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# Parent/Student Handbook 2011-2012



# **Parent/Student Handbook 2011-2012**

## ***Right to Amend***

St. Anthony on the Lake School reserves the right to amend this Handbook.  
Notice of amendments will be sent to parents via the Green Folder.

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## **STATEMENT OF PURPOSE**

This handbook has been prepared to acquaint you with the mission, philosophy, policies and procedures of St. Anthony School. It will serve as a practical guide and thus strengthen the bonds between the home and school.

Please familiarize yourself with the contents of this handbook and discuss with your student the importance of complying with policies. Order is conducive to learning, and joint success as educational leaders is dependent upon student, parent/legal guardian and teacher adherence to school policies and guidelines.

Whenever a policy is number coded, it is taken directly from the Archdiocese of Milwaukee Policies and Regulations Handbook. This is the official title of the Policy Handbook that guides our Catholic schools.

Regulations are within the framework of flexibility and relevancy so as to insure the greatest possible growth and development of our students. If there is any information relative to St. Anthony School that has been unintentionally omitted, feel free to call and discuss the possibility of its inclusion in the next edition.

Parents and parent volunteers are an integral part of the educational program at St. Anthony. Because of this, all parent/legal guardians are encouraged to participate in school related activities, such as conferences, St. Anthony School Committee, volunteer services about the school and/or co-curricular activities. It is well known that these kinds of experiences help to promote a bond between parent/legal guardians and school that is essential for quality education to occur.

**It is important that you keep this handbook available at all times.** Refer back to it if questions arise during the year.

## **MISSION STATEMENT**

St. Anthony on the Lake Catholic School is committed to be a center for academic excellence that challenges students to reach their full potential. As part of the St. Anthony parish community, we will model the Gospel values through our liturgies, prayer, service to others and daily lives. We are dedicated to the formation of our students as responsible, faith-filled Christian leaders.

## **PHILOSOPHY**

St. Anthony School strives to instruct its students by word and example to live in accordance with the Gospel message and the teachings of the Catholic Church.

The education of the students belongs primarily to the parent/legal guardians, who cooperate with the school in establishing a Christian atmosphere in which students can develop into spiritually, personally, intellectually, socially and physically responsible members of society.

It is our purpose (Pastor, teachers, parent/legal guardians, administrators, students) to emphasize the priorities of Christian living, which will make St. Anthony School a community of faith that will be conscious and active in carrying out its mission of evangelization.

## **GOALS**

### **Students:**

To create a Christian atmosphere sensitive to the individuality and dignity of each student, in such manner that they will develop spiritually, intellectually, socially, personally and physically.

### **Family:**

To assist and cooperate with the parent/legal guardians in developing the spiritual values and academic skills necessary in educating their students.

### **Personnel:**

To establish an atmosphere of love and acceptance by cooperating, sharing talents, and accepting the uniqueness of each other, thus enabling staff to teach as Jesus did.

### **Parish:**

To model for the students the Gospel message through prayer, worship and service enabling them to be active members of their parish community.

## OBJECTIVES

1. Spiritual Development  
Religious Education is provided through formal educational instruction and living experiences, which include Scripture, worship, basic teachings, justice and peace, and respect for life. Formative religious experiences (liturgical, para-liturgical, and service) lead to a living, conscious, and active faith which results in the formation of the Christian community.
2. Personal Development  
St. Anthony School Community will work to establish an atmosphere, which is conducive to building a positive image of self, God and others. This value can be enhanced through encouragement, respect and guidance toward recognition of each student's strengths and limitations in setting personal goals.
3. Intellectual Development  
Together, faculty and parent/legal guardians will strive to instill students with a love and enthusiasm for learning. We will offer an appropriate contemporary, quality educational program to meet the needs of each student and helps develop his/her unique abilities. It also instills skills in self-learning, critical thinking, problem solving, decision making, and peace making.
4. Social Development  
St. Anthony School will assist students to become socially responsible persons through a curriculum and atmosphere which stresses the importance of respect for all people - regardless of any physical, mental, cultural or material differences, and an appreciation for nature and property that reflects good Christian citizenship. Both adults and students in the school community will model openness, understanding, acceptance, and sensitivity.
5. Physical Development  
It shall be the concern of the school community to develop sound minds and bodies in our students in accordance with good health habits. Physical activities, whether extracurricular or co-curricular, are developed to provide for the individuality, culture and interests of each student. These activities should enrich adult and student interaction as well as provide opportunities for leadership, cooperation, responsibility and creativity that reflect the Christian values of the school.

## 2011-2012 SCHOOL PERSONNEL

<b>Pastor</b>	Father Tony Zimmer
<b>Principal</b>	Mrs. Barbara Heinle
<b>Kindergarten</b>	Mrs. Mary Fox
<b>Grade 1</b>	Mrs. Donna Wood
<b>Grade 2</b>	Mrs. Terri Hawkins
<b>Grade 3</b>	Mrs. Cathy Sellers
<b>Grade 4</b>	Mrs. Sheri Krahn
<b>Grade 5</b>	Ms. Christine DeBuhr
<b>Grade 6</b>	Mrs. Kathy Mullen
<b>Grade 7</b>	Mrs. Audrey Anderson
<b>Grade 8</b>	Ms. Dawn Duellman-Arndt
<b>Music Teacher</b>	Mrs. Kathleen Latzke-Daley
<b>Resource Specialist</b>	Mrs. Lela Gettelman
<b>Physical Education</b>	Mr. Michael Serath
<b>Computer Coordinator</b>	Mrs. Susan Barnhart
<b>Spanish</b>	Futura
<b>Art Specialist</b>	Mrs. Jaime Yaeger
<b>Kindergarten Aide</b>	Mrs. Laurie Straehler
<b>1<sup>st</sup> Grade Aide</b>	Mrs. Jayna Dryer / Mrs. Pat Wilde
<b>2<sup>nd</sup> Grade Aide</b>	Mrs. Shirley Panek
<b>Noon Aide</b>	Ms. Cynthia Hince / Mrs. Jayna Dryer / Mrs. Shirley Panek
<b>Extended Day Care Supervisor</b>	Mrs. Bernie Wollner
<b>Extended Day Assistant</b>	
<b>Maintenance</b>	Mr. Jim Guidinger / Mr. Warren Schlei
<b>Band</b>	
<b>Piano</b>	Ms. Ann Basten
<b>Administrative Assistant</b>	Mrs. Bonita Ziegler

## **ABSENCE and LEAVING SCHOOL PREMISES**

When a student is absent:

1. Call the school office (691-0460) by 7:35 AM, giving the student's name, grade and reason for his/her absence. If the line is busy, please leave a message on Voice Mail.
2. Absences or late arrival due to appointments of any kind require the written permission of a parent/legal guardian prior to the day of the appointment.
3. Longer absences due to trips require a vacation form be submitted to the office two weeks in advance of the trip. Vacations during scheduled school time are discouraged because they disrupt the learning situation for your student. In particular, **absences and vacations are discouraged during the two weeks that standardized testing takes place**. It is the decision of the teacher as to when the homework will be given. It is the responsibility of student and parent/legal guardian to see that the work is completed.
4. Longer absences due to illness may require a written statement from a medical professional (example: licensed physician, chiropractor, psychologist) verifying the condition of the student and indicating how long the excuse shall be valid.
5. Frequent **tardiness** is a serious problem. A student is considered tardy if he/she is not in the classroom at the time of the opening exercises (7:40 AM for grades 5-8 and 7:45 AM for grades K-4) unless previously excused for an appointment. Students who arrive late for school (after 7:40 / 7:45 AM) must report to the school office with their parent or legal guardian to sign in. Written communication will be made to parent/legal guardians of students who are consistently tardy.

When a student leaves school premises:

1. No student may leave the grounds during the school day without the written permission of a parent/legal guardian and the permission of the Principal. St. Anthony School will not accept responsibility for any student who leaves the premises without permission.
2. Early dismissal for any reason must be requested in writing by a parent/legal guardian and signed by the Principal and teacher before the student may be dismissed. No student will be released unless the Principal knows the reason for the release and to whom the student is released. (This is a safeguard for both the student and the school.) **PARENT/LEGAL GUARDIANS SHOULD REPORT TO THE OFFICE BEFORE PICKING UP THEIR STUDENT AND SIGN THEM OUT ON THE FORM LOCATED OUTSIDE THE SCHOOL OFFICE.**
3. If a student becomes ill or is injured while at school, the parent/legal guardians will be informed and asked to pick up the student as soon as possible. If the parent/legal guardians are unable to pick up the student, they are expected to make other arrangements. **It is imperative that emergency numbers are accurate and up-to-date.**

## **ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS)**

In order to provide for the welfare of the general population of the student body and the particular good of the student infected with the disease or the virus associated with Acquired Immune Deficiency Syndrome (AIDS), the school authorities shall follow these procedures:

1. Each student reported to have reliably diagnosed Acquired Immune Deficiency Syndrome (AIDS) shall be evaluated on an individual basis.
2. The evaluation of an infected student shall be conducted by a team composed of the parent or legal guardian, the physician of the student, a representative of the local health department, and a representative of the local school. Factors to be considered include:
  - a. Clinical condition of the student,
  - b. Risk of others in the classroom to the student,
  - c. Risk of the student to others in the classroom,
  - d. Demographic, environmental, psychological and social factors in the school setting obtained from the evaluation team.

Recommendations from the placement team regarding the type of educational and care setting for the AIDS infected student shall be based on the behavior, neurological development and physical condition of the student, and the expected type of interaction in that particular setting. Students infected with AIDS should be cared for and educated in settings that minimize exposure of others to blood or body fluids.

3. Based on current evidence, casual student-to-student contact as would occur among school students appears to pose no risk for transmission of AIDS. It should be emphasized that any theoretical transmission would most likely involve exposure of open skin lesions or mucous membranes to blood and possibly other body fluids of an infected student. For most infected school-aged students, the benefits of an unrestricted setting would outweigh the risk of their acquiring potentially harmful infections in the setting and the apparent nonexistent risk of transmission of AIDS.

5141.4

### Transmission Information

Current knowledge indicates that students or employees with any form of HIV infection do not pose a health risk to other students or employees in an academic setting. HIV is transmitted by intimate sexual contact and by exposure to contaminated blood. There has been no confirmed case of transmission of HIV by any household, school or other casual contact. The U.S. Public Health Service states that there is no risk created by living in the same place as an infected person; caring for an AIDS patient; eating food handled by an infected person; being coughed or sneezed upon by an infected person; casual kissing; or swimming in a pool with an infected person.

## ADMINISTRATION

If a question regarding procedures should arise,

1. Consult the person (teacher) concerned.
2. Consult the Principal only if, after reasonable time, further assistance is deemed necessary.
3. Consult the Pastor only if, after reasonable time, further assistance is deemed necessary beyond that given first by the teacher and then, second, by the Principal.

The Pastor is ex-officio chief administrator of the school.

The specific direction of the school is delegated to the Principal.

The specific direction of the classroom is delegated to the teacher.

The specific direction of outside activities, lunch and playground supervision is delegated to the supervisor in charge in compliance with directives from the Principal.

## CONCILIATION PROCEDURES FOR PARENT/LEGAL GUARDIANS

### Level One: Verbal Appeal

1. Any parent/legal guardian who has a concern shall discuss the matter with the teacher / other Christian Formation minister / Principal (hereafter known as the parish employee) within ten (10) working days in an effort to clarify and resolve the concern within the local confines.

