



Student/Parent Handbook

2020-2021

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, both 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 his or her own child. The administration's 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; therefore, our curriculum includes the study of customs and traditions from different faiths and cultures. The Head of 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, but students will be responsible for making up work, quizzes, and tests given on the day of the absence. In addition, work due on the day of the absence will be due on the day the student returns to school.

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's philosophy and mission. As evidenced by the advanced curriculum, the primary goal is to prepare students for a rigorous college-preparatory high school program. Emphasis is placed on the student's ownership of his or 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 promotes a positive learning environment."

TAS SECURITY AND 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 that we work hard to ensure the safety of your children. If you have questions, please feel free to call The Anthony School office and speak with the Head of Lower School or the 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 sympathize with everyone involved in such an event.

As schools across the country 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 procedures:

- All exterior doors, excluding the main entrance, are locked at 8:15.
- All parents and visitors must sign in, obtain a visitor pass, and pass 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.
- Both the multi-purpose playing area and the playground are closed to the public during school hours (7:30 a.m. - 5:30 p.m.). 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 Head of Lower School (PreK – 5th Grade) or the Head of School (Grades 6-8) through the office. Parents are always welcome to attend school-sponsored activities.
- Emergency drills (fire, emergency evacuation, and lockdown) are routinely practiced.

- Staff have communication available by telephone, 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 Head of School's office.
- Emergency exits are posted in every classroom.
- The main entrance is equipped with "panic" buttons.

CHECKING STUDENTS OUT

A student will not be allowed to check out of school unless contact is made with the main office by a parent/guardian, either in person or by telephone. Notes will not be accepted for checking out of school. The adult designated to pick up the student (if not the parent/guardian) must come in the main office and officially sign the student out. At that time, the student will be called from class to 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 without permission for any reason. A student who leaves class for the library, computer lab, tutoring, etc. must have permission from the classroom teacher and a written pass. Students sent from one class to another must also have a written pass signed by the teacher. Students who leave class without the teacher's permission will automatically be assigned a Detention.

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.

We will be conducting various drills throughout the school year. The descriptions of various drills are listed below:

- **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 members, 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 inside or outside the building is removed. To ensure safety in the event of an actual lockdown, no one will be allowed to enter 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 each school year. The purpose of this drill is to be prepared to move to a safe location in case of severe weather, tornadoes, or facility emergency.

Please remember that these safety drills are practiced 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, or the school community, 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 procedures 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 in question.
- Do not wait or mull things over or attempt to determine for yourself whether the behavior you have observed has a plausible, innocent explanation. You may not understand the entire situation, and allowing the conduct to continue could be bad for both the staff member, the reporter, and the student(s).
- 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

EARLY DISMISSAL

All PreK-3 and Pre-K4 students dismiss at 11:30 a.m. on early dismissal days. **They do not eat lunch.**

Pre-K4 and Pre-K3 students, along with any younger siblings, will be picked up at the 2nd 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 K - 5th grade students dismiss at the regular pick-up spot.

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

PLEASE NOTE

If a student is not picked up by 3:45 p.m., he or she will be sent to Aftercare, where regular drop-in rates will apply.

AFTERCARE

Students who stay for extended day must be picked up no later than 5:45 p.m. 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 Aftercare by the staff member in charge.

NOTE: THERE WILL BE NO AFTERCARE ON EARLY DISMISSAL DAYS.

CANCELLATION OF CLASSES

If it is necessary to cancel classes for any reason, such as inclement weather, a phone notification through Instant Connect will be generated to your home and cell phone, along with an announcement on the local radio stations, TV stations, and The Anthony School website. If the closing occurs during the school day, children should be picked up as soon as possible once the announcement has been made.

Pickup will occur at your designated location for carpool pick up. If school has not been closed but you feel that it is not safe for you to bring your child to school due to the weather, there will be no penalty for his or her absence or late arrival.

STUDENT DRESS

As students get older, their choices of school attire should reflect their growing maturity. Attention to personal appearance is a demonstration of 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 a student being sent home from school or not being allowed to attend classes. The administration has final authority on all matters relating to the Dress Code Policy.

Early Childhood - 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 that meet the length requirements. Shorts/skorts/dresses may NOT be shorter than four inches above the top of the knee.

