website. This

interactive site provides interim, quarter, and semester grades for students and additionally class and homework assignments. Access to PowerSchool can be found under the “Quick Links” section of the school website or by using this link: <https://anthony.powerschool.com/public>.

Additional information about classrooms and teachers can be found on the teachers' individual website pages through our website, [www.anthonyschool.org](http://www.anthonyschool.org).

### **POWERSCHOOL/TAS Emergency Broadcast System – ALL STUDENTS**

Within PowerSchool is a feature called PowerAnnouncement. This is the TAS Emergency Broadcast System. This system will be used to contact parents about school closings, a rare emergency, or general announcements. Within the parent portal of PowerSchool (<https://anthony.powerschool.com/public>) parents can update phone numbers and email addresses for the broadcast system. Communication from the broadcast system will either come via a voice call, email or text message, and parents can choose preferences for all three forms. It is the responsibility of the parent to keep this information up to date. Please remember a change made here only affects the broadcast system. Please notify the office of any address, phone, or email changes.

Should you have any questions or need any assistance with PowerSchool or the school website, please contact Kari Bryde, Database Administrator, at [karib@anthonyschool.org](mailto:karib@anthonyschool.org).

### **RETENTION/FAILURE**

It is the goal of The Anthony School for all students to succeed in their academic pursuit regardless of their different learning styles. However, all students must be accountable for their day-to-day work, testing, and attendance.

Teachers will work with all students to assist in their success, but it is the responsibility of the individual student to meet curriculum expectations. If a student does not meet the passing standards, i.e. assignment completion and assessments for each semester, summer school or 30 hours of tutoring will be required in order to insure promotion to the next grade level. All make-up work/tutoring documentation must be turned in to the Asst. Director by August 1<sup>st</sup>.

Any 8th grader who fails a class or classes first semester and/or second semester, may face the possibility of not walking at graduation and/or not participating in the 8th grade trip. A parent conference will be held to discuss a plan for the student's completion of their 8th grade year. If an 8th grader is failing 3rd nine weeks, a meeting with parents and the student will be called to discuss a plan for the remaining semester. Failing more than two classes each semester will automatically deny the student from walking in the graduation ceremony.

In any given nine-week period, a parent/student conference will be arranged to discuss a plan of success for the student. Failure of a semester will result in summer school or 30 hours of tutoring requirement in that subject area.

### **LUNCHES (K-8th grade)**

Culinary Consultants provides a healthy, nutritious, and delicious lunch alternative to TAS students, teachers and staff for a reasonable monthly fee. In accommodating the vast multi-cultural diversity at TAS, a “global menu” program will be created to broaden and strengthen the culinary facet for the school family. The website is [www.culinaryconsultants.com](http://www.culinaryconsultants.com)

The global menu will represent four different cuisines per month while focusing on one cuisine for an entire week (excluding Pizza Day Fridays). The cuisines represented are: Southwestern/Mexican, Spanish, Thai, French, Chinese, Italian, American, Vietnamese, Japanese, Mediterranean, Indian and Cuban

### **SCHOOL SUPPLIES– during the school day**

School supplies are sold in the main office before school and during lunch. Students may charge only when absolutely necessary. You will be billed monthly. If charges exceed \$5.00 further purchases may be delayed until the account is cleared.



## **PARENT-TEACHER CONFERENCES**

PK3-K will have scheduled Parent-Teacher conferences in the fall, mid-year, and end of school. Grades 1-8 will have scheduled conferences in the fall and at the end of the school year. The line of communication between parents and teachers should remain open throughout the school year by phone and/or email.

## **EXTRACURRICULAR ACTIVITIES**

Extracurricular activities at The Anthony School are voluntary and involve team and group efforts. The purpose of these activities is to provide extended opportunities to cooperate with others to accomplish a goal. When a student chooses to participate, he or she will be expected to meet the requirements of the activity. Such activities may require a "C" average in core subjects and a satisfactory conduct grade.

If a student chooses to drop out of an activity, the teacher or parent sponsor should be notified in writing immediately. The adult sponsor may temporarily remove a student from a team or group for failure to follow the requirements of the activity or failure to show respect toward peer sponsors.