### Level Two: Written Appeal

2. If the situation is not adjusted in a manner satisfactory to the parent/legal guardian or if no steps have been taken toward improvement, then within five (5) working days a written statement signed by the parent/legal guardian should be submitted to the parish employee. If mutually agreeable, both parties may request from the Director/Superintendent of Schools a resource person skilled in dealing with conflicts to assist them in resolving/managing the situation.

### Level Three: Appeal to Local Conciliation Committees

3. If the matter is not adjusted in a manner satisfactory to the parent/legal guardian or if no steps have been taken toward improvement, then within the next five (5) working days the concerned parent/legal guardian shall submit a written statement to the local Conciliation Committee, setting forth the nature of the problem. The local parish community should establish its own Conciliation Committee and determine its process and time lines.

Within the next five (5) working days, the local Conciliation Committee shall meet separately with the concerned parent/legal guardian and parish employee to clarify the issue.

4. Within five (5) working days of those hearings, the local Conciliation Committee shall hold a group meeting or meetings of resolution, which would include the local Conciliation Committee, the aggrieved parent/legal guardian and the parish employee.

If the matter is not thus resolved, all three parties involved shall draft a written statement to provide insight into the problem. The process continues.

Within five (5) working days of the joint meeting, the local Conciliation Committee shall:

- Support the parent/legal guardian and take action to resolve the matter; or
- Inform the parent/legal guardian in writing that the issue, in their opinion, should be withdrawn; or
- Request in writing a hearing with the Conciliation Committee of the Office for Schools, Student & Youth Ministries.

If the local Conciliation Committee does not support the parent/legal guardian, the parent/legal guardian may appeal to a Conciliation Committee of the Office for Schools, Student & Youth Ministries.

#### Level Four: Appeal to Archdiocesan Conciliation Committee

5. The request for a hearing with a Conciliation Committee of the Office for Schools, Student & Youth Ministries shall be made through the Superintendent's office. It shall contain the statements of the parties concerned.
6. The Office for Schools, Student & Youth Ministries shall maintain a list of persons to serve on the Conciliation Committee. The parties concerned shall nominate five candidates from which the Director/Superintendent of Schools shall select an Ad Hoc Committee of three.
7. Upon receipt of the written statement, the Conciliation Committee will set up a hearing within ten (10) working days, at a mutually convenient time and place, for discussion of the concern with all parties involved.
8. If the matter is still unsettled, the Conciliation Committee will set up a hearing with the Director/Superintendent at a convenient time and place for all parties concerned. At this hearing, all persons involved should be present.
9. Within ten (10) working days the Director/Superintendent will submit a written decision to the parties concerned.

In all cases above, where there is reference to five (5) or ten (10) working days, this shall be revised to "fifteen (15) total days" whenever summer/holiday vacation time would come into this span.

## ADMISSION POLICY

1. Continuing students will be accepted from those families who contribute their share to the church expenses and/or participate in church/school organizations.
2. New student registration will begin during the month of January. Starting May 1st registration will be open to non-parish members for any classes that are not full.

Preference for enrollment of students to St. Anthony will be given in the following order:

- a. Families who have had students in the school and are in good financial standing with the church and have participated in church/school organizations.
  - b. Families who are employed by St. Anthony on the Lake Parish.
  - c. Longevity as a parish member in good financial standing and activity in church/school organizations.
  - d. New families in the parish who are willing to contribute both money and effort to the church/school.
  - e. Families who have been parish members but have not contributed their share to the church/school.
  - f. Families who are not members of St. Anthony on the Lake Parish.
3. A waiting list will be established after capacity in each class has been reached. Capacity is 26 in kindergarten, 28 in grades 1 through 8. To be considered on a waiting list, registration and fee must be completed.
  4. No student may be admitted to 5-year-old kindergarten unless he or she is 5 years old on or before September 1st in the year he or she proposes to enter school.

S.S. 118.14

The State Statues provide for admission of special cases into first grade. Section 115.28(8) states, "The State Superintendent shall prescribe procedures, conditions, and standards under which admissions to kindergarten and first grade may be made at ages earlier than those specified in Section 118.14 in exceptional cases."

The philosophy of St. Anthony School states that "we will offer an appropriate, contemporary, quality educational program which attempts to meet the needs of each student and helps to develop his/her unique abilities." In lieu of this, we feel that a student's experience of school should be geared to success and not failure, insofar as this is possible.

In order to work toward this goal, the emotional, social, intellectual, and physical status of a student applying for early entrance into kindergarten will be evaluated.

1. A parent/legal guardian who wishes to enroll a student for early entrance will meet with the Principal, fill out an application for early entrance, and discuss reasons for the same.
2. A birth certificate, as proof of age, is required.
3. A screening test is also required.
4. If there is limited space, students who have reached the age required for kindergarten are given priority for admittance into kindergarten before consideration is given to underage students.
5. Only those students who have reached the age of 5 by October 1 will be considered for screening.

The Principal makes the final determination whether early entrance will be in the best interest of the student.

If the student is accepted, it is on a probationary basis only. At the completion of the first quarter, an evaluation will be held to determine the student's continuation in the program.

5. St. Anthony School does not discriminate against applicant students on the basis of race, color, sex, or national or ethnic origin.
6. Final decision on admission lies with the Pastor and Principal.
7. **All new pupils are on probation for their first semester.**

## **ATHLETICS / EXTRACURRICULAR ACTIVITIES**

St Anthony School provides a program of physical education and extra activities for all students, emphasizing sportsmanship, teamwork, understanding of competition and, above all, a positive base for Christian development. Students who take part in competitive sports or school-related extracurricular events must maintain an academic average commensurate to their ability. Students who practice or play athletics or participate in extracurricular events must attend at least ½ day of school on the day of the activity. Students who fall below a 2.0 achievement grade on WebGrader in a core curriculum subject may receive a regular status report in order to maintain eligibility during that season. The Principal, teacher, and parent/legal guardian will meet to develop the reporting plan. Good conduct and a respectful attitude in general school activities are required in order to participate in these activities.

### Specific Regulations for Basketball

1. There must be a minimum of four practice sessions on separate days before the opening game of the season.
2. Fifth and sixth grade teams may be scheduled for a maximum of 2 practices per week, each being no more than 1-1/2 hours in length. Seventh and eighth grade teams may be scheduled for a maximum of 2 practices per week, each being no more than 2 hours in length.
3. Teams are limited to playing in only one league during the season. (See R6145.2 #3.)
4. Teams may participate in preseason, midseason (holiday), and postseason tournaments subject to the following limitations:
  - Fifth and sixth grade teams may play a maximum of 12 games and participate in 3 tournaments.
  - Seventh and eighth grade teams may play a maximum of 14 games and participate in 4 tournaments (Not counting the Padre Serra Basketball Tournament.)
5. The maximum length of a quarter of any game shall be six minutes.
6. A team may not play more than three games in any one week (exception: the weeks of the midseason or postseason tournaments). A team may not play more than 2 games in one day, a minimum of 2 hours of rest must be provided between games.

6145.22

The Waukesha Area Catholic Conference offers volleyball in the fall, and track and baseball in the spring.

### BICYCLES - SAFETY

Bicycles ridden to school are to be parked and locked in the rack provided for that purpose. The school is not responsible for damage or theft. No student is to ride his/her bike on the playground areas while students are present - usually 7:45 AM to 2:30 PM.

When a bike rider enters the playground area, he/she must walk the bike to the bike area. When leaving after school, he/she must walk with the bike to Oakton Road or Hwy. SS. Students are not to ride through student lines as they board the buses. All are expected to abide by the rules of bicycle safety as issued by the Police Department.

## **BUSES**

The buses drop off and pick up students on the driveway in front of the school. **We ask that no cars park or drive in this area during the time of loading and unloading.**

The students who ride the buses are expected to behave according to the regulations of the public school transportation systems. The rules are given below.

Any misbehavior reported to the school will be handled by the Principal and the public school official responsible for bus transportation. Disciplinary action may be taken for misbehavior while on the bus.

Students who are picked up by car should be picked up in the upper lot of school after the buses have departed. See the Car Rider guidelines.

If a regular bus rider is being picked up by car, a note to the office is required.

If a student will be riding a bus other than his/her regular bus or if he/she will be getting off at a place other than home, a note signed by the parent/legal guardian and Principal (office) is required.

A sample form for the above purposes is available on the website.

### Bus Riders Rules:

1. Be on time at the designated bus stop, keeping the following in mind:
  - a. Stay off the road at all times while waiting for the bus. Bus riders, conduct yourselves in a safe manner while waiting.
  - b. Wait until the bus comes to a complete stop before attempting to enter the bus. Line up in an orderly fashion in a single file.
  
2. While on the bus:
  - a. Keep hands and head inside the bus at all times after entering and before leaving the bus.
  - b. Assist in keeping the bus safe and sanitary at all times.
  - c. Remember that loud talking and laughing or unnecessary confusion diverts the bus driver's attention from his job.
  - d. Treat bus equipment like valuable furniture in your home.
  - e. Never tamper with the bus or any of its equipment.
  - f. Leave no books, lunches, or other articles on the bus.
  - g. Keep books, packages, coats, and all other articles out of the aisle.
  - h. Remain in the bus in case of road emergency unless otherwise directed by the driver.
  - i. Do not throw anything out of the bus window.
  - j. Always remain in your seat while the bus is in motion.
  - k. Be courteous to fellow pupils, bus driver, driver's assistant, and passers-by.
  - l. Parent/legal guardians will be notified if there is continuous misconduct on the bus. Bus riders may be denied the privilege of riding for a certain number of days.
  - m. The driver is responsible for controlling the bus riders. Students must obey the driver and the driver's assistant promptly and cheerfully.

## CALENDAR

A school calendar providing an overview of the year is made available to all parents/legal guardians. A monthly calendar, provided by the School Office, will also be sent home electronically near the beginning of each month. This will be as accurate as possible and should be referred to often.

## CAR RIDER RULES

In the interest of student safety and school security, all students transported by car at the beginning or end of the school day should use the upper lot. Drop off and pick-up is just to the south of the church carport. Buses will be utilizing the upper parking lot driveway. Buses will have priority for student drop off and pick up. In the morning if a bus is present, parent/legal guardians are asked to wait in the southeast area of the upper parking lot until the bus clears. After school, parent/legal guardians should remain in the “staging” area in the southeast area of the upper parking lot until after all the buses have entered. **Car riders should arrive no earlier than 7:25 AM.** Please see the Appendix to this Handbook for a diagram for car rider drop off and pick up.

## CHANGE OF ADDRESS

Please inform the school office if you are moving, changing address, or changing your telephone number.