6th Grade through 8th Grade

Tops/Shirts: No camisoles, tank tops, or spaghetti straps may be worn. There will be No mesh or sheer tops allowed; No midriff, lower back, or exposed sides are allowed. 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. Shorts/skorts/dresses may not be shorter than four inches above the top of the knee. The best way to check is put your hands by your side—the hemline must be at the tip of the middle finger. Pants must not have excessive rips in them.

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. Rubber sole shoes are REQUIRED.**

Headgear: No caps, hats, wigs, or sweatbands may be worn. 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, or vulgar/profane language. Students may not wear pajamas or pajama-type clothing, including yoga pants and sweat pants.

Students will be notified if special event days require different attire; on such days, there will be exceptions to these rules.

Required Field Trip Attire Includes the Following:

PreK3 - 1st grade: Red TAS shirt of any kind (purchased in the office or at The Toggery)

2nd - 5th grade: Red collared TAS shirt (Purchased at The Toggery)

Middle School: Black collared TAS shirt (Purchased at The Toggery)

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. Due to the increased volume of traffic in the Little Rock area, please allow for proper travel time to the school each morning.

- Middle School students are tardy after 7:55 a.m.; all other students are tardy after 8:05 a.m..
- All students arriving late must have a parent/guardian sign them in at the Main Office;
- Middle School students without a legitimate excuse will receive a Written Warning.
- Students in Grades 4-5 will receive a Detention for their 5th tardy.

ABSENCES

Attendance is a basic requirement of academic success. The Anthony School relies on parents to see that unnecessary absences are avoided. Please call the office and report when your child will be absent.

- The Anthony School does not differentiate between Excused and Unexcused Absences. If a student misses school, he or she is counted "Absent."
- Students may miss no more than ten (10) full days per semester (there will be no penalty when students miss classes to participate in school-sponsored activities). An 11th absence from any one class may be used as a basis for denial of course credit, promotion, or graduation.
- The Anthony School understands that there are extenuating circumstances (serious illness, family emergency, death of a relative, etc.) that occasionally result in excessive absences; however, a physician's note or parent contact will be required if such a situation arises. The key is communicating with both the Head of Lower School/Head of Middle School and the student's teachers.
- 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.
- Family trip absences will be added to the cumulative number of absences per semester. One-week notice to both the student's teachers and the Head of Lower School or the Head of Middle School will be required for such events.
- If assignments are given prior to an absence, or if tests are scheduled prior to an absence, students will be responsible for turning in work and making up tests upon their return unless the teacher and student have made other arrangements.
- Planned absences will not be allowed during nine-week tests, semester 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 make-up date must be convenient for the teacher giving the test.
- In order to participate in extracurricular activities, a student must attend all afternoon classes on the day of the activity.
- 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 number of days missed to complete the work. Example: If a student is absent for 3 days, he or she will have 3 days to make up the missed 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 illness or family emergency, arrangements should be made with the individual teacher. Students will be responsible for assignments or tests that were planned and announced prior to their absences on the day they return unless other arrangements have been made with the teacher(s) in question.

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 e-mail teachers for any missed assignments. If work or a project is assigned a week or more before the due date, it is due the day the student returns from his or 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 – 7th and 8th Grade Only

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

- 7th Grade: The semester exam schedule will be announced in in the late fall and late spring.
- 8th Grade: The semester exam schedule will be announced in in the late fall and late spring. Students will be allowed to leave each day after the last exam of the day, or they main remain at school and attend review sessions for the next day exams.

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 both 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 20-30 minutes daily. As your child gains fluency, please don't stop sharing the joy of literature!

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 taking risks. Making mistakes is a necessary component of the academic progress. Accepting one's mistakes is essential to the learning process and is a goal at every grade level of The Anthony School.

PreK3 - Kindergarten

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, including 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.

1st – 2nd Grades

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

3rd – 8th Grades

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

94 – 100 = A

85 – 93 = B

70 – 84 = C

60 – 69 = D

Below 60 = F

CLASSROOM CONDUCT SCALE (1st – 3rd 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 Grades 4-8 are eligible for the Academic Honor Roll at the end of each semester. Students may be on an All-“A” Honor Roll or an “A/B” honor roll. Honor Roll students will be recognized through our newsletter at the end of each semester.

NATIONAL JUNIOR HONOR SOCIETY

Students in 7th and 8th 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 will be invited to join.

An initiation ceremony will be held in the spring. A minimum of one 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.