The Head of School may remove a student who does not satisfactorily meet school conduct expectations explained in the Student Handbook under the "Anthony School Standard."

Extracurricular activities may require additional fees, practice times, and/or afterschool meetings.

**Sports:** Volleyball and Basketball (3<sup>rd</sup>-8<sup>th</sup> grade), Golf, Tennis, Track, Cross Country, Soccer (5<sup>th</sup>-8<sup>th</sup>), Football (6<sup>th</sup>-8<sup>th</sup>)

**Clubs:** Art Club, Audio/Visual Club, Chess Club, Drama Club

## **FIELD TRIPS/SCHOOL PARTIES**

Field trips are an integral part of the academic experience for students. Parent participation sends a clear message that education is important to the parent. Parents who agree to help with a field trip or school party should plan to concentrate on their child and his/her classmates during that time to ensure their safety.

**Younger or older siblings are a distraction for the parent, the teacher, and the particular class involved. Consequently, siblings are not included in field trips/school parties.**

Parents may not take students for a treat before or after a field trip/school party unless the teacher has arranged for the entire class to participate as part of the outing.

Parents who are willing to assist on field trips must fill out and turn in to their child's teacher, the appropriate insurance and permission forms when transporting children.

## **BIRTHDAYS**

Every child's birthday is important. Parents may provide a special treat for the class if they wish to celebrate at school. Arrangements must be made in advance with the lead teacher in order to avoid interrupting the class schedule. If a parent wishes to bring any treat, including edibles, balloons, etc., permission must be obtained from the teacher. No birthday gifts may be opened at school. Invitations to parties held away from school may not be distributed at school unless it is possible to include every child or every gender in the class. Please be mindful of food allergies and dietary restrictions of the children in the classroom.

## **EMERGENCY INFORMATION**

If a student's guardian leaves the city, the school should have in writing, the name and telephone number of the person responsible for the child during the parents' absence.

## **CUSTODY STATEMENT**

Parent/Guardians that have been awarded custody through the courts must leave a copy of the custody order in the office for the student's file. The school will follow the orders as determined by the judge.

## **EMERGENCY DRILLS**

TAS conducts monthly tornado and fire evacuation drills. We also conduct periodic intruder drills to ensure the safety of our students and faculty. In case of a real emergency, parents will receive notification through our PowerAnnouncement system.

## **CHANGE OF ADDRESS**

Please notify the school *immediately* of any change of address or telephone number. This is critically important in case there is an emergency.

## **CONTACTING TEACHERS**

Teachers are not available to take phone calls during class time and need time to prepare for the students before and after class time. The office will gladly put a note in the teacher's message box so that he/she may call during the conference period if you must speak with him/her during a school day. You may contact your teacher through The Anthony School email system; however, immediate response may not be possible. Teachers will answer emails as soon as their schedule permits during the day.

## **SPECIAL REQUESTS**

The Anthony School teachers and staff have multiple talents! They also have curriculum boundaries and specific responsibilities. Please do not ask a teacher or staff member, including art, computer, office, and custodial, to do a special project. Requests must go through the Head of School who will then discuss with the teacher or staff member involved. No requests will be approved without the agreement of the teacher/staff member and the Head of School.

## **FUNDRAISING**

The Anthony School and Parent Crew plan and implement several fundraising activities throughout the year to benefit TAS, including the annual fund and spring auction event. All fundraising activities by classes and/or individual students that do not positively affect the Anthony School must be approved through the Office of Development and Administration.

## **PETS**

We must be sensitive to the fact that we have many small children who are frightened by animals, as well as the possibility that there may be children with allergies to certain animals. Therefore, we ask that you do not bring pets into the building at any time unless arranged with the office prior to the visit. Class activities involving larger pets will be conducted outside.