## COMPUTERS AND TELECOMMUNICATIONS

Computing, data storage, and information retrieval systems are designed to serve the students, faculty, staff, and volunteers of the school/parish. Network and Internet access is provided to further the legitimate educational goals of this institution. The school/parish provides computing and network resources for the use of students, employees, and others affiliated with the school parish. The equipment, software and network capacities provided through school/parish computer services are and remain the property of the school/parish. All users are expected to conduct their on-line activities in an ethical and legal fashion. **The use of these resources is a privilege, not a right.** Misuse of these resources will result in the suspension or loss of these privileges, as well as disciplinary, legal, and/or monetary consequences. Appropriate or acceptable educational uses of these resources include:

- Accessing the Internet to retrieve information from libraries, databases, and World Wide Web sites to enrich and expand curriculum
- Using e-mail capabilities to facilitate distance learning projects
- Using Listservs and newsgroups to gain access to current information on local, state, national, and world events

Examples of inappropriate or unacceptable uses of these resources include, but are not limited to, those uses that violate the law, the rules of the network etiquette, or hamper the integrity or security of any network connected to the Internet. Some unacceptable practices include:

- Transmission of any material in violation of any U.S. or state law is prohibited. This includes but is not limited to: copyrighted material; threatening, harassing, pornographic, obscene material; or material protected by trade secret. The transmission of copyrighted materials without the written permission of the author or creator through school e-mail or other network resources in violation of U.S. copyright law is prohibited. As with all forms of communications, e-mail or other network resources may not be used in a manner that is disruptive to the work or educational environment. This display or transmission of messages, images, cartoons or the transmission or use of e-mail or other computer messages that are sexually explicit constitute harassment which is prohibited by the school. It is also illegal for anyone to knowingly allow any telecommunications facility under their control to be used for the transmission of illegal material.
- The use of computers for personal financial or commercial gain, product advertisement, political lobbying, or the sending of unsolicited junk mail or chain letters is prohibited.
- Vandalism is prohibited. This includes but is not limited to any attempt to harm or destroy the data of another user, the network, Internet, or any networks or sites connected to the network or Internet. Attempts to breach security codes and/or passwords will also be considered a form of vandalism.
- The creation, propagation, and/or use of computer viruses is prohibited.
- The forgery, reading, deleting, copying, or modifying of e-mail messages of other users is prohibited.
- Deleting, examining, copying, or modifying files and/or data belonging to other users is prohibited.
- Willful destruction of computer hardware or software, or attempts to exceed or modify the parameters of the system is prohibited. Nothing in this policy shall prohibit the school operator from intercepting and stopping e-mail messages that have the capacity to overload the computer resources. Discipline may be imposed for intentional overloading of the school's/parish's computer resources.

Access to the school/parish e-mail and similar electronic communication systems is a privilege, and certain responsibilities accompany that privilege. School/parish users are expected to demonstrate the same level of ethical and professional manner as is required in face-to-face or written communications. Anonymous or forged messages will be treated as a violation of this policy.

- Unauthorized attempts to access another person's e-mail or similar electronic communications or to use another's name, e-mail or computer address to send e-mail or similar electronic communications is prohibited and may subject the individual to disciplinary action.
- All users must understand that the school/parish cannot guarantee the privacy or confidentiality of the electronic documents, and any messages that are confidential as a matter of law should not be communicated via e-mail.

- The school/parish reserves the right to access e-mail to retrieve information and records, to engage in routine computer maintenance and housekeeping, to carry out internal investigations, or to disclose messages, data or misinformation to enforcement authorities.
- Any information contained on the hard drive of a computer owned by the school or parish or computer disks which are purchased by the school are considered the property of St. Anthony on the Lake School.

This agreement applies to stand-alone units, as well as units connected to the network or the Internet. Access to the Internet will only be allowed through the regular school network connection associated with approved computer time. Any attempt to violate the provisions of this agreement will result in the revocation of the user's privileges, regardless of the success or failure of the attempt. In addition, school/parish disciplinary action and/or appropriate legal action may be taken. The decision of the Principal/Pastor regarding inappropriate use of the technology or telecommunication resources is final. Monetary remuneration will be sought for damage necessitating repair or replacement of equipment and/or software.

**CONCILIATION PROCEDURES FOR PARENT/LEGAL GUARDIANS**

SEE ADMINISTRATION

**CURRICULUM/TEXTBOOKS**

5101 (a)

Religion	K-4	Silver Burdett Ginn	2004	
	5-6	Sadlier	2004	
	7-8	Sadlier	2004	
Family Life / Human Sexuality	Kindergarten	Benzinger	2001	
	Primary	Benzinger	2001	
	Intermediate	Benzinger	2001	
	Middle School	Benzinger	2001	
Health	K – 5	Harcourt	2007	
	6 – 8	Holt	2007	
Language Arts	Kindergarten	McGraw /Hill	2005	
	Primary	McGraw /Hill	2005	
	Intermediate	McGraw /Hill	2005	
	Middle School	Others		
Math	K - 5	Scott Foresman	2004	
	6 - 8	Prentice Hall	2001	
Reading	K – 4	McGraw/Hill	2007	
	5 – 8	Great Source		
	5 – 8	Novels		

Spelling	Kindergarten			
	Primary	McGraw / Hill	2005	
	Intermediate	McGraw / Hill	2005	
	Middle School	Other		
Science	Kindergarten	Scott Foresman	2000	
	Primary	Scott Foresman	2000	
	Intermediate	Scott Foresman	2000	
	Middle School	Pearson		2010
Social Studies	K-6	Scott Foresman	2004	
	7-8	Glencoe	2000	
Music	1-8	Silver Burdett	2005	
Art				
Spanish	5-8	Futura		
Penmanship	1-2	Zaner-Bloser	2003	
Physical Education				
Computer				

## **DISCIPLINE & SCHOOL RULES**

### **Discipline**

St. Anthony School is dedicated to ensuring the formation of our students as responsible, faith-filled Christian leaders. St. Anthony School will:

1. Provide students with a God-centered education during formative years.
2. Help to develop students into committed Christians by means of a Christian atmosphere and by participation in meaningful liturgies.
3. Offer the student a highly qualified faculty, dedicated to a superior scholastic education, pursuit of cultural goals and natural development, all within the proper perspective of Christian living and learning.

In return, we ask that students attending St. Anthony School choose to respond in a Christ-like manner by showing:

- Obedience
- Honesty (cheating and forgery are forms of dishonesty)
- Courtesy
- Cooperation
- Respect

Disciplinary rules are established to:

- comply with legal guidelines
- foster self-discipline,
- cultivate Christian values,
- provide a safe, learning climate for those concerned.

The disciplinary code for St. Anthony School (Love & Logic) is as follows:

1. Minor classroom infractions shall be handled by the classroom teacher and/or staff on an individual basis.
2. Repeated offenses of a more serious nature shall be referred to the Principal, accompanied by communication of the offense to the parent/legal guardian.
3. Various breaches of conduct, depending upon seriousness, can be placed under the following categories: detention, probation, suspension, and expulsion as indicated by Archdiocesan policy.

### **School Rules**

Specific school rules have been established by St. Anthony School. Students who choose to disregard these rules will experience the consequences for breaking the rules. We stress making good choices, as well as being responsible for one's actions. We strive to positively reinforce the good behavior of students. It is our hope that if students understand the consequences of their behavior, they will consciously make good choices.

**We expect all students to display the following Christian conduct.**

- 1. RESPECT THEMSELVES**
- 2. RESPECT OTHERS**
- 3. RESPECT SCHOOL AND OTHER PEOPLE'S PROPERTY**

**This conduct is expected in all areas of the school, church, buses and at any school/parish sponsored activity, and at all outside activities.**

To help students develop into committed Christians in a Christian atmosphere, the following rules must be followed while on school grounds or at school-sponsored events (unless given written permission by the teacher/adult in charge):

- Guns, knives, weapons, or any other objects that could promote violence or discomfort, such as mace or pepper spray, are forbidden. Appropriate props of similar items may be used by students as presentation material with written permission by the teacher.
- Laser lights, personal radios, CD players, Ipods, mp3 players, headphones or any other electronic devices that would be distracting from the educational process are forbidden.
- Personal computers will only be allowed in conjunction with the Computer, Telecommunications, and Network policies.
- CDs and music must be appropriate and approved by a teacher/adult in charge.
- Cell phones may be brought to a school class or activity under the following conditions:
  - Phones must be kept in the OFF position from 7:30am to 2:25pm.
  - No cell phones or similar devices may be used for picture taking.
  - No harassment or threatening of persons via the cell phone is permitted.
  - Cell phones may not be used for game playing, Internet or e-mail access, gambling, or making purchases of any kind.
  - No texting is allowed.
  - Those who violate any of the rules regarding cell phones may forfeit their privileges of bringing them to school.

If brought to school, any articles which go against the above rules will be confiscated and returned to the parent/legal guardian after discussion with parent/legal guardian and school official.

Electronic organizers will be permitted if they are used properly and in conjunction with student's assignment notebooks. These are to be approved by the Principal.

In order to foster a respectful, attentive environment in class (which includes gym and field trips), students may only drink plain water. They may not drink soda/other drinks, eat food or candy, or chew gum, except on special occasions designated by the school administration. Food and drink are not allowed in church.

St. Anthony School will be not responsible for any lost or damaged items.

## **Discipline – Bullying**

Regulation  
5144(b)

Bullying behavior is prohibited in all schools, buildings, property and educational environments, including any property or vehicle owned, leased or used by the school. This includes public transportation regularly used by students to go to and from school. Educational environments include, but are not limited to, every activity under school supervision.

The following types of bullying behavior are prohibited:

1. Physical assaults, hitting or punching, kicking, theft, threatening behavior.
2. Verbal threats or intimidating language, teasing or name-calling, racist remarks.
3. Indirect threats, spreading cruel rumors, intimidation through gestures, and social exclusion.
4. Cyber bullying or the sending of insulting messages or pictures by mobile phone or by use of the internet

All school staff members and school officials who observe or become aware of bullying are required to report these acts to the school administration. Any other person, including a student who is either a victim of the bullying or is aware of the bullying or any other concerned individual is encouraged to report the conduct to the school administration.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report will be made by the recipient of the report.

There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the school administration shall take disciplinary action, up to and including suspension, expulsion and/or referral to law enforcement officials for possible legal action as appropriate.

Excerpts from Wisconsin Model Bullying Policy  
Archdiocese of Milwaukee  
Rules adopted: 5-3-2011

### Archdiocese of Milwaukee Discipline Policy (5114)

Forms of punishment used to enforce discipline are those which teach the student that the behavior is not acceptable, but the student himself/herself is acceptable.

Therefore, the following regulations are enforced in all schools throughout the Archdiocese:

1. Corporal punishment is never allowed for any purpose.
2. Punishment is never indiscriminately applied to an entire group of students because of the behavior of one student or a small group of students.
3. The punishment is a natural and logical consequence of the behavior.
4. The severity of the punishment is in relation to the gravity of the offense.
5. Other students are never used to assist the teacher in administering punishment to a student.
6. Normally social punishment is not administered as a consequence of academic difficulties. Nor is the academic punishment administered for social misconduct. If an academic standard is required for participation in extracurricular activities, such requirement must be published in the student handbook and be applicable across the range of activities.

### Probation

A student may be placed on probation for a trial period by the school Principal. After conferences are held with the student's parent/legal guardian and relevant school personnel, the Principal sets conditions for release from the probation. The Principal's decisions are final.

### Suspension

1. Suspension is justified only in unusual circumstances and is normally an in-school suspension.
2. Prior to any suspension, the student must be advised of the reason for the proposed suspension. The parent/legal guardian of a suspended student is given prompt notice of the suspension and the reasons for the action.
3. In-school suspension can be directed for varying lengths of time, but shall not exceed three days. In-school suspension conditions are to be determined by the Principal. In-school suspension students remain the responsibility of the school.
4. Out-of-school suspension is considered a rarity and is the responsibility of the Principal. State law directs that a maximum of three days can be imposed unless a written notice of an expulsion hearing is scheduled. Such notice shall allow not more than a total of seven consecutive school days to be served in suspension until the expulsion hearing is held. Out-of-school suspension may be given by the Principal immediately following a serious disciplinary offense. Such a suspension is for investigative purposes.

