



Student/Parent Handbook

2021-2022



MISSION STATEMENT

The Anthony School educates children PreK3 through 8th grade in a challenging and nurturing environment, engages them through an advanced curriculum, and empowers them to become independent and excited students.

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

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, visitors and volunteers must sign in, obtain a visitor pass, and pass through the check-in process to access any part of the building beyond the main office.
- 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.
- 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.
- 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.

LEAVING CAMPUS

Under no circumstance is a student to leave campus during school hours without permission from the Administration.

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 Code 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.
- **SEVERE WEATHER DRILLS**
The school will conduct a number of severe weather drills throughout the year. These drills will ensure every student knows where to go in the event of severe weather.

- **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 a 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 do to protect the safety and welfare of The Anthony School community.

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.

PreK3 – 8th Grade Information

ARRIVAL

THE SCHOOL OPENS DAILY AT 7:30 a.m. during the school year.

The front entrance off Ohio Street is the designated drop off for PreK3 & PreK4 students. The Gym Lobby entrance is the drop off location for Kindergarten - 4th grade students. The Cafeteria entrance is the drop off location for 5th-8th grade students. **Classes begin at 7:55 for MS and 8:00 for all other students.**

DISMISSAL

PreK3 and PreK4 students 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.**

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

Elementary students, along with any younger siblings, will be picked up at the gym breezeway 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 3:20 at the cafeteria entrance. Both lanes will be used for elementary/middle school carpool.

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

EARLY DISMISSAL

All PreK3 & PreK4 students dismiss at 11:30 a.m. on early dismissal days. **They do not eat lunch.**

PreK3 and PreK4 students, along with any younger siblings, will be picked up at the gym lobby 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 Kindergarten - 4th grade students dismiss at the regular pick-up spot.

1:00 5th - 8th grade students dismiss at the regular pick-up spot.

PLEASE NOTE

If a student is not picked up by 3:30 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. Families will be billed \$1.00 per minute after that time. 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, an email and phone notification will be generated, along with an announcement on social media 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.

STUDENT DRESS

Early Childhood - Elementary

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. **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 Grade through 8th Grade

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.**

Clothing should cover all necessary body parts, fit appropriately, and not display any illegal drugs, tobacco, alcohol, or vulgar/profane language. Undergarments should not be visible.

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Administration and staff have the right to final decisions regarding appropriateness of attire.

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

Field Trip Attire: If it is safe to participate in field trips this year, we require students to wear a TAS t-shirt, which can be purchased in the front office, or a polo shirt, which can be purchased at The Toggery.

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. 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 an excused tardy will receive a Written Warning.

ABSENCES

Attendance is a basic requirement of academic success. The Anthony School relies on parents to ensure 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 who miss more than ten (10) full days per semester (there will be no penalty when students miss classes to participate in school-sponsored activities) could be denied 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. Please communicate with both the Head of Lower School/Head of 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 48 hours with no medication before returning to school.
- Family trip absences will be added to the cumulative number of absences per semester.
- 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 will be scheduled as convenient for the teacher administering 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, nor will the absence be counted.

MAKE-UP WORK

Students are obligated to complete any work missed. 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).

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.

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.

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

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. 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, 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.

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.

Administration 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.

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.

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.
- The Anthony School does not condone plagiarism of any kind.
- Students are expected to protect school property as well as the property of fellow students and school personnel.
- Installing viruses or accessing administrative files without permission is illegal. Please refer to the Technology Policy.
- Electronic devices are permitted only when approved by the teacher for schoolwork. 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.
- 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.

- 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.
- 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 texting, e-mail, chat room discussion groups, instant messaging, social media posts or comments —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. 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 3-8 will review the policy at the beginning of each year.

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.

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.
- **Middle School Written Warning:** Written warnings may be assigned for disruptive behavior, failure to follow classroom policies, inappropriate attire, or other reasons determined by faculty and staff.
- Some infractions may result in more than one Written Warning.
- Written Warnings are recorded by the teacher and e-mailed to parents and student. 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.
- 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 school 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.
- **Dismissal:** Dismissal is permanent removal from the school. If there is an offense where expulsion is a possible consequence, parents will be given notification. Before a final decision is made, administration will consider the perspective of the student and their parents regarding the situation. Grades will be recorded up to the date of dismissal.

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 application - and supporting documentation - is reviewed by all members of the Admissions Committee. 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.