## **FINANCES**

All checks are to be made out to The Anthony School and should be clearly marked with the student's name(s). Tuition can be paid: 1) Annual Payments: Tuition to be paid in full upon the first day of August. 2) Semi-Annual: Tuition over two installments. First installment is due on the first day of August. 3) Monthly Payments: A monthly draft from your account on the 1<sup>st</sup>, 5<sup>th</sup>, 10<sup>th</sup> or 15<sup>th</sup> of each month.

### **Delinquent Accounts:**

1. If an account becomes 30 days delinquent, the parent will be informed by telephone and asked to correct the problem and return to the contracted payment plan within two weeks.
2. If the account remains delinquent two weeks after communication from the school or again becomes delinquent in that same year, the parents will be reminded in writing and thereby informed of the school's delinquent account procedures.
3. If an account is more than 30 days delinquent two weeks before term exams, the right to take exams and thereby complete the grading period is jeopardized. Without exam results, the grade shall be listed as "Incomplete" on the transcript and parent/teacher conference will be delayed.
4. If, after receiving a letter of non-payment, an account is not brought up to date within 30 days or suitable arrangements made with the Business Office to rectify the problem and remain current, the student will not be allowed to participate in any extracurricular activities.
5. Students with seriously delinquent accounts (60+ days) will not be allowed to return to classes at the beginning of the new reporting period until the account is current.
6. Parents will be notified (in advance of any communication between the administration and the student concerning the problem) if a student will not be allowed to take exams, participate in extracurricular activities, or return to class.
7. **PLEASE NOTE:** All 8<sup>th</sup> grade student accounts must be paid in full by May 1<sup>st</sup> in order to attend the 8<sup>th</sup> grade trip and participate in graduation.
8. A position cannot be assured for student re-enrollment the following year for families with

seriously delinquent accounts.

9. At year-end, all fees and tuition must be paid in full to take final exams and to participate in Year-end activities.

**By completing and submitting your registration forms on-line, you acknowledge your understanding of the 2017-2018 TAS Handbook.**

**TAS reserves the right to make changes to the handbook during the school year. Any changes made will go into effect immediately.**

# **The Anthony School**

## **Aftercare Program Guidelines, Rules, and Procedures**

# **Aftercare Program Guidelines, Rules, and Procedures**

While attending Aftercare, all children are asked to comply with the already existing rules of their school, as well as, the Aftercare rules. In order to maintain a safe environment, we ask that you please review them with your child.

1. Be respectful to other students, our college/student mentors, teachers and staff members.
2. Follow all the directions the first time they are given.
3. Stay in assigned area. Students are only allowed to leave assigned area after notification to the staff member who checks in/out students.
4. Keep hands, feet, inappropriate comments, and objects to yourself.
5. Walk appropriately on school property.
6. Use respectful language at all times, using 'inside voices' if Aftercare comes indoors.
7. Bring your school planners and all assigned work to the Aftercare program every day. You will not be allowed to return to your locker or classroom for work/books that you forgot.
8. You are not permitted to leave Aftercare before scheduled time without proper advance notification from a parent or guardian, or normal check-out from a parent, guardian, or an individual of the respective check-out list.

## **Aftercare Discipline Guidelines**

The Aftercare Program is a means of providing care beyond the formal school day. Therefore, it must be recognized that inappropriate behavior by the students, especially in the form of threats against other students and/or staff, does not promote a favorable learning environment, and will not be tolerated.

Every teacher, assistant director, director of Aftercare shall have the right to exercise the same authority as to conduct and behavior over the students attending during the time they are in attendance.

As with any other zero-tolerance policy, there will be consequences for the following types of misconduct:

1. Failure to follow rules, policies and procedure of the Aftercare Program.
2. General misconduct, including loud or boisterous behavior that tends to disturb other students, and includes running in the classroom/halls, minor defacement of property, and pushing or shoving others, physical harm.
3. A student's persistent refusal to follow the instructions of program staff, program administrators, or any school employee. This shall also include a student's refusal or failure to properly identify oneself on request.
4. Use of obscene, vulgar, profane, disrespectful, demeaning or threatening words and/or actions or gesture directed to or in the presence of any student or school employee.
5. Mutual physical confrontations between students (fighting).
6. Possession and/or use of any tobacco or drug related items or 'look alike' items – this may include cigarettes, chewing tobacco and other tobacco-related products, lighters, alcoholic substances, drug-consumption devices, and any substance suspected of being a 'drug'.
7. A behavior that may result in physical or mental abuse to one's self.
8. Committing an act of indecent exposure in the presence of any other student, member of the staff, or school employee.