### Expulsion

As a definition, expulsion is considered a termination of enrollment, permanently or for an extended period of time. Expulsion shall be considered as a rarity and used only as a very last measure.

Expulsion results from repeated refusal to obey school rules or from conduct which endangers property, health, or safety of others, and is deemed to be in the best interest of the school. An extremely serious single offense may also be cause for expulsion.

Students asked not to return the following year for behavior reasons are considered to be expelled. Students not allowed to return due to failure to meet required academic standards are not considered to be expelled. These

academic requirements are well articulated in the student handbook.

The Archdiocesan Superintendent of Schools is to be informed before any action leading to expulsion is taken.

#### Expulsion Procedure

1. The actions and procedures for probation, suspension or expulsion shall be published in the school handbook.
2. Actions taken to suspend or expel students shall be preceded by internal school procedures and supported by defensible records.
3. Expulsion can take place only after an expulsion hearing has been held. Parents/legal guardians shall be notified in writing at least five days before the hearing is to take place. The hearing committee will be composed of a minimum of three parishioners with no children currently in St. Anthony School.
4. The hearing committee makes a recommendation to the elementary school Pastor. The recommendation will be to:
  - a. Not expel (other disciplinary suggestions should accompany this recommendation)
  - b. Allow the student to voluntarily withdraw from school in lieu of expulsion
  - c. Expel
5. Before the hearing is held, the parents/legal guardians and student are informed of the possible recommendations of the committee and that, once the hearing is in progress, the student may not have the right to voluntarily withdraw, in lieu of expulsion, unless that is the recommendation of the committee.
6. If the decision to expel the student is made, parents/legal guardians are notified, in writing of the action. The right to appeal is made known to the parents/legal guardians.

#### Appeal

The student, or his/her parent or legal guardian, may, within five school days following notification of the expulsion, appeal to the Superintendent of Schools, in writing, with rationale for appeal. The Superintendent will only assure that correct procedures were followed as defined by Archdiocesan policy. 5114

#### St. Anthony School's Policy on Expulsion:

The following actions may be grounds for expulsion:

- Behavior that negatively affects the morale of other students or a member of the school staff.
- Language or behavior that is abusive, indecent, or of a harassing nature toward other students or a member of the school staff.
- Break-in or destruction of school property.
- Insubordination toward rules and regulations set down by school administration and staff.
- Such conduct as may cause criticism of the school community which it serves.
- Theft.
- Smoking or drinking alcoholic beverages.
- Using or distributing drugs.
- Bringing weapons to school.
- Computer, Telecommunications, or Network misuse.

## DRESS POLICY

### Dress Code Value Statement

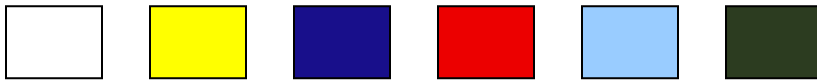
Dress code is to be simple, neat, and reflective of Christian values. The dress code should enhance education by providing fewer distractions in the classroom settings as well as eliminating some competition. The primary responsibility for enforcing the dress code rests with the parents, not with the school.

We believe that the students' attitude toward learning in school is reflected in his / her appearance. A student's appearance should reflect the Christian values of modesty and a positive self-image. A neat and clean appearance is a factor in creating the proper learning atmosphere. Proper appearance includes no inappropriate hair color, make-up, or piercing.

St Anthony students must follow the dress code stated below. Interpretation of proper attire is at the discretion of the staff.

A guide for the intended colors listed in this policy will be available for review in the school office.

Colors: (Solid only) **white, yellow, navy, red, light blue, dark green**



### Tops (boys and girls)

**Colors** (Solid only): white, yellow, navy, red, light blue, dark green

**Style:** Long or short sleeve, collared, turtleneck / mock turtleneck, blouse, polo, or oxford. The only logo allowed on tops is the St. Anthony logo.

**ALL TOPS MUST BE TUCKED IN.**

**Fabric:** Cotton or cotton knit

**Sweaters / Vests:** solid dress code color, knit

**Spirit Wear:** St. Anthony logo spirit wear is allowed. No hoods or sweatshirts with strings will be allowed due to safety concerns.

### Pants (boys and girls)

**Colors** (Solid only): navy, black, or tan (see →)



**Style:** dress pants without external pockets; no hip-waisted pants

**Fabric:** Cotton twill or corduroy

**Shorts:** walking shorts, close to knee length (no higher than 4" above the knee) (navy or tan)

### Jumpers / Skirts / Skorts (girls only)

**Style:** Hunter/Classic Navy plaid only. Navy or black pants (leggings) may be worn under the jumper / skirt.

**Skorts:** Close to knee-length (no higher than 4" above the knee) in navy, khaki, or Hunter/Classic Navy plaid without build-in belts, rivets, or external pockets.

**Shoes / Socks:** Shoes should be safe and practical for school, gym, and playground use.

- Shoes or sandals with back straps and socks are to be worn at all times. Girls may wear knee-highs, tights, or nylons.
- Shoes designed with shoe laces must be tied.
- No open-back shoes or sandals, clogs, or backless slip-ons are to be worn.

**Non-dress code attire:** Parents and students should use discretion when choosing clothing, reflecting our shared dress-code value statement. Shirts must be of a length that allows them to be tucked in. Shorts, skirts, and skorts must be close to knee length (no higher than 4" above the knee).

**Cold-weather attire:** All students are expected to dress for warmth. Students with snow pants will be allowed to play in the snow. When the play area is wet, muddy or snow-covered, students will be expected to wear separate, outdoor boots. Those without boots will be asked to stand near the building.

**Scouting:** Students may wear scout uniforms on the day of a scout meeting or an after school scout activity.

**Labeling:** Any clothing that may be removed at school should be labeled with the student's name.

### **Dress Code - Physical Education (PE)**

Students in grades 5 through 8 are expected to change for PE.

**Shoes:** Shoes, which are activity appropriate, are needed for each individual student's safety. Tennis, cross training, running, and basketball shoes are all examples of acceptable shoes.

**Socks:** For the safety, well-being, and comfort of each student, socks are to be worn.

**Shorts:** Purchased at Orientation Day.

**Sweat Pants or Active Ware Pants:** When outside during cooler temperatures, sweat pants, active ware pants, or cotton pants (a.k.a. pajama pants) are allowed.

**T-Shirts:** Purchased at Orientation Day.

**Long Sleeve Shirts:** During cooler weather, clothing which has long sleeves is allowed. Plain shirts or shirts with St. Anthony's logo on are preferred. Shirts with athletic team logos are allowed.

**Hats:** Students who are irritable to sunlight (i.e. gets headaches from activity in longer exposure to sunlight) are allowed to wear hats during PE when outside. Baseball hats are preferred. Approval from the teacher must be given. The parent sending a note to the teacher explaining the situation can gain approval.

**Personal Hygiene:** Students in 4<sup>th</sup> grade and up are encouraged to use deodorant.

### **General PE Dress Guidelines**

1. All clothing shall be clean and in good repair.
2. Students should bring clothes for PE in a separate bag, which will hold the clothes for school during class, and will keep them separate from other students clothing.
3. Any item containing advertisements for drugs, alcohol, rock groups, or which are objectionable, are not acceptable.

### **St. Anthony Spirit Wear:**

The St. Anthony Athletic Association sponsors a fund raiser for purchase of St. Anthony logo apparel. Some of these items will be acceptable as part of the dress code. Items will be reviewed on an annual basis by the School Committee as part of the planning for the fundraiser for inclusion in the dress code. Note: Some of the items published in the St. Anthony Spirit Wear Catalog may NOT be acceptable. The list of acceptable items are listed below. The School Committee will request that the Athletic Association include an indication on the order form that an item is acceptable for dress code.

The currently acceptable items are: polar fleece pullover, polar fleece zip vest, heavy denim shirt (dark green only), polo style short-sleeved shirt. Note that hooded sweatshirts are NOT included because of safety concerns with drawstrings and hoods.

**Violators of the Dress Code Policy may be sent to the school office and parent/legal guardians may be contacted. Students may be asked to change into appropriate clothing.** The staff shall make the final determination for the acceptability of any item. Students may be asked to change into appropriate clothing. If revisions to the dress code are in order, they are made and approved by the School Committee.

### **EMERGENCY/ILLNESS INFORMATION**

1. The emergency/illness form is one of the most important records requested by the school.
2. Current information is vital to the proper care of your student in case of illness or injury during school hours.
3. A new form is required at the beginning of each year.
4. The emergency contact should be someone who is available with transportation during the school day.
5. In cases when a parent/legal guardian cannot be contacted, the student will be taken directly to the hospital by rescue squad if the seriousness of the accident or illness warrants immediate medical treatment.

## **EMERGENCY SCHOOL CLOSINGS**

In case of bad weather, the decision to close school will be determined according to the decision of the Kettle Moraine School District. Therefore, if Kettle Moraine closes, St. Anthony School closes.

The following stations will carry the announcement, which usually begins about 6:00am: WTMJ 620 AM , WGTI 94 FM, and TV Channels 4, 6, and 12.

We are tagged with Kettle Moraine, St. Bruno's and St. Paul's. If they announce no AM or PM kindergarten, please disregard. Our kindergarten is all day and these types of announcements do not pertain to us. Pay close attention to the announcement on Channel 4, 6, or 12.

It may become necessary or advisable to dismiss school early because of serious weather conditions or other school emergencies. We suggest that each family have a plan to cover such situations so that students who arrive home before the usual time will not find themselves left alone or locked out of the home in severe weather.

## **FEES**

1. A **registration fee** for students is payable at the time of registration and is non-refundable.
2. There will be additional **fees** for various grade levels. These will be listed on the Orientation Day Invoice at the beginning of the year.
3. Each family will be required to pay a **playground fee**.
4. There is a **milk fee** for families choosing this option.
5. Each parish family with students in school is asked to pay **tuition** based on the budget projections for the school year. If it is impossible for a family to meet this financial obligation, aid may be applied for and approved by the Pastor and Principal. Non-parishioners are asked to pay a specific yearly fee as set by policy of the School Committee.
6. When a new pupil enrolls after the start of the school year, the fees will be prorated.
7. Pupils shall be responsible for all lost or damaged (beyond reasonable use) textbooks for an amount to be determined by the Principal.

**ALL MONEY COMING INTO THE SCHOOL IS TO BE IN A SEALED ENVELOPE WITH THE NAME AND PURPOSE CLEARLY MARKED.**

## **FIELD TRIPS**

Field trips are meant to be educational and are directly related to the curriculum. Normally, transportation of pupils for field trips will be by a licensed public carrier. The trips will be arranged by the teacher with the consent of the Principal. The cost will be defrayed by asking each student to pay his/her own way. In the event that a student is unable to pay his/her own way, arrangements must be made with the Principal. If a student, for any reason, is unable to be part of a field trip, that student will be sent to another room to study and do class work. THIS IS NOT A FREE DAY FOR STUDENTS WHO DO NOT PARTICIPATE. IN ADDITION, A STUDENT MAY BE REQUIRED TO STAY BACK FROM A FIELD TRIP FOR BEHAVIORAL OR ACADEMIC REASONS. Permission is always obtained in writing from the parent/legal guardians for these activities. Generally, volunteer chaperones are recruited from the parent/legal guardians of the specific group. All field trip chaperones must be VIRTUS trained. If a sufficient number of chaperones cannot be had, the trip cannot be taken.