BEHAVIORAL EXPECTATIONS – PreK3 – PreK4

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 take a student out of school for the day. If a suspended student is not able to be picked up within a reasonable amount of time, that student may 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 as soon as possible. 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 or she may be asked to leave the School after having been cautioned by the Head of Lower School or the Head of School.

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.

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

**It is the immediate responsibility of The Anthony School to make adjustments of logistics, 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 – K - 8th Grades

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, both in school and in the broader community.

The purpose of discipline is to teach behavior appropriate for different situations that students may encounter. The following conduct expectations and safety rules are set out to ensure 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 age-appropriate classroom conduct rules. Those rules are explained to students at the beginning of each school year. The Administration respects and upholds the classroom teacher's rules.

CONDUCT EXPECTATIONS

- Students are expected to have a respectful attitude toward adults and fellow students at all times.
- Students are expected to do their schoolwork and homework honestly. Cheating includes looking on another student's test or quiz, copying another student's homework, asking another student what is on a test, signing another person's name to any document, lying, or using an author's ideas without identifying the source.
- 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 assignment. In addition, the faculty and administration may impose additional disciplinary action as deemed necessary.
- 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.
- 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.
- 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.

- 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.
- Stealing or "borrowing" an item without permission is forbidden and may result in suspension or expulsion.
- No student may sell items for personal profit.
- Any clubs formed must be approved by the Administration and must not exclude classmates.
- Students may not leave the 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 demonstrate respect to each other; therefore, the following behaviors will be subject to immediate disciplinary action, which may include detention, suspension, or expulsion:

- Physically harming or threatening to harm a fellow student or a teacher. Fighting and excessive rough "play" are included.
- 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.
- Using “words as weapons,” such as language that 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 that 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.
- 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.
- Bringing or using alcohol, cigarettes, e-cigarettes, drugs, or any other controlled substance is prohibited. 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 nurse's 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 in Grades 4-8 will review the 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 desks, which are 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 approved by The Anthony School. Unapproved locks will be removed and destroyed.

PERSONAL SEARCHES

A student's person and personal effects (e.g. backpacks, purses, 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.

DISCIPLINARY TERMS

- Faculty members usually address minor disciplinary issues with a verbal warning. Students are expected to treat these verbal warnings with the same level of respect accorded to other behavioral consequences. However, some infractions and repeated violations may necessitate a Written Warning, which is a more formal record of an infraction.
- **Written Warning:** For minor violations of the Middle School Disciplinary Code, students may be assigned a Written Warning. Some examples include, but are not limited to, dress code violations, disruptive behavior, failure to follow classroom rules, and tardiness.
- Some infractions may result in more than one Written Warning.
- Written Warnings are recorded by the teacher and e-mailed to parents. When a student accumulates four Written Warnings, he or she will be assigned a Detention.
- Students serve Detentions when they accumulate 4, 8, and 12 Written Warnings. Detentions can also be assigned for a single offense that is deemed more serious. A student who accumulates 16 Written Warnings or whose behavior triggers a fourth Detention in one semester will be placed on Behavioral Probation and suspended (rather than serve a fourth Detention).
- Written Warnings will be cleared at the end of each semester.
- **Detention:** Middle School Detention is assigned when a student accumulates four Written Warnings but can also be assigned for a single offense that is deemed more serious. Detention is held on a weekday morning from 7:00 a.m. - 7:45 a.m. Detention can be assigned by either a teacher or the Head of Middle School.
- Transportation arrangements are the responsibility of the student.
- If a student fails to report to morning Detention, he or she will serve **two days** of Lunch/Recess Detention.
- **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.
 - 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. All work completed during the suspension is due at the end of the day.
 - Out-of-School Suspension: When a student is enrolled but not allowed to come on campus or attend any school activities. The length of the suspension is determined by the Head of School. It is the student's responsibility to e-mail teachers and check Google classrooms for any assignments during his or her suspension. All work is due upon the student's re-admittance to school. Students will also be responsible for any quizzes/tests that were given during their suspension and should make arrangements with their teachers to get caught up as soon as possible.
- **Dismissal:** Dismissal from TAS is the last line of discipline. If there is an offense where expulsion is a possible consequence, parents will be given notification. Dismissal is permanent removal from the school. Grades will be recorded up to the date of dismissal.