The Anthony School Aftercare Program maintains an "open door" visitation policy. Please feel free to speak with the Director of Aftercare with any concerns that you may have about the program. The Director of Aftercare will converse with the school administration if there is a need.

All parents should follow the following guidelines and be familiar with the Disciplinary Actions:

1. Parents must Check their child out through the main office.
2. Parents who have a concern should always address The Director of Aftercare in a respectful manner.

3. If an incident occurs between a student(s) and a parent wants additional information, that information must come from the Director of Aftercare. **At no time will a parent be allowed to confront another student other than their own child.**
4. Parent(s) who confront anyone other than the proper authority (Director of Aftercare/School Administrator) may lose all privileges to attendance of their child in the Aftercare Program.

### **Disciplinary Actions**

1. Verbal reprimand
2. Special assignments or removal from Aftercare
3. Program staff/student behavioral contract review
4. Parent contact review
5. Suspension from After School:
  - a. First Offense – 1 day suspension from Aftercare
  - b. Second Offense – 3 days suspension Aftercare
  - c. Third Offense – Parent/Staff conference to determine continued enrollment in the program
6. Permanent withdrawal of Aftercare privileges.
7. Immediate notification of authorities if appropriate

\*Note: The program staff is responsible for utilizing different intervention techniques before a student is referred to the school administration.

### **Inclement Weather Policy**

\*In the event of inclement weather, the Aftercare Program follows the school closing directives.

\*If our school is a delayed opening, the Aftercare Program will be in session. We will notify parents ASAP with any additional information.

\*If our school is cancelled, the Aftercare Program will be cancelled.

\*In the event that the Aftercare Program is in session, and the weather becomes dangerous, the parents are encouraged to arrive early to pick up their children from the school. Please be sure to call ahead and make arrangements for someone to meet you at the door.

### **Child Pickup Policy**

\*All parents shall pick up their child from the Aftercare Program at the main entrance of the school. Students will be called from Aftercare to come to the office to meet their parent/guardian. Parents are reminded to drive slowly when entering/leaving the school campus. Please turn off your car's ignition and take the key with you. Siblings of the Aftercare children should never be left unattended in the car.

\*For the safety of your children, he/she will only be released to the parents or designated pickup person. Should another adult be picking up your child, please call the office with the appropriate notification. Once a child is release to his/her parent or designated pickup person, the child's care and safety are the responsibility of the parent or designated adult.

\*In order that your child is not left feeling confused or upset, we ask that you make every attempt to pick up your child on time. Dismissal of Aftercare is promptly 5:45 pm. Parents will be billed \$1.00 per minute after that time. If a parent is late three afternoons, extended care privileges may be withdrawn. Students must be signed out of after-school care with the staff member in charge.

\*If there are special court orders regarding parental custody documentation must be provided to the school.

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**By completing and submitting your registration forms on-line, you acknowledge your understanding of the 2017-2018 TAS Aftercare Program Guidelines, Rules, and Procedures.**

# **The Anthony School** **Technology Department**

## **Responsible Use Policy**

**NOTE:** A copy of this agreement is available on our website at [www.anthonyschool.org](http://www.anthonyschool.org).



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## Responsible Use Policy

The Purpose of the Responsible Use Policy is to set forth guidelines and expectations for responsible use of technology by students, staff and teachers in order to provide a safe and effective learning environment for The Anthony School. The use of technology in the classroom will enhance and revolutionize the way teachers facilitate the learning process, and the way students not only gain information, but also learn how to analyze and reflect on that information. Our goal is to give students the tools necessary to become responsible and ethical digital citizens, to guide them in their quest to become members of a global networking community, and to provide assistance and support as they learn how to interact socially with respect, integrity, empathy and compassion.