When private cars are used in the transportation of students to school events, insurance coverage carried by the school/parish is excess to the insurance carried by the car owner. Volunteer drivers, who are 21 years or older, must have adequate liability coverage – minimum \$100,000/\$300,000 – for their privately-owned vehicle to protect themselves and their occupants. The parish insurance program includes a non-owned automobile coverage with sufficient limits to protect those parties not responsible for the accident. ***A Volunteer Driver Information Sheet must be filled out and returned to the school office before driving on any field trip.***

If a van or other vehicle accommodating nine passengers plus the driver is used for transportation of pupils, seat belts must be used by all passengers. When private vehicles are used for school activities, the passengers must also use seat belts.

## **FIRE DRILLS**

Wisconsin law requires that fire drills be conducted. Fire drills take place once a month and are not announced before hand. The exits are visibly marked. Students will leave the building in complete silence, single file and in proper order through the appropriate exits. The local Fire Department inspects the school and checks fire drill procedures.

## **GREEN FOLDER COMMUNICATION**

A green folder is sent home approximately every two weeks to inform the parent/legal guardians of school happenings, and to include Principal's communications and miscellaneous other documents which need to come home. It is the parent/legal guardians' responsibility to read all materials and return the green folder with a signature. If information needs to be sent to another parent/legal guardian, please inform the school office.

## **HARASSMENT (BULLYING)**

### **SEXUAL HARASSMENT (BULLYING)**

Respect and honor for the dignity of each individual is essential. Therefore, it is imperative that we maintain a learning environment that is free from any form of sexual/verbal harassment or intimidation.

“Sexual Harassment” means unwelcome sexual advances, unwelcome physical conduct of a sexual nature or unwelcome verbal or physical conduct of a sexual nature.

Sexual harassment includes but is not limited to the following behaviors:

1. Verbal conduct such as derogatory jokes or comments, slurs or unwanted sexual advances, imitations or comments.
2. Visual contact such as derogatory and/or sexually oriented posters, photography, cartoons, drawings or gestures.
3. Physical contact such as assault, unwanted touching, blocking normal movements, or interfering with work, study or play because of sex.
4. Threats and demands to submit to sexual requests.
5. Physical or mental abuse.
6. Retaliation for having reported or threatened to report sexual harassment.

### **VERBAL HARASSMENT (BULLYING)**

Harassment is defined as a single incident or a pattern of behavior wherein the purpose or effect is to create a hostile, offensive or intimidating environment. Harassment encompasses a broad range of verbal or non-verbal behavior.

Verbal harassment includes but is not limited to the following behavior.

1. All bullying / “Queen Bee” attitude.
2. Racial insults.
3. “Put Down” language.
4. Consistent teasing.
5. Deliberate name-calling.
6. Ethnic slurs.

Sexual Harassment and/or Verbal Harassment by a student at St. Anthony on the Lake may lead to detention, suspension, or expulsion.

## **HEAD LICE**

Head lice are highly contagious. If ignored or left untreated, they easily spread in a school environment. Therefore, if a student is found to have head lice, the school office should be notified immediately. The student and home environment should be treated. The student may not return to school until the head is free of lice and nits as determined by the Principal or designee.

## **HEALTH SERVICES**

St. Anthony School receives certain school health information from the Waukesha County Health Department. A health room is staffed by adult volunteers who have been trained by health room volunteers. It is open for the students when volunteers are available, primarily over the lunch hour.

## **HOMEWORK**

Homework time each day is for the purpose of reviewing and practicing newly learned skills. It is also a time for reading and studying to reinforce and consolidate learning. Though parent/legal guardians are asked to provide a proper place and time for homework, they are encouraged to allow students to complete their homework on their own. Having completed their work, students may benefit from a parent/legal guardian review of the work; parent/legal guardians will gain knowledge of curriculum, assessment of student learning, and understanding of the quality of student work.

Guidelines for homework are approximately 10 minutes per grade level. (i.e. Grade 1 = 10 minutes, Grade 2 = 20 minutes, Grade 3 = 30 minutes, etc.)

This is homework information for the 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade students:

- Long-term projects, tests, and events are posted on the Information Board in the middle school hallway
- Daily Schedule is posted on each classroom board
- Daily assignments for absent students will be available after 2:25 p.m.

### **Absence**

Students will find assignments for work missed due to absence organized for them in the classroom Homework Station. The student has one day for each day absent to complete the work without penalty.

### **Planned Absence**

Homework during a planned absence, including vacations, will consist of reading and journaling so as to meet class requirements. All other homework will be completed upon return from the planned absence. The student will have one day after they return for each of the days absent to complete the work with no penalty.

## Grading

Grades K -2 – grading will be provided by the teacher.

Grades 3-8 – list follows:

The following percentages will be used as a guideline for grades:

Excellent	A+=100,	A=94-99,	A-=93
Above Average	B+=92,	B=86-91,	B-=85
Average	C+=84,	C=78-83,	C-=77
Below Average	D+=76,	D=71-75,	D-=70
Unsatisfactory	Below 70		

Students and their parent/legal guardians in grades 3-8 will be assigned a password to access our internet-based grading program, WebGrader. This tool is used to enter all assessments, which then determine a student's quarter grades. Parent/legal guardians are highly encouraged to become familiar with and review student progress frequently through WebGrader.

## IMMUNIZATIONS

A record of immunization history is to be maintained for every pupil. Wisconsin law requires that all pupils meet the following minimum requirements:

DEPARTMENT OF HEALTH SERVICES  
Division of Public Health  
P-44021 (Rev. 05/10)

STATE OF WISCONSIN  
s. 252.04, Wis. Stats.

### STUDENT IMMUNIZATION LAW AGE/GRADE REQUIREMENTS 2011- 2012 SCHOOL YEAR

The following are the minimum required immunizations for each age/grade level. It is not a recommended immunization schedule for infants and preschoolers. For that schedule, contact your doctor or local health department.

Age/Grade	Number of Doses					
Pre K (2 yrs through 4 yrs)	4 DTP/DTaP/DT <sup>2</sup>	3 Polio	3 Hep B	1 MMR <sup>5</sup>	1 Var <sup>6</sup>	
Grades K through 3	4 DTP/DTaP/DT/Td <sup>1</sup>	4 Polio <sup>4</sup>	3 Hep B	2 MMR <sup>5</sup>	2 Var <sup>6</sup>	
Grades 4 through 5	4 DTP/DTaP/DT/Td <sup>2</sup>	4 Polio <sup>4</sup>	3 Hep B	2 MMR <sup>5</sup>	1 Var <sup>6</sup>	
Grades 6 through 9	4 DTP/DTaP/DT/Td <sup>2</sup>	1 Tdap <sup>3</sup>	4 Polio <sup>4</sup>	3 Hep B	2 MMR <sup>5</sup>	2 Var <sup>6</sup>
Grades 10 through 11	4 DTP/DTaP/DT/Td <sup>2</sup>	1 Tdap <sup>3</sup>	4 Polio <sup>4</sup>	3 Hep B	2 MMR <sup>5</sup>	1 Var <sup>6</sup>
Grade 12	4 DTP/DTaP/DT/Td <sup>2</sup>	1 Tdap <sup>3</sup>	4 Polio <sup>4</sup>	3 Hep B	2 MMR <sup>5</sup>	2 Var <sup>6</sup>

1. DTP/DTaP/DT vaccine for children entering Kindergarten: Your child must have received one dose after the 4<sup>th</sup> birthday (either the 3<sup>rd</sup>, 4<sup>th</sup>, or 5<sup>th</sup> dose) to be compliant. (Note: a dose 4 days or less before the 4th birthday is also acceptable).
2. DTP/DTaP/DT/Td vaccine for students entering Pre K and grades 1 through 12: Four doses are required. However, if your child received the 3<sup>rd</sup> dose after the 4<sup>th</sup> birthday, further doses are not required. (Note: a dose 4 days or less before the 4th birthday is also acceptable).
3. Tdap means adolescent tetanus, diphtheria and acellular pertussis vaccine. If your child received a dose of a tetanus-containing vaccine, such as Td, within 5 years of entering the grade in which Tdap is required, your child is compliant and a dose of Tdap vaccine is not required.
4. Polio vaccine for students entering grades Kindergarten through 12: Four doses are required. However, if your child received the 3<sup>rd</sup> dose after the 4<sup>th</sup> birthday, further doses are not required. (Note: a dose 4 days or less before the 4<sup>th</sup> birthday is also acceptable).
5. The first dose of MMR vaccine must have been received on or after the first birthday (Note: a dose 4 days or less before the 1<sup>st</sup> birthday is also acceptable).
6. Var means Varicella (chickenpox) vaccine. A history of chickenpox disease is also acceptable.

## **LIBRARY**

All books and materials are catalogued according to the Dewey Decimal System.

All students are asked to take proper care of books loaned from the library. Books taken home should be carried in a protective case. No more than two books are to be taken out at one time. Magazines may be checked out for a period of two weeks.

All overdue books must be returned before any more books can be withdrawn. The price of a new book must be paid when a book is lost. If the book is found and returned before the end of the school year, the money will be refunded.

All materials taken from the library must be checked out at the desk and returned to the place designated by the librarian. All reference material such as encyclopedias, etc. must be returned to the library before school is dismissed at the end of each day. DVD's etc. may not be taken home.

## **LITURGY**

St. Anthony School provides the pupils with prayer experience daily. Prayers are recited each day in the classroom.

The pupils in grades K-8 ordinarily attend liturgy at least once a week, with special liturgies and prayer services included throughout the year.

## **LUNCHROOM PROCEDURES**

St. Anthony on the Lake provides hot lunch and milk during most school days. In general, the menu for a particular month must be completed online and payment made to the caterer, 4 P's in a Pod, by the 14<sup>th</sup> of every month.

Lunch schedule:

Grade K: 11:35am – 12:25pm

Grades 1 – 4: 11:40am – 12:25pm

Grades 5 – 8: 11:40am – 12:20pm (12:30pm on Tuesday)

## **MEDICATION**

The school is prohibited from offering any student or person medication in any form. If a student is sent to school with any indication that aspirin, cough drops, inhalers, etc. might be needed, the student should be provided with this medication and instructed in its use via the “Parent/Guardian Medication Consent Form”. The teacher and the school office should be notified of this need. All medications will be kept in the office. The school is not allowed to diagnose any illness, injury, or administer any medicine of any nature by State Statute (118.29(2)).

In all instances where medication is administered, the physician prescribing the medication has the power to direct, supervise, decide, inspect and oversee the administration of such medication. In order to ensure that the physician retains the power to direct, supervise, decide, inspect and oversee the implementation of this service, no medication shall be given to a student by any employee of the school unless the following are delivered to the individual administering the medications.

1. Written instructions from the prescribing physician for the administration of the prescribed medication. Such instructions shall be signed by the prescribing physician. Use form “To Be Filled Out By Physician”.
2. A written statement from the prescribing physician which:
  - a. Identifies the specific conditions and circumstances under which contact should be made with him/her in relation to the conditions or reactions of the student receiving the medications, and
  - b. Reflects a willingness on the part of the physician to accept direct communications from the person administering the medication.
3. A written statement from the parent/legal guardian:
  - a. Authorizing school personnel to give the medication in the dosage prescribed by the physician
  - b. Authorizing school personnel to contact the physician directly.