BEHAVIOR RUBRIC 1st - 5th Grade

BEHAVIOR	1st OFFENSE	2nd OFFENSE	3rd OFFENSE	MORE THAN 3
Teasing or Exclusion	Specific Verbal Reprimand	Student reprimanded, e-mail to parent, and card flipped	Student sent to Head of Lower School's office, parent notified, and student loses 2 recesses	Student sent to Head of Lower School's office, parent called and

				child given detention
Defiant Behavior toward the teacher	Student reprimanded, card flipped	Student sent to Head of Lower School's office, parent contacted and loses 2 recesses	Student sent to Head of Lower School's office, parent called and child given detention	Student sent to Head of Lower School's office, parent meeting with possible suspension
Rough Horse Play	Specific Verbal Reprimand and parent is emailed. Card is flipped	Student sent to Head of Lower School's office, parent contacted and loses 2 recesses	Student sent to Head of Lower School's office, parent notified and detention is given	Parent meeting and possible suspension
Severe hitting, threats of violence or severe harassment	Student sent to Head of Lower School's office, parents notified immediately.	Parent notified, Head of Lower School and Head of School will determine appropriate consequence	Parent notified, Head of Lower School and Head of School will determine appropriate consequence	Parent notified, Head of Lower School and Head of School will determine appropriate consequence
Cyberbullying	Student in violation of RUP	Student sent to Head of Lower School's office, parents notified, computer privileges taken away temporarily	Student sent to Head of Lower School's office,, parent meeting, computer privileges taken away indefinitely, detention	Parent notified, Head of Lower School and Head of School will determine appropriate consequence

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

SCHOOL POLICIES AND 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 Director of Admissions 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 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 the Head of Lower School.

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, which dismisses at 11:30 a.m.** All full-day students are given a mat, and while not required to sleep, they are expected to be still and quiet on their mats for the duration of naptime.

TOYS

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

BACKPACKS

Backpacks do not fit easily into the PreK3 - Kindergarten lockers/cubbies. Parents will be required to purchase an Anthony School book bag for each Early Childhood student (this is one 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 in which to store their backpacks during the day.

CLASSROOM PLACEMENT

Maximum intellectual and emotional growth occurs in students when they are performing at a high level. Individual developmental differences, 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.

With these truths in mind, the Administration and Faculty at The Anthony School give great thought and consideration to student placement in both grade levels and individual classrooms. Specifically, the school considers the male-female ratio, student-student relationships, and individual students' academic strengths and needs. Because of these many factors, the school cannot accept requests for specific teachers.

CELL PHONES

Student cell phone use during the school day is not allowed. However, teachers may allow students to use their cell phones 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 cell phones to communicate a quick message.

If a student is caught using his or her phone without permission, or if the phone goes off during a class, the phone will be taken up and given to either the Head of Lower School or the Head of Middle School. The phone may be picked up at the end of the day. In the Middle School, Written Warnings will be issued for improper cell phone use.

SCHOOL-RELATED ABSENCES

Absences for school business or school activities (field trips, academic competitions, etc.) will not be considered absences from school. These absences are considered academic in nature; therefore, all students are expected to attend. Students may be tested on information learned during field trips and are responsible for their share of the field trip costs. This holds true whether or not they actually go on the field trips. This policy ensures that the school can cover the cost of the scheduled activity. If a student chooses to skip a field trip, he or she will be counted as absent from school.

INCLEMENT WEATHER CLOSING

Deciding to cancel school because of snow and/or ice remains one of the most public and potentially controversial decisions a Head of School can make. In determining whether or not to close school, the Head of School must consider the safety of everyone in the school community. Of course, the Administration does not want to force parents to arrange childcare for no reason.

On the first two days of inclement weather, The Anthony School will follow the recommendations of the Little Rock School District, as they have employees throughout the city providing up-to-date weather information to the central office. After two days, The Anthony School will determine whether or not to delay the opening of school or to cancel school based on its own determination of road conditions and safety. The administration understands that many of our students live in areas where conditions may not be safe for travel, even when the main roads have been cleared.

If the school does close for a full day, students in Grades 1-8 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(s). Teachers will be available on-line at a specified time for students to ask questions.

POWERSCHOOL—3rd–8th Grades ONLY

In addition to written report cards and parent/teacher conferences, students and parents/legal guardians can monitor assignments and academic progress through PowerSchool, an interactive website. PowerSchool provides interim, quarter, and semester grades; it also allows access to both 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 assignments can be found on the teachers’ individual pages on our website, www.anthonyschool.org.