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### For the Individuals Using Technology:

1. Students will exercise personal integrity and responsibility.
2. Students will master certain social-emotional skills in order to maintain ethical use of such technology.
3. Students will avoid using the technology to participate in activities that interfere with the learning process.

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### For the School:

1. The Anthony School will provide a social-emotional curriculum based on stages of human development to guide the implementation of our technology program and stay true to our mission statement.
2. Our goals are:
  - (a) to provide access to educational tools, resources, and communication
  - (b) to encourage innovation and collaboration.
3. Our policies are intended to promote the most effective, safe, productive, and instructionally sound uses of these tools.



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## **Expectations & Rules:**

Responsible use of TAS's technology resources means all users pledge to be ethical, respectful, academically honest and supportive of the school's mission. The following rules are intended to clarify expectations for conduct, but should not be construed as all-inclusive, as we cannot outline every possible permutation of student behavior with technology. We require students to use technology in accordance with general expectations for appropriate student behavior as outlined in this document and The Anthony School Handbook.

Violating any portion of this agreement will result in disciplinary review, including possible suspension or expulsion from TAS and/or legal action.

If an issue should arise that deems searching of a student's laptop and/or device, parents or guardians will be notified before any search occurs. The Anthony School will cooperate fully with any event that involves law enforcement officials in any investigation related to any potentially illegal activities conducted through our network.

A student may receive disciplinary consequences for computer-related activities conducted off-campus if such activity adversely affects the safety or well-being of TAS students or members of our TAS school community, or constitutes behavior embarrassing to the school.

## **Online Behavior:**

- I understand that as a member of the TAS community, my actions reflect on the school. In ALL of my online communication I will be respectful and polite. This includes, but is not limited to: email, chat, instant-messaging, texting, gaming and social networking sites.
- If I am uncertain whether a specific computer activity is permitted or appropriate, I will ask a teacher, parent, or the school staff before engaging in that activity.
- Consequence: TAS Safe School rubric will be enforced.

### Cyber Bullying

Cyber Bullying is when the Internet, cell phones or other devices are used to send or post text or images intended to hurt or embarrass another person. Any case of Cyber Bullying that directly affects a student's emotional well-being while at school is subject to disciplinary actions by TAS personnel.

- I will not intentionally hurt or embarrass another person or group with my technology use as described above.
- I will notify a counselor, teacher, parent or staff member immediately if I become aware of any behavior that may hurt or embarrass another person or group through the use of technology.

### Obscene or Inappropriate Materials

- I will not search for (or download) any material that is offensive, lewd, or

pornographic. (Offensive material is pro-violence, hateful, discriminatory, or anti-social. An exception to this policy is granted for teacher-assigned research projects.)

- If I mistakenly access inappropriate information, I will notify a teacher or staff member immediately.
- Consequence: Parent conference, possible detention hall or suspension as well as limited use of computer for a period of time.

#### Disparagement

Disparaging remarks, comments or statements are those that attack the character, honesty, integrity, morality of an institution and/or person(s).

- I will not to attack/criticize The Anthony School and/or any of its faculty and staff publicly (on public forums, blogs, social networks, etc) at any time.
- Consequence: Parent conference, possible detention hall or suspension as well as limited use of computer for a period of time.

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#### **Privacy:**

- I will not share any of my passwords with anyone or use anyone else's passwords. If I become aware of another individual's password, I will inform that person and a member of the technology staff.
- I will be ethical and respect the privacy of others throughout the TAS network and Internet and will not share or access others' folders, files or data without authorization.
- I understand that TAS has the right to look at any data, email, logs or files that exist on the network or on individual computers. In addition, TAS reserves the right to view or remove any files on the network.
- I will not share or post online personally identifying information about any members of the TAS community without permission (addresses, phone numbers, email addresses, photos, videos, etc.)
- I will not make and/or post photo, audio or video recordings of another student, teacher or TAS event without permission.
- Consequence: Discipline referral with possible detention hall or suspension.