## Archdiocese Policy on Admission of Medication to Students

Regulation  
5140.2(a)

### Students

Welfare, Health and Safety

#### Administration of Medication to Students

1. School administrators and school personnel must receive medication training in accordance with DPI regulations. No medication will be administered by school personnel without the Medication Consent Form and the Physician Order for Medication Administration Form being filled out and returned to the individual(s) administering the medication and/or the School Nurse.
  - a. Medication Consent Form must be filled out by the parent/legal guardian and addressed and returned to the individual(s) administering the medication and/or School Nurse.
  - b. Physician Order for Medication Administration Form must be filled out by the prescribing physician and addressed and returned to the individual(s) administering the medication and/or School Nurse.
  - c. The School Nurse, where available, or the principal shall maintain an accurate medication file which includes all of these necessary forms on each student receiving medication.
2. Prescription medication must be sent to the school in a pharmacy-labeled container with the student's name, the name of prescriber, the name of prescription medication, the dose, the effective date, and the directions for administration. The prescription medication must be supplied by a parent or guardian.
3. Nonprescription medication must be sent to school in the original manufacturer's packaging with a list of active ingredients and recommended therapeutic dosage. The over-the-counter medication must be supplied by the parent or guardian. Nonprescription medication may only be administered in higher than the recommended dosage by written approval of the medical provider and parent or guardian.
4. Medication will be taken by the child at the designated time administered by the School Nurse, or by the other individual who has been identified to do so.

Schools recognize the importance and necessity of students being allowed to carry certain emergency prescription medications, such as asthma inhalers, glucagon, and EpiPens. Students in grades K-12 may self-administer these emergency prescription medications while at school only under the supervision of trained school staff/volunteers. An elementary student who carries an emergency medication on his/her person will need to have an Archdiocese of Milwaukee release form completed and signed by the student's physician, parent/legal guardian, principal, and homeroom teacher (refer to Form 5140.2c). The form states that the student has been instructed in and understands the purpose, appropriate method and frequency of use of his/her emergency medication. The school is absolved from any responsibility in safeguarding the student's emergency prescription medication.

The parent must provide to the school a copy of a health care plan (refer to Form 5140.2d) for a student who requires an emergency prescription medication.

Archdiocese of Milwaukee

Rules approved: 12-11-84  
7/1/1986  
4/2/1990  
5/8/1998  
5/3/2011

## Students

### Welfare, Health and Safety

#### Administration of Medication to Students

5. Only limited quantities of any medicine are to be kept at school.
6. All medication administered at the school will be kept in a locked cubicle, drawer, or other safe place.
7. The length of period for which the drug is to be administered, which is not to exceed the current school year, shall be contained in the written instructions from the prescribing physician, and further written instructions must be received from the physician if the drug is to be discontinued or the dosage time it is to be administered is changed from the original instructions.
8. Documentation of every dose of medication and medication errors must occur. An accurate and confidential system of record keeping shall be established for each pupil receiving medication.
  - a. It is advisable to have in the Principal's or School Nurse's Office, a list of pupils needing medication during school hours, including the type of medication, the dose, the time to be given, and the date the medication is to be discontinued. This list should be updated periodically.
  - b. An individual record for each pupil receiving medication shall be kept, including the type of medication, the dose, and the time given, and the duration.
  - c. School personnel are asked to report any unusual behavior of pupils on medication.
9. Drugs that may be administered in the school setting must be listed in the U.S. Pharmacopoeia and National Formulary or the official homeopathic pharmacopoeia.

Archdiocese of Milwaukee

Rules approved: 12-11-84  
7/1/1986  
4/2/1990  
5/8/1998  
5/8/2011

## **NOON-HOUR SUPERVISION**

Each family is asked to pay a fee each year to help pay for two noon-hour supervisors. The supervisors are to arrive at the school office by 11:10 AM. They are responsible for cleaning tables before lunch; putting out the milk, dump station, and supplies; and for supervising in the lunchroom, corridors, and outdoors.

## **PARENT-TEACHER CONFERENCES**

Parent-Teacher Conferences are mandatory after the first quarter. Two late afternoons/evenings are set for this purpose. Conferences during the second and third quarter are held at the request of the teacher or parent/legal guardian.

The preferred and first means of contacting teachers is via email. All addresses are listed on the website [www.stanthony.cc](http://www.stanthony.cc).

Teachers may also be contacted between 2:30-3:00 PM Monday through Friday. **They are not free to leave the classroom or hold conferences with parent/legal guardians in the morning before the start of school unless an appointment is made.** Please communicate with your student's teacher at school rather than at their home or social occasions. If you need to get in touch with a teacher, contact the office, and the teacher will return the call at his/her convenience.

Classroom observation is allowed – please call ahead.

## **PEANUT AND NUT POLICY**

Recognizing that some students have a serious allergy to peanuts and tree nuts, St. Anthony's School encourages families to be sensitive to this concern in planning food choices for students. Specifically:

- No snacks or other foods that contain peanuts or tree nuts, or which have labeling indicating they were produced in a facility where peanuts or tree nuts were present shall be brought into classrooms or any school areas other than the lunchroom.
- Such foods shall also not be brought as treats for sharing (e.g. as part of a birthday celebration, STAR presentations, or after-school snacks).
- Foods containing peanuts or tree nuts (or produced in facilities where peanuts or tree nuts were present) may be brought as part of a student's lunch, but may only be consumed in designated portions of the lunchroom.

## **PETS IN SCHOOL**

For health and safety reasons, family/household pets are not allowed in the school building. This does not include classroom animals.

The Principal, for special educational events such as Star of the Day, St. Francis Blessing of the Animals, High Interest/Career Day, or “Care for Critters,” may grant exceptions. Parent/legal guardians will be notified when there are planned pet visits.

## **PHYSICAL EDUCATION**

All pupils are required to participate in the physical education program. Pupils in grades 1-8 have two class periods per week under the direction of a licensed and certified physical education instructor. Grades are issued.

Tennis shoes are required for all physical education classes. See “Dress Code – PE” for more information.

Pupils will not be excused from physical education classes unless they present a doctor's excuse or a parental excuse signed by the Principal.

## **PROGRESS REPORTS**

Essentially, a student is in school to learn, not to get grades. However, parent/legal guardians, teachers, and students like to see some tangible evidence of the amount of progress made in learning. Such is the reason for the progress reports. Please take into account the following:

1. Parent/legal guardians who refuse to recognize the capabilities of each of their students individually are doing them a great injustice. Some expect and demand extremely high achievement when the student is blessed with an average ability. This is frustrating to the student and expecting the impossible of the teacher. On the other hand, there are parent/legal guardians whose student could be doing outstanding work, but fails to do so because his parent/legal guardians are satisfied with mediocre effort and achievement.
2. Never compare the achievements of one student with another student in the family or with a neighbor's student. This is unfair. No two students are alike in ability. Demand great effort rather than achievement.
3. Each year becomes a little harder. Each teacher imposes different demands. Each year your student is in a new situation. It is, therefore, to be expected that his/her grades may differ from year to year.
4. Feel free to contact the respective teacher at any time in regard to your student's progress. Parent-Teacher Conferences are scheduled at the end of the first quarter. However, do not wait until then to discuss something that would be of benefit sooner.

5. Samples of your student's work will be sent home from time to time.
6. Student reports are issued quarterly. These reports are designed to invite interest and cooperation of students, parent/legal guardians and teachers.

Each grade's report card has an achievement and progress code explanation. Please refer to this when evaluating the report card.

### **PROMOTION/RETENTION**

In view of individualized and continuous progress programs employed in schools that allow for flexibility of instruction within grades, retention of a student will be done judiciously after considering grade standards as well as the many factors affecting retention, including family life, the social and intellectual capabilities of the student, and other considerations. When retention seems likely, parent/legal guardians are contacted several times during the year relative to Rules 5123 (a).

Students must complete core subject (religion, social studies, math, language arts, literature, Spanish, and science) work of D- (70%) to remain at our school.

- If a student fails one subject, he/she must successfully complete a comparable summer school course to be promoted, with summer school attendance of 90 % or better. If a comparable summer school course is not available, the family is responsible for arranging a school-approved individual work program with a tutor at the family's expense using school curriculum.
- If a student fails two subjects, he/she must successfully complete comparable summer school courses to be promoted, with summer school attendance of 90% or better. If comparable summer school courses are not available, the family is responsible for arranging a school-approved individual work program with a tutor at the family's expense using school curriculum.
- If a student fails three or more subjects, he/she will not be promoted to the next grade level.

Students should not be considered for more than (1) retention during the elementary years. Final decisions on retention will rest with local school authorities.

## **RESOURCE SPECIALIST/SUPPORTIVE CONSULTANT**

The Resource Specialist/Supportive Consultant program was implemented by the Archdiocese of Milwaukee as an outreach program designed to help schools identify students with learning and behavioral disabilities. Supportive consultants receive training from the Director of Pupil Services of the Archdiocese of Milwaukee.

Because approximately 15% of our students will experience some learning and/or behavior problems, this program is designed to help gather pertinent information about the student. The supportive consultant collects information for the teachers' and parent/legal guardians' use in dealing with the problems. The supportive consultant does not solve problems, counsel, or tell teachers and parent/legal guardians what to do.

If and when a teacher, a parent/legal guardian, or the Principal wants help in dealing with a student problem, the supportive consultant can provide testing to help identify the problem.

Teachers, parent/legal guardians, or the Principal may refer a student for testing to the supportive consultant. The supportive consultant shall administer any and all tests deemed necessary.

## **SACRAMENTS**

The preparation of the student for the reception of the sacraments is the responsibility of the parish and the parent/legal guardians. The pupils attending the parish school have daily opportunities to grow in understanding the doctrine and traditions of our faith.

Penitential celebrations are held regularly with the Parish Community.

The students in second grade are formally prepared for the reception of First Holy Communion and First Reconciliation.

## **SCHOOL COMMITTEE**

The primary purpose of the School Committee is to promote the educational mission of the parish. The committee, as a sub-committee of the Parish Council, participates in the planning and evaluation of the educational/formational programs of the school.

The general goals of the committee are to:

- Foster the total Catholic, Christian growth of the student
- Create an atmosphere of Gospel-centered living
- Be a caring people working for each student

The School Committee meetings are held monthly. All are welcome to attend. Non-committee members are invited to make comments to the committee at the beginning of the meeting. Committee members should not be

expected to discuss issues presented at this time. We ask that comments be limited to 2-3 minutes. The committee will then continue with the regular agenda. Comments on specific personnel matters are not an appropriate subject for this forum and should be referred to the Principal. Any comments that may violate an individual right of an employee and/or student will not be permitted.

The School Committee has been active in reviewing and establishing goals. Below we have listed our goals for this school year. They are outlined by subcommittees to which they are assigned. Committee Members are as follows:

- Kathryn Ascher, Chair School Committee
- Joy Danielski, Vice Chair School Committee
- Valeria Kopulos, Marketing Sub-Committee
- Melissa Guidinger, Communication Sub-Committee
- Peter Nines, Finance Sub-Committee
- Mike Wieber, Policy Sub-Committee
- Angie Flanagan, Curriculum Sub-Committee

### **Sub-Committees**

Membership on Sub-Committees is not limited to School Committee members; however, the Chairperson or Co-chairperson for each Sub-Committee will be a School Committee member.