POWERSCHOOL/TAS Emergency Broadcast System

Within PowerSchool is a feature called Instant Connect. This is the TAS Emergency Broadcast System. This system will be used to contact parents about general announcements, school closings, or emergencies. Within the parent portal of PowerSchool (<https://anthony.powerschool.com/public>) parents can update phone numbers and e-mail addresses for the Instant Connect broadcast system. Communication from the broadcast system will come via a phone call, e-mail, or text message, and parents can choose their preferences. 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 changes of address, phone, or e-mail.

Should you have any questions or need any assistance with PowerSchool or the school website, please contact Shana Nolen at shanan@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 curricular 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 ensure promotion to the next grade level. All make-up work/tutoring documentation must be turned in to either the Head of Lower School or the Head of Middle School by August 1st.

Any 8th grader who fails a class or classes first semester and/or second semester, may face the possibility of not walking at graduation. A parent conference will be held to discuss a plan for the student's completion of his or her 8th grade year. If an 8th grader is failing the 3rd quarter, a meeting with parents and the student will be called to discuss a plan for the remainder of the semester.

Failing two or more classes in any one semester will automatically deny the student from walking in the graduation ceremony. Failure of any semester will result in summer school or 30 hours of tutoring in that subject area.

LUNCHES (Kindergarten - 8th Grade)

The school provides a healthy and delicious lunch service to TAS students, teachers, and staff for a reasonable monthly fee. The menu will represent different cuisines. Lunch service is offered Monday through Thursday; pizza will be served on Fridays.

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. Parents will be billed monthly.

PARENT/TEACHER CONFERENCES

PK3 - Kindergarten will have scheduled Parent-Teacher conferences in the fall, at mid-year, and at the 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 e-mail.

EXTRACURRICULAR ACTIVITIES

Extracurricular activities at The Anthony School are voluntary and involve individual and team 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 behavior.

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 either the coaches/sponsors or the student's teammates/group members.

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: Basketball (Grades 3-8), Volleyball, Golf, Tennis, Track, Cross Country and Soccer (Grades 5-8), and Cheerleading (Grades 7-8).

FIELD TRIPS/SCHOOL PARTIES

Field trips are an integral part of the academic experience for students, and parent participation sends a clear message that education is important. Parents who agree to help with field trips or school parties should plan to concentrate on both their own child and his or her classmates during that time to ensure student safety. Because siblings are a distraction for the parent, the teachers, and the participating students, they are not allowed to go on field trips or attend 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 the appropriate insurance and permission forms to their child's teacher before transporting students.

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 food, 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 child of a certain gender in the class. Please be mindful of food allergies and dietary restrictions of the children in the classroom.

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.

EMERGENCY INFORMATION

If a student's guardian leaves the city, the school should be notified of both the name and phone number of the person responsible for the child during the parents' absence.

CUSTODY STATEMENT

Parents/Guardians who 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.

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. The office will gladly put a note in the teacher's mailbox so that he or she may call during the conference period. Parents may also contact their child's teacher through The Anthony School e-mail system; however, an immediate response may not be possible. Teachers will answer e-mails as soon as their schedules permit.

SPECIAL REQUESTS

The Anthony School teachers and staff have many talents; they also have curriculum boundaries and specific responsibilities. Please do not ask a teacher or staff member, including art teachers, computer teachers, office staff, and custodial staff, to do a special project. All such requests must go through the Head of School, who will then discuss the request 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 must be approved by the Head of School.

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 should be made out to The Anthony School and should be clearly marked with the student's name(s). Tuition can be paid in one of the following three ways:

- 1) Annual Payments: Tuition to be paid in full on August 1st.
- 2) Semi-Annual Payments: Tuition over two installments. The first installment is due on the first day of August; the second is due on the day the students return in January.
- 3) Monthly Payments: A monthly draft from your account on the 1st, 5th, 10th, or 15th of each month.

Delinquent Accounts:

- 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.
- If the account remains delinquent two weeks after the 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.
- If an account is more than 30 days delinquent two weeks before semester exams, the right to take exams and thereby complete the grading period will be jeopardized. Without exam results, the grade shall be listed as "Incomplete" on the transcript, and the parent/teacher conference will be delayed until the balance is paid.
- 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.
- 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.
- 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.
- **PLEASE NOTE:** All 8th grade student accounts must be paid in full by May 1st in order to go on the 8th grade trip and participate in graduation.
- A position cannot be assured for student re-enrollment the following year for families with seriously delinquent accounts.
- At year-end, all fees and tuition must be paid in full to take final exams and to participate in year-end activities.