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#### **Use of School Technology Resources:**

- I will not play games, instant-message or access music or videos at school, unless it is part of the curriculum or is authorized by a teacher/division.
- I will not deliberately perform any act that might negatively impact the operation of anyone's computers, printers or networks.
- I will not use file-sharing or music downloading software while on the TAS network.

Examples:

BitTorrent Clients

Transmission Vuze

uTorrent

- I will use the TAS network space for school-related activities only.
- I will not use my TAS email account to send out mass unsolicited messages or to forward chain letters, joke collections or other objectionable or inappropriate materials.
- I will not use TAS technology resources for commercial activity or to seek monetary gain.
- I will make an effort to keep my computer free from viruses and other destructive materials. If my computer is accidentally infected, I will seek help from the technology department immediately.
- I will not store, transfer, or use software or settings for hacking, eavesdropping, network administration/monitoring or network security circumvention.

Examples:

Virtual Private Networking (VPN) Software Proxy  
Software

- I will not install software on school computers not approved by the technology department.

Examples:

Gaming Software  
Personal Mac Appstore Purchases

- I will not take laptops from the laptop cart without permission. There is a self-service scan station on the laptop cart as well as another scan station in the Library.
- I will not take laptops from the laptop cart home. If a laptop is checked out and taken home then I will receive a discipline referral for the 1st offense. The 2nd offense will result in suspension of computer use.

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### **Hacking:**

Hacking is the gaining of access (wanted or unwanted) to a computer and viewing, controlling, copying, creating data (leaving a trace), or deleting data.

- Hacking of any type (ethical or non-ethical) will not be tolerated at The Anthony School.
- Consequence:
  - Up to a 2-week suspension and/or expulsion
  - Suspended or revoked network access upon return to school

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### **Copyright & Plagiarism:**

- I will properly cite any resources that I use in order to complete my schoolwork.
- I will not plagiarize from any sources. (Plagiarism is taking someone else's writing, images or idea and presenting it as your own.)
- Except for "educational fair use" as defined by a teacher, I will not copy, save, or redistribute copyrighted material (files, music, software, etc.) Users should assume material is copyrighted unless it is stated clearly to the contrary.

- Consequence: Zero in grade and work must be redone.

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**File Management and Back up:**

- Students can use web-based systems, such as Google Drive, or a flash drive for the backup of files.
- It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Loss of a flash drive is NOT an acceptable excuse for missing work, nor is computer malfunction.
- I understand it is ultimately MY responsibility to save my work in any and every manner possible to ensure I am able to retrieve it when necessary.

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**Personally Owned Computer Equipment & Devices:**

- Connecting to other networks while on campus is prohibited.
- TAS is not responsible for repair or diagnosis of technical issues on personal devices. Any violation of the TAS Responsible Use Policy will result in disciplinary actions consistent with the school's rules and policies regardless of ownership of device used.
- Installing or booting to non-approved operating systems is prohibited.

Example:

Developmental or beta release software

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**Printing:**

- Printers are available throughout the school; therefore, students must print to the printer closest to the classroom from which they are printing.
  - I will not send my work to multiple printers, but troubleshoot why it is not printing and contact someone in the technology department if necessary.
  - I will be environmentally aware of how much paper I am using and make a responsible and informed decision regarding how necessary it is to print any material and to be sure I am not printing anything unnecessary or wasteful.
  - I understand I may have to pay a small fee to use the school printer for something outside of a required assignment or project.
- 

**Communication:**

All faculty-to-student communication and all student-to-faculty communication will be conducted via:

- The Anthony School website; and/or
- School-provided email accounts

Use of personal email accounts and personal cloud accounts (Google, Yahoo!, iCloud, etc.) are strictly prohibited for school-based assignments and/or communication between students and faculty members.

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**Limitation of Liability:**

TAS takes precautions to restrict access to objectionable material online, but it is not possible to have full control over access to resources and materials on the Internet. TAS reserves the right to block content that negatively impacts the academic performance of students. TAS cannot guarantee that network services will be without error. The school will not be responsible for any lost data or interrupted service caused by malfunction, negligence, or omission. TAS is not responsible for the accuracy or quality of information obtained through the network. The school will not be responsible for financial obligations arising from unauthorized use of the network.