#### **Finance and Budget**

- Work with the School Administrator to prepare the annual school budget and assist in developing long-range plans.
- Coordinate with the School Administrator the creation of forecasted expense information, projected enrollment, planned tuition levels, and subsidy requests for presentation to School Committee for review and approval as part of the overall Parish budgeting process.
- Manage and oversee monies obtained through fundraising efforts for designated school-related purposes.

#### **Policy**

- Review annually selected existing policies and develop new policies as needed.

#### **Marketing and Development**

- Promote and enhance the school image.
- Coordinate efforts with local newspapers and publications to promote school events.
- Conduct assessments/evaluations on an annual basis.
- Represent school at collaborative meetings among area parishes.
- Oversee all fundraising activities that provide the means to purchase needed equipment and supplies and make available extra-curricular support in order to keep the school current and competitive and provide a well-rounded educational environment. Major fundraisers may include the Golf Outing, Scrip, and Market Day. Minor fundraisers may include the Box Tops/Labels program, Target income, Uniform sale, Entertainment books, Culver's night, Lands End proceeds, and other miscellaneous efforts. Although longstanding, any of these programs may be subject to change.
- Submit to the School Committee and Parish Council any proposed changes in fundraising activities while ensuring compliance with the Parish Fundraising and Special Activity Policy.
- Work with the Finance Sub-Committee to establish fundraising goals and budget amounts.

### **Curriculum and Planning**

- Work with the School Administrator to act as a liaison between the School Committee and the Faculty in all matters related to the development, updating, and evaluation of classroom curriculum.
- Submit to the School Committee for review all newly formulated and/or updated subject curriculum guidelines and report to the Committee any significant shifts in curriculum philosophy.
- Receive recommendations from the School Administrator as to the purchase of new textbooks and related materials and review with the Committee the compatibility of these items with the curriculum.

### **Communication and Participation**

- Provide avenues for communication of information between parent/legal guardians, the school, and the parish through the use of the “green folder” and the church bulletin/newsletter.
- Work with the Marketing and Development sub-committee on communications for area newspapers.
- Encourage volunteer participation in school activities among parent/legal guardians and parish members.
- Work with parent/legal guardians and parish members to staff the lunch program and health room and provide playground supervision.
- Staff and oversee all other committees responsible for the well-being of the school, such as Registration, Hospitality, School Spirit, Athletics/Scouts, Mentoring, Field Trips, Library help, Miscellaneous Administrative help, Resource Room, Memory Book and Historian, Video and Photograph support, Grandparents Day, and End of the Year Picnic.

### **SCHOOL DAY**

7:30 AM	Classroom doors open, first bell rings
7:40	Bell rings (classes begin for 5-8)
7:45	Bell rings (classes begin for K-4)
9:45	Recess (15 min.) K-4
11:40 –12:30	Lunch K – 4
11:40 – 12:20	Lunch 5 – 8
2:25	Dismissal

**Students who come to school by means other than a bus should not arrive before 7:20 AM. Reasons for earlier arrival must be cleared in advance with the office.**

When students arrive at school, they are asked to hang up their coats, etc. neatly and to go directly to their classrooms.

### **SCHOOL PROPERTY**

Pupils are responsible for the proper care of all books, supplies, furniture and equipment supplied by the school. Books taken home should be carried in some type of protective case, book bag or backpack. Pupils who carelessly mark, destroy, or lose a book, disfigure property, or do damage to school property or equipment will be required to pay for the damage done or to replace the item. Desks and lockers are the property of the school.

## **SERVICE HOURS**

All students in grades 5, 6, 7, and 8 are required to perform service. Please refer to the website to review the service hours explanation and print a service hours log sheet.

## **TELEPHONE**

The office telephone must be available for necessary school business calls, in as well as out. Pupils may make only necessary calls home from the school phone. For middle school students who need to make a call, 25 cents and a signed PASS from the teacher is needed.

Incoming telephone calls for individual students during school hours are discouraged unless it is for very urgent reasons.

## **TESTING (ACHIEVEMENT)**

Iowa Tests of Basic Skills are required to be administered to students in grades 3, 5, & 7 in the spring (the dates will be listed on the school calendar). In addition, the Metropolitan Early Childhood Assessment Program will be administered to grade kindergarten in March. **Absences and vacations are discouraged during the two weeks of standardized testing.** The results of these tests will be sent to parents/legal guardians in the late spring.

## **TORNADO DRILLS**

Tornado drills are conducted from time to time. A special bell is sounded for tornado drills. Students must walk silently, single file to assigned safety places.

## **TRUANCY**

Absence from school without parental and school permission is truancy. St. Anthony School does not allow students to leave the school grounds without permission from the school office.

## **TUITION**

### **Rules For Collection And Non-Payment Of Tuition**

Payments of tuition for all new and continuing students may be made monthly, quarterly, semiannually or annually. The first payment is due in July preceding the school year, with a second monthly payment due in August.

In order to facilitate the collection of tuition and fees for the school, the following procedures are established:

1. The Parent/Student Handbook clearly states that tuition is an essential portion of the school budget.
2. Several payment plans will be offered, from which parent/legal guardians may select their choice. Payment coupon books will be printed for each family requesting one.
3. In the case of non-payment, the business manager or an appointed representative should contact the parent/legal guardian by letter after 30 days of failure to meet a payment.

At all times, communication of this type must be guided by Archdiocese Policy 3240, which states that “each parish must give consideration to parish members unable to pay.”

4. Parent/legal guardians need to be informed that if they meet a financial crisis, they should discuss the problem with the Principal. Scholarship funds may be made available to aid in cases of need.
5. Families who are in need of extended financial aid or who wish to join our school but cannot make tuition payments should also discuss their unique situation with the Principal.

Terms of dismissal for non-payment of tuition, in accordance with Archdiocese policy, are as follows:

1. No student shall be dismissed during the first semester for non-payment of the agreed-upon tuition.
2. Dismissal of a student during the second semester for non-payment of the agreed-upon financial obligations shall be allowed only as a last resort when the parent/legal guardian has failed to demonstrate sufficient good faith in attempting to meet said obligations. Such decision shall be made by the Principal or Pastor. Following the decision, a final notice will be sent to the parent/legal guardians 30 days prior to dismissal.
3. Non-payment of an agreed-upon prior year’s tuition will result in non-admission for the following school year. The Principal’s or Pastor’s action on the matter is required to allow admission of a student under these circumstances. Academic records will be withheld until financial obligations are met.

### **Contributions for Non-Parish Families**

Non-parish families will be assessed the full “cost per student” amount for the first student and for any subsequent students enrolled. The student tuition amount may vary and will be calculated by the School Committee’s finance

subcommittee each year prior to registration.

**Tuition per student shall equal the budgetary estimate as proposed by the preceding year's Finance Committee.**

## **VACATION**

Family vacations should be taken when school is not in session whenever possible. A family vacation is defined as a trip the family takes overnight and out of the metropolitan Milwaukee area. Where circumstances require that a student miss school for a family vacation, the parent/legal guardian must notify the school prior to the absence and complete the Family Vacation Request Form (see Appendix). Failure to notify the school, obtain approval and make-up work missed may result in "0" grades for the day(s) absence. Parent/legal guardians should understand that such absences could affect the student's academic progress.

## **VISITORS**

**ALL VISITORS (INCLUDING PARENT/LEGAL GUARDIANS) ARE REQUIRED TO REPORT TO THE OFFICE UPON ENTERING THE SCHOOL BUILDING, TO SIGN IN, AND TO WEAR A VISITORS BADGE.** No teacher is to be interrupted during a class period or immediately before a class period. Communication between parent/legal guardian and teacher is not to be conducted in the school corridor nor in the classroom when students are present. An appointment should be made in advance. Please refer to the section on Teacher – Parent conferences.

## **VOLUNTEERS**

As mandated by the Archdiocese of Milwaukee, all school volunteers must be VIRTUS trained. See the school secretary for details.

## **WELLNESS**

The USDA asks schools to set goals for Nutrition Education, Physical Activity, Nutrition Standards for Food at School, and Other Activities/Environment for Wellness.

### I. School Health Policy – General

St. Anthony School will develop, implement, monitor, review, and, as necessary, revise school nutrition and physical activity policies. The School will receive and consider input to this policy from parents, students, representatives of local school food authority, staff, School and Parish Committee members, and other members of the public.

### II. Nutritional Quality of Foods and Beverages Sold and Served

**School Meals.** Meals served through the School Lunch Program will meet the minimum standards set by public schools. Milk will be reimbursable to the extent required under applicable Federal and state regulations and guidelines.

**Foods and Beverages Sold Individually** (such as through snack lines, fundraisers, school stores, etc.). The School Committee or its designee will approve all food and beverage sales items marketed to students. Foods and beverages sold individually should include healthy options..

**Fundraising Activities.** To support children’s health and school nutrition-education efforts, school fundraising activities will be encouraged to offer foods that meet the above nutrition and portion size standards for foods and beverages sold individually. The School will encourage fundraising activities that promote physical activity.

**Snacks and Celebrations.** Snacks served during the school day or in after-school care or enrichment programs will generally be designed to make a positive contribution to children’s diets and health, with an emphasis on serving fruits and vegetables as the primary snacks and water as the primary beverage.

**Rewards.** The School will not generally use foods or beverages, especially those that do not meet the nutrition standards for foods and beverages sold individually (above), as rewards for academic performance or good behavior, and will not generally withhold food or beverages (including food served through school meals) as a punishment.

### III. Nutrition and Physical Activity Promotion and Food Marketing

**Nutrition Education and Promotion.** The School aims to teach, encourage, and support healthy eating by students. The School will provide nutrition education and engage in nutrition promotion. Teachers are encouraged to provide appropriate incentives to students who choose healthy snack and lunch options. The School Committee may develop a list of unacceptable items for lunches (including, for example, soda).

**Daily Physical Education (P.E.) K-8.** All students will receive physical education as part of their curriculum throughout the entire school year. The P.E. Instructor will be encouraged to have students spend at least 50 percent of physical education class time participating in moderate to vigorous physical activity.

**Daily Recess.** All students will have at least 20 minutes a day of supervised recess, preferably outdoors, during which they are encouraged to engage in moderate to vigorous physical activity.

**Physical Activity Opportunities Before and After School.** The School will offer extracurricular physical activity programs, such as interscholastic or intramural athletic programs.

**Physical Activity and Punishment.** Teachers and other School personnel are discouraged from using physical activity (e.g., running laps, pushups) as punishment and will be discouraged from withholding opportunities for physical activity (e.g., recess, physical education) as punishment.

### IV. Monitoring and Policy Review

Monitoring. The School Committee will ensure compliance with established nutrition and physical activity wellness policies. School food service staff will ensure compliance with nutrition policies within school food service areas and will report on this matter to the School Committee. The principal shall be responsible for ensuring that the school wellness policy is implemented and that there are measurable goals.

Archdiocese of Milwaukee 5140.4 (c)

## **WITHDRAWAL AND TRANSFERS**

The procedure for withdrawal or transfer is:

1. Parent/legal guardian informs the Principal of the pending withdrawal.
2. All school-owned material - textbooks, library books, athletic uniforms, etc. - are returned.
3. Records will be forwarded to the student's new school upon receipt of a *Release of Records* form.