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

By completing and submitting your registration forms online, you acknowledge your understanding of the 2020-2021 TAS Handbook.

The Anthony School

Aftercare Program Guidelines, Rules, and Procedures

While attending Aftercare, all children are asked to comply with the 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.

- Be respectful to other students, our college/student mentors, teachers, and staff members.
- Follow all the directions the first time they are given.
- Stay in assigned area. Students are only allowed to leave assigned area after notification to the staff member who checks in/out students.
- Keep hands, feet, inappropriate comments, and objects to yourself.
- Walk appropriately on school property.
- Use respectful language at all times, using 'inside voices' if Aftercare comes indoors.
- 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.
- 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. The same behavioral expectations that apply during the school day will apply during Aftercare. Aftercare staff members have the right to exercise the same authority as any Anthony School teacher.

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.

The following guidelines apply to Aftercare:

- Parents must check their child out through the Main Office.
- Parents who have a concern should always address The Director of Aftercare in a respectful manner.
- If an incident occurs between students 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 his or her own child.***

Inclement Weather Policy

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

If the school is delayed in opening, the Aftercare Program will be in session unless parents are notified otherwise. If school is cancelled, the Aftercare Program will be cancelled that day.

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.

Pickup Policy

All parents should pick up their children 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 parents/guardians. Parents are reminded to drive slowly when entering/leaving the school campus. Siblings of the Aftercare children should never be left unattended in the car.

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

We ask that pick your child up on time. Aftercare ends at promptly 5:45 p.m. Parents will be billed \$1.00 per minute after that time. If a parent is late three afternoons, Aftercare privileges may be withdrawn. Students must be signed out of Aftercare with the staff member in charge.

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

By completing and submitting your registration forms on-line, you acknowledge your understanding of the 2019-2020 TAS Aftercare Program Guidelines, Rules, and Procedures.

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 **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 must have a signed Epi Pen/Inhaler Authorization for Self-Carry/Administration Form on file if they carry their inhaler or Epi Pen.

All snacks brought on to campus to share with other students must be approved by both the teacher and the school nurse prior to being delivered.

Early Childhood: Classrooms for PreK3, PreK4, and Kindergarten are all nut free. Snacks brought into these classrooms, **even for individual consumption**, must be nut free. A designated peanut / tree nut-free table will be available for all students with food allergies in the Lower School lunch area if needed.

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 RECORDS

All health forms can be located on the School Nurse's webpage: (<http://www.anthonyschool.org/SchoolNurse.aspx>) 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, e-mailed to the School Nurse at 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, which is required by state law.

- **Required forms for Students with Specific Needs**
 - 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 control the spread of illness when a student may be sick.

- **Please keep your child at home if he or she experiences any of the following:**
 - Fever (100° Fahrenheit or greater)
 - Vomiting
 - Diarrhea
 - Red or sore throat
 - Visible discharge from nose or eyes
 - Diagnosis of a contagious disease such as flu, strep throat, or bronchitis

- **Your child may return to school when he or she has 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 The Anthony School (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 that the student is too ill to remain at school, the parents will be notified. Parents should 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 relative.

If an Epi Pen is administered to your child, "911" 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 child's completed immunization record be in our files **before the opening day of school**. State-required vaccinations can be found online at www.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 The Anthony School that needs further evaluation or treatment, a parent/guardian will be notified immediately. If the parent/guardian 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. The Anthony School does not assume responsibility for treatment.

*If an ambulance is called at the insistence of the parent or guardian but not recommended by the School Nurse and/or school staff, the family will be responsible all related costs.

MEDICATIONS

In addition to state standards, The Anthony School adheres to the following regulations regarding medications taken by children at school, during Aftercare 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; **this form must be 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’s 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’s 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), **the parent/guardian is responsible for ensuring that the medications have 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 both for ensuring that there is enough medication provided to the School Nurse so that doses are not missed and for 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 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 may be done by your physician.
- **Vision and Hearing:** While The Anthony School is required to offer basic vision and hearing screenings to certain grade levels every year, it is recommended by the American Academy of Pediatrics that all children get regular age-appropriate vision and hearing exams.