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

Students are provided cubbies (PreK3) and lockers (PreK4 - 8th grade) to store their totebags or 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 unless required for classroom purposes or permitted by a teacher. If students need to contact their parents, they may use the 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 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.

INCLEMENT WEATHER CLOSING

In the event the school must close for inclement weather, announcements will be made via email, phone call, TV stations, website, and social media. Teachers and administration will notify students and families whether any classwork will be conducted virtually.

ONLINE ACCESS TO GRADES AND ASSIGNMENTS (GRADES 3-8)

In addition to written report cards and parent/teacher conferences, students and parents/legal guardians can monitor assignments and academic progress through FACTS. FACTS provides interim, quarter, and semester grades; it also allows access to both class and homework assignments. Access to FACTS can be found under the "Panther Community" section of the school website.

FACTS/Communication and Parent Alert System

The Anthony School uses FACTS Student Information System (SIS) to communicate to parents. This system will be used to contact parents about general announcements, school closings, or emergencies. Within the Family Portal of FACTS, parents can update addresses, phone numbers and e-mail addresses. 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.

Should you have any questions or need any assistance with FACTS or the school website, please contact the Main Office.

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 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.

LUNCHES

Lunches may be ordered online through the FACTS Family Portal. Fridays are designated as "Pizza Fridays." Pizza may be ordered online for students in all grades through the FACTS Family Portal.

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

PreK3 - Kindergarten will have scheduled Parent-Teacher conferences in the fall, at mid-year, and at the end of the school year. Grades 1-8 will have scheduled conferences in January and at the end of the school year.

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 satisfactory behavior.

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

FIELD TRIPS/SCHOOL PARTIES

Field trips are an integral part of the academic experience for students. 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. 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.

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 1) adhere to any possible food allergies and dietary restrictions and 2) avoid interrupting the class schedule. Please coordinate with your child's homeroom teacher.

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 adult responsible for the child during the guardian's 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. Parents may contact their child's teacher through The Anthony School email system; however, an immediate response may not be possible. Teachers will answer emails as soon as their schedules permit.

FUNDRAISING

The Anthony School and ParentCrew plan and implement fundraising activities throughout the year to benefit TAS, including the annual fund and spring auction event. Any fundraising activities by classes and/or individual students must be approved by Administration.

PETS

Personal pets are not allowed in the building. Classroom pets and animal visits from local museums and the Zoo will be arranged by grade level teachers and approved by Administration.

FINANCES

The Anthony School utilizes FACTS for tuition management and incidental billing. Parents will set up a payment plan online through FACTS. Tuition can be paid in one of the following three ways:

- 1) Annual Payments: Tuition to be paid in full in early August
- 2) Semi-Annual Payments: Tuition over two installments. The first installment is due in early August; the second is due on the day the students return in January.
- 3) Monthly Payments: A monthly draft from your account on the 5th, 10th, 15th, or 25th of each month.

- **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 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 2021-2022 TAS Handbook.

The Anthony School

Aftercare Program Guidelines, Rules, and Procedures

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. Students 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 approved check-out list.

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.

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.

Students 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.

We ask that you 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 2021-2022 TAS Aftercare Program Guidelines, Rules, and Procedures.

The Anthony School

Technology Department

NOTE: A copy of this agreement is available on our website at www.anthonyschool.org.



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 at The Anthony School. The use of technology in the classroom will enhance both 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 communicate with respect, integrity, empathy, and compassion.

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.

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 include the following:
 - To provide access to educational tools, resources, and communication.
 - To encourage innovation and collaboration.
3. Our policies are intended to promote the most effective, safe, productive, and instructionally sound uses of these tools.

Expectations and Rules

Responsible use of The Anthony School's technology resources means that 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 both in this document and in The Anthony School Handbook.

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

If an issue should arise that warrants a search of a student's laptop and/or device, parents or guardians will be notified before any search occurs. The Anthony School will cooperate fully if any event requires the involvement of law enforcement officials in any investigation related to potentially illegal activity 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 Anthony School students or members of the school community, or constitutes behavior embarrassing to the school.