**Warranties:**

The Anthony School makes no warranties of any kind, whether expressed or implied, for the service it is providing. TAS will not be responsible for any damages suffered; this includes, but is not limited to: loss of data resulting from delays, service interruptions caused by negligence or user errors, or omissions. Use of information obtained via the Internet is at your own risk. TAS denies any responsibility for the accuracy or quality of information obtained through its services.

**Warning:**

Users of electronic mail systems should be aware that e-mail in its present form cannot be secured on any network and is, therefore, extremely vulnerable to unauthorized access and modification.

**Student:**

I have read, understand, and promise to adhere to all policies and procedures outlined in the Responsible Use Policy.

Student Signature:		Date
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**Parent/Guardian:**

I have read, understand and bear witness to the fact my child and I both agree to the policies set forth in the Responsible Use Policy.

I also hereby authorize The Anthony School to create online accounts and email for school purposes.

NOTE: A copy of this agreement is available on our website at [www.anthonyschool.org](http://www.anthonyschool.org).

Authorized By:		Date	
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**By completing and submitting your registration forms on-line, you acknowledge your understanding of the 2017-2018 TAS Laptop Initiative.**

# **The Anthony School**

## **Health Policies**

## **ALLERGIES/ASTHMA**

Prior to the start of school, all parents must notify the school if a student has a history of asthma, or a potentially severe allergy. Indicate this on the Health Form and state what the allergen is: latex, bee sting, food, etc. A student with any history of a severe allergic reaction (including but not limited to anaphylaxis, breathing difficulty, or tightness of the throat) **must have two Epi Pens available at all times**: one in the School Nurse Office, and one in the student's classroom or backpack. Students may self-carry their inhaler or 2<sup>nd</sup> Epi Pen, but must have a signed Epi Pen/Inhaler Authorization for Self-Carry/Administration turned in.

**All snacks brought on to campus with the purpose of sharing with other students must be approved by administration, a teacher, or the school nurse prior to being delivered.**

Early Childhood classrooms (Pre K3, Pre K4, and Kindergarten) are all nut free. Snacks brought into these classrooms, **even for individual consumption, must be nut free**. There is also a designated peanut/tree nut-free table for all students with food allergies in the Lower School lunch area for.

## **HEAD LICE**

If a student has live head lice or nits at school, parents will be notified to pick up the student. The student may return **24 hours after treatment**. The student will be rechecked at school after one week. If live lice or nits are still present, the student will be sent home for another treatment.

## **HEALTH FORMS/HEALTH RECORD**

All health forms can be located on TAS school website, or requested at the main office. These forms must be completed and turned in **before the first day of school**. Forms may be faxed to (501) 225-2149, emailed to the school nurse at [marym@anthonyschool.org](mailto:marym@anthonyschool.org), or turned in at the main office.

- **Required forms for EVERY student's health record**
  - Health Form: This form lists the student's emergency contact list, approval for administration of over the counter (OTC) medications, and specific allergies.
  - Immunization record: Copy of full immunization record required by state law.
  
- **Required forms for students with specific needs** (due before the first day of school):
  - Permission for Medication Administration: This form grants permission for a student to receive prescription medication, scheduled or PRN, while attending school. It must be renewed each semester.
  - Epi Pen/Inhaler Authorization for Self-Carry/Administration: This form permits a responsible, trained student to carry and/or self-administer medication for asthma and/or severe allergic reaction (anaphylaxis). This includes Epi Pens and inhalers only.
  - Allergy Action Plan and Asthma Action Plan: These plans are pre-approved and pre-written by your physician. Please turn in a copy.

## **ILLNESS**

Here are some guidelines to help The Anthony School (TAS) control the spread of illness when a student may be sick.

- **Please keep your student at home if they experience the following:**
  - Fever (100 degrees Fahrenheit or greater)
  - Vomiting
  - Diarrhea
  - Red or sore throat
  - Visible discharge from nose or eyes

- Diagnosis of a contagious disease such as strep throat, tonsillitis, or bronchitis
- **Your student may return to school when they have met the following criteria:**
  - 24 hours fever free (without use of a fever reducing medication)
  - 24 hours without vomiting or diarrhea
  - 24 hours have passed since the exact time your student was checked out from TAS (if sent home sick)
  - 24 hours of antibiotics have been taken if prescribed by your doctor

Students will be sent to the School Nurse Office if they become ill at school. If it is determined the student is too ill to remain at school, the parents will be notified. Parents are required to pick the child up as soon as possible. A doctor's note may be requested if there is a question to whether or not the student is infectious and may attend school. We prefer a doctor's note from the child's pediatrician or primary healthcare provider instead of from a parent.

If an Epi Pen has been administered to your student, 9-1-1 will be notified immediately to transfer your student to the hospital as recommended by the guidelines created by the Center for Disease Control.

## IMMUNIZATIONS

The State of Arkansas requires that a copy of your student's completed immunization record be in our files **before the opening day of school**. This includes proof of a MMR booster vaccination after age 12 to continue in school. State required vaccinations can be found online at **healthy.arkansas.gov**. Parents should provide the school nurse with an updated copy of the immunization record after each new inoculation.

Students seeking exemption for medical or religious reasons must receive approval from the Arkansas Department of Health. Proof of application or the approval letter must be turned in prior to the child's admission.

## INJURY

If a student incurs an injury at TAS that needs further evaluation or treatment, the parent will be notified immediately. If the parent cannot be reached, the nurse or teacher will do what is expedient and safe for the injured or seriously ill student, which may include transportation of the student to the hospital. TAS does not assume responsibility for treatment.

## MEDICATIONS

In addition to state standards, TAS adheres to the following regulations regarding medications taken by children at school, during afterschool activities, or while on field trips:

- A prescription medication must have a physician's written order OR a current prescription container with the information clearly presented on the label (this includes refills):
  - Current prescription date, legal name of student, name of medication, dose, exact time to be taken (three times daily will not be accepted), name of physician or provider, and any special storage instructions.
- A Permission for Medication Administration form must be on file for any prescription medication to be administered at school and renewed each semester.
- At least two doses of any new medication must be given by the parent/guardian prior to the student attending school. If any reaction to the new medication occurs, it must be added to the student's Health Form under Allergies.
- Medications must be turned in to the school nurse by a parent/guardian. **Students are not allowed to bring medication to school.**
- Medications will be stored in the School Nurse Office. Controlled substances, as defined by the Federal Drug Administration, will be located in a locked area. Access to these medications will be limited to designated personnel.
- Students are not allowed to give medication to other students.
- Students may only carry an inhaler or Epi Pen if the Epi Pen/Inhaler Authorization form is on file. No other medications may be carried by a student while at TAS.
- It is the responsibility of the student to come the School Nurse Office for his or her medication. Lower School students will be reminded by their teachers and/or the school nurse.
- If emergency medications are kept at school (example: Epi Pen), **then the parent is responsible for ensuring that the medication is not expired.**
- Medications should be administered at home whenever possible. (Example: the first dose of a medication to be given three times daily should be administered before the student arrives at school).



- Parents are responsible for ensuring there is enough medication provided to the school nurse so doses are not missed, and making sure refills are provided in a timely manner.

## **SCREENINGS**

- **Scoliosis:** Scoliosis screening, as required by law, will be scheduled for **girls in grades 6 and 8, and boys in grade 8**. Students may also be screened by parent request. If you choose not to utilize the screening program offered at school, please provide written documentation from a physician that a screening and/or treatment for scoliosis has been done within the 6 months prior to the school screening date. By law, any refusal to participate in the screening program must be in writing. Any abnormal curvature of the spine will be reported to you so that further evaluation by your physician may be done.
- **Vision and Hearing:** While TAS may periodically offer basic vision and hearing screenings to certain grade levels, it is recommended your student get regular age appropriate vision and hearing exams performed by the appropriate healthcare provider as suggested by the American Academy of Pediatrics.