Online Behavior

- I understand that, as a member of The Anthony School 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, e-mail, chat, instant-messaging, texting, gaming, and social networking.
- If I am uncertain whether a specific computer activity is permitted or appropriate, I will ask a teacher, school staff member, or parent or before engaging in that activity.
- **Consequence:** The Anthony School Safe School Rubric will be enforced.
- **Cyber Bullying:** Cyber Bullying is when the Internet, a cell phone, or another device is 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 action by The Anthony School personnel and/or administration.
 - 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:** Communication with parents, limited use of computer for a period of time,

and possible detention, suspension, or expulsion.

- **Disparagement:** Disparaging remarks, comments or statements are those that attack the character, honesty, integrity, and morality of an institution and/or person(s).
 - I will not 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:** Communication with parents, limited use of computer for a period of time, and possible detention, suspension, or expulsion.
-

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 Anthony School network and Internet and will not share or access others' folders, files, or data without authorization.
 - I understand that The Anthony School has the right to look at any data, e-mail, logs, or files that exist on the network or on individual computers. In addition, The Anthony School 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 Anthony School community without permission (addresses, phone numbers, e-mail addresses, photos, videos, etc.).
 - I will not take and/or post photos or audio/video recordings of another student, teacher, staff member, administrator, or Anthony School event without the express permission of the person in question or, in case of a school event, both The Director of Marketing and the Head of School.
 - **Consequence:** Communication with parents, limited use of computer for a period of time, and possible detention, suspension, or expulsion.
-

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 specifically authorized by a teacher.
- 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 Anthony School network.
 - Examples:
 - BitTorrent Clients
 - Transmission Vuze
 - uTorrent
- I will use The Anthony School network space for school-related activities only.
- I will not use my Anthony School email account to send out mass unsolicited messages or to forward chain letters, joke collections, or other objectionable/inappropriate materials.
- I will not use The Anthony School's 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, I will receive a discipline referral for the 1st offense. The 2nd offense will result in suspension of computer use.
-

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:
 - Suspension or expulsion.
 - If a student is suspended, he or she will not have network access upon his or her return to school.
-

Copyright and 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 ideas and presenting them 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 that material is copyrighted unless it is stated clearly to the contrary.
 - Consequence: The plagiarized assignment will receive a zero, and the work must be redone.
-

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. Losing 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.

Personally Owned Computer Equipment and Devices

- Connecting to other networks while on campus is prohibited.
- The Anthony School is not responsible for repairs or for diagnosing technical issues on personal devices. Any violation of the The Anthony School Responsible Use Policy will result in disciplinary action consistent with the school's rules and policies, regardless of who owns the device.
- Installing or booting to non-approved operating systems is prohibited. Example:
Developmental or beta release software

Printing

- Printers are available throughout the school; students should print to the printer closest to the classroom in which they are working.
- I will not send my work to multiple printers; instead, I will troubleshoot why the document 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. I will not print anything that is 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.

Limitation of Liability

The Anthony School 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.

The school 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.

The 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 that both my child and I 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.

Authorized By:		Date:	
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By completing and submitting your registration forms online, you acknowledge your understanding of the 2021-2022 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 during FACTS Registration.

A student with any history of a severe allergic reaction **must have two EpiPens 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 EpiPen.

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.

COVID

See [TAS COVID-19 Guidelines](#). Updates made regularly.

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, turned in at the Main Office, or submitted through your FACTS Family Portal (registration/re-enrollment packet).

- **Required for EVERY Student's Health Record**
 - Immunization Record: Copy of full immunization record, which is required by state law.
 - Health information in FACTS registration

- **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**.
 - EpiPen/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 EpiPens 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:**
 - 48 hours fever free (without use of a fever-reducing medication)
 - 48 hours without vomiting or diarrhea
 - 48 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 as 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 EpiPen 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.

- **Head injury:** Students who have received a significant blow to the head will be assessed for symptoms. Anyone with the following symptoms: unequal pupils, double or other visual problems, severe headaches, forceful vomiting, dizziness or poor balance, convulsions or seizures, weakness of arms or legs, unusual drowsiness, mental or personality changes, or fluid from nose or ears (other than normal secretions), will have the parent notified and a referral to a physician will be made. Any child, who suffers a loss of consciousness or develops any of the symptoms above will be referred to a physician. If there is a persistent loss of consciousness, or unstable vital signs, an ambulance will be called.
 - If your student is diagnosed with a concussion, accommodations will be made at school following a written and signed protocol from your physician.
- 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 for 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 information in FACTS.
- 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 EpiPen/Inhaler Self Carry 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 to 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: EpiPen), **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.