## **COMMITMENT TO SCHOOL**

### **Tuition and Policy Information**

The parish community of St. Anthony recognizes that the Christian education of its students is a very important responsibility. The financial support of the school is shared by all parish families through regular contributions to the parish, and by school families through their parish support, tuition, and various fund raising activities.

Any fund raising by the student body or parent/legal guardians must be first reviewed by the Principal and approved by the Parish Finance Committee. Fund raising by individual classes and school groups (such as Scouting) must first be reviewed and approved by the Principal in concurrence with the Parish Finance Committee. The Parish Finance Committee reviews and approves all fund raising once per year in **January-June** before the fiscal year of July 1 to June 30.

The success and effectiveness of the school, and its integration into the total parish community, depends greatly upon the involvement of the parent/legal guardians, not only in the reinforcement of the religious formation that takes place daily in the school, but also by volunteering whenever possible, and supporting your parish in other ways.

It is expected that each school family who is a member of St. Anthony Parish will:

1. attend Mass with your student/s on a regular basis;
2. participate in parish activities;
3. volunteer as much time as possible for school activities, such as a School Committee subcommittee;
4. contribute to the parish over and above the amount of your school tuition.

All fees must be paid prior to the start of classes. Registration and new family fees are non-refundable. All fees apply to both parish families and non-parish families.

The St. Anthony School Committee recommends for Parish Council to approve tuition each school year. Tuition for non-parish families is based on actual per student cost when the school is at full capacity.

Financial aid may be applied for prior to the school year. The Pastor and Principal will approve this aid.

We have read and discussed all the contents of the parent-student handbook. We promise, as members of St. Anthony School Community, to carry out all the statements, policies and regulations in this handbook to the very best of our abilities. If we do not keep this promise, we are willing to accept the consequences of our actions.

**COVERED BY SIGNATURE PAGE**

**AGREEMENT FOR THE USE OF COMPUTERS & TELECOMMUNICATIONS**

This school/parish has chosen to permit students access to computers and telecommunications resources to further its educational goals and objectives. Reasonable care has been taken to assure the appropriateness and educational quality of the materials available through the use of educational software and telecommunications. However, parents and guardians are warned that this school and the Archdiocese of Milwaukee do not have total control of the information on the Internet. Parents and guardians are the primary authority responsible for imparting the standards of ethical and legal conduct their child or ward should follow. Therefore, this school/parish supports and respects each family's right to decide whether or not their child may have access to this resource.

1. I am the parent/guardian of the below named student. I have the Acceptable Use Policy for Computers and Telecommunications ("the policy") and I have either explained it to my child/ward ("student") or I have assured myself that the student understands it. I also understand my own and the student's responsibilities regarding computer hardware, software and Internet access at the school/parish.
2. I have read the reverse side of this form titled, Student Network Responsibility Agreement, and subscribe to the rules and regulations.
3. PLEASE CHECK ONE OF THE FOLLOWING:

\_\_\_\_\_ I hereby consent to the student having access to, and use of, the telecommunications resources at the school/parish. I also hereby indemnify and hold harmless the Archdiocese of Milwaukee and the school/parish from any claim or loss resulting from any infraction by the student of the policy or any applicable law.

\_\_\_\_\_ I do not consent to the student having access to, or use of, the telecommunications resources at the school/parish.

(Parent's/Guardian's Signature)	(Date)
(Name of Parent's/Guardian - Please Print)	
(Name of Student - Please Print)	(Student's Signature)
(Grade)	(Homeroom Teacher)
(Street Address)	(City) (State) (Zip)
(Home Phone)	(Office Phone)

Form 616.2(a)

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## Student Network Responsibility Form

### Internet Rules:

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The network is provided for students to conduct research and communicate with others. Independent access to network services is provided to students who agree to act in a considerate and responsible manner. Parent's permission is required for minors. Access is a privilege, not a right. Access entails responsibility.

Individual users of the school computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with the school/district standards and will honor the agreements they have signed.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on school servers will always be private.

During school, teachers of students in elementary and junior high classes will guide them toward appropriate materials. Outside of school, families bear responsibility for such guidance, as they must also exercise with informational sources such as television, telephones, movies, radio and other potentially offensive media.

The following are not permitted:

Sending or displaying offensive messages or pictures	Using obscene language
Harassing, insulting or attacking other	Violating copyright laws
Damaging computers, computer systems or computer networks	Using others' passwords
Trespassing in others' folders, work or files	Intentionally wasting limited resources
Employing the network for commercial purposes	

Depending upon the violation, one or more of the following sanctions may be invoked:

1. Loss of access to equipment.
2. Additional disciplinary action.
3. Notification to law enforcement agencies.

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(Student's Signature)

(Date)

---

(Homeroom Teacher)

(Date)

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*Archdiocese of Milwaukee  
Release of Information Form*

***“Each parish/school should establish policies regarding the release of names, addresses, phone numbers, and images of students, faculty, staff, and school families. For inclusion in directories, brochures, websites, or any other medium, permission needs to be obtained from the individual(s) involved, and in the case of minors, from their parent/guardian. General group pictures of students, staff, etc. without specific identification of individuals are not subject to this policy.” (P1112)***

I, \_\_\_\_\_,  
(Printed Name)

consent to the use by St. Anthony on the Lake School, of any videotape, photograph, slide, audiotape, or any other visual or audio reproduction in which I or my child(ren) may appear. I understand that these materials are being used for promotion of St. Anthony on the Lake School.

Such promotional activities extend to recruitment, fund-raising, advocacy, etc. I release the staff, volunteers, etc. of St. Anthony on the Lake School from any liability connected with the use of my or my child(ren)’s picture or voice recording as part of any of the above or similar activities.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Form 1112

**COVERED BY SIGNATURE PAGE**

**Archdiocese Of Milwaukee**  
**Release Form for Student Emergency Medication Use**

Parents:

Please ensure that all signatures necessary to implement this Emergency Medication Use Form are in place before submitting it to the school office.

Date: \_\_\_\_\_

\_\_\_\_\_ has been instructed in the proper use of the  
(Child's Name)

following emergency medication: \_\_\_\_\_

We, \_\_\_\_\_ and \_\_\_\_\_  
(Physician) (Parent/Legal guardian)

request that (Child's Name:) \_\_\_\_\_ be permitted to carry the emergency medication on his/her person, or to keep same in his/her classroom or locker, as we consider this student to be responsible. He/she has been instructed in, and understands the purpose and appropriate method and frequency of use of this medication.

We, the undersigned physician and parent/legal guardian absolve the school and its employees, agents and officers of any responsibility in safeguarding our child's emergency medication.

\_\_\_\_\_  
(Physician's Signature)

\_\_\_\_\_  
(Parent/Legal Guardian's Signature)

\_\_\_\_\_  
(School Principal's Signature)

\_\_\_\_\_  
(Homeroom Teacher's Signature)

**PARENT/GUARDIAN MEDICATION CONSENT FORM**

(Please type or print)

Full name of child to be medicated: \_\_\_\_\_

Name of drug and dosage: \_\_\_\_\_

Hour(s) medication to be given: \_\_\_\_\_ Number of days: \_\_\_\_\_

Name of physician prescribing medication: \_\_\_\_\_ Phone: \_\_\_\_\_

Reason for medication: \_\_\_\_\_

Name of person(s) who will be giving medication during school hours: \_\_\_\_\_

\_\_\_\_\_  
(to be filled out by school principal or nurse)

*I hereby give permission to the above-named persons to give the medication(s) to my child according to the directions stated above and further authorize them to contact the child's physician. I agree to hold the school, its employees and agents who are acting within the scope of their duties harmless in any and all claims arising from the administration of this medication at school.*

*I agree to notify the school in writing at the termination of this request or when any change in the above order is necessary.*

\_\_\_\_\_  
Signature of Parent/Legal Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone number(s) where you can be reached if questions arise.

**USE THIS FORM ONLY AS NEEDED  
DOWNLOAD FROM WEBSITE.**

**TO BE FILLED OUT BY PHYSICIAN**

Date: \_\_\_\_\_

Please administer the following medication(s) to:

Student: \_\_\_\_\_ Address: \_\_\_\_\_

Student Phone: \_\_\_\_\_ School: \_\_\_\_\_ Grade: \_\_\_\_\_

Diagnosis: \_\_\_\_\_

<b>Daily Medicine</b>	<b>Route</b>	<b>Dose</b>	<b>Frequency</b>	<b>Duration</b>	Direct contact shall be made with me should the student receiving the medication develop any of the following conditions or reactions to the medication:
				From: To:	
				From: To:	
				From: To:	

<b>PRN (as needed) Medicine</b>	<b>Route</b>	<b>Dose</b>	<b>Frequency</b>	<b>Duration</b>	Condition under which medication should be given:	Direct contact shall be made with me should the student receiving the medication develop any of the following conditions or reactions to the medication:
				From: To:		
				From: To:		
				From: To:		

*I agree to retain the power to direct, supervise, decide, inspect, and oversee the administration of such medication(s). Direct contact shall be made with me at any time should you have any questions.*

Hospital/Clinic/Office: \_\_\_\_\_

Address: \_\_\_\_\_

Physician's Signature: \_\_\_\_\_ Phone: \_\_\_\_\_

**USE THIS FORM ONLY AS NEEDED  
DOWNLOAD FROM WEBSITE.**

**DRESS CODE CHECKLIST**

Student name \_\_\_\_\_

Staff name \_\_\_\_\_

Date: \_\_\_\_\_

Parent / Guardian signature: **FYI ONLY** \_\_\_\_\_

(Please sign and return to school)

Your student was out of uniform today. We have checked the area(s) of concern.

**Tops**

\_\_\_\_\_ Color  
\_\_\_\_\_ Style  
\_\_\_\_\_ Fabric

\_\_\_\_\_ Sweater  
\_\_\_\_\_ Vest  
\_\_\_\_\_ Sweatshirt

**Pants**

\_\_\_\_\_ Color  
\_\_\_\_\_ Style

\_\_\_\_\_ Fabric  
\_\_\_\_\_ Other

**Shorts**

\_\_\_\_\_ Length  
\_\_\_\_\_ Style

\_\_\_\_\_ Color  
\_\_\_\_\_ Other

**Jumpers and skirts and skorts**

\_\_\_\_\_ Color  
\_\_\_\_\_ Style  
\_\_\_\_\_ Length

\_\_\_\_\_ Other  
\_\_\_\_\_ Leggings

**Shoes**

\_\_\_\_\_ impractical/unsafe

**Additional comments:**

**FAMILY VACATION REQUEST FORM**

**This form is to be returned to the school office no later than two weeks prior to the absence.**

Note: If more than 1 child is in middle school, more than 1 form is needed for assignments.

**St. Anthony on the Lake School**

Date: \_\_\_\_\_

Student Name(s) \_\_\_\_\_ Grade(s): \_\_\_\_\_

*Family vacations should be taken when school is not in session whenever possible. A family vacation is defined as an overnight trip outside of the metropolitan Milwaukee area. Where circumstances require that a student miss school for a family vacation, the parent/legal guardian must notify the school prior to the absence and complete this form. Failure to notify the school, and obtain approval and make-up work missed may result in "0" grades for the day(s) absent. Approval shall not be unreasonably withheld. Parent/legal guardians should understand that such absences could affect the student's academic progress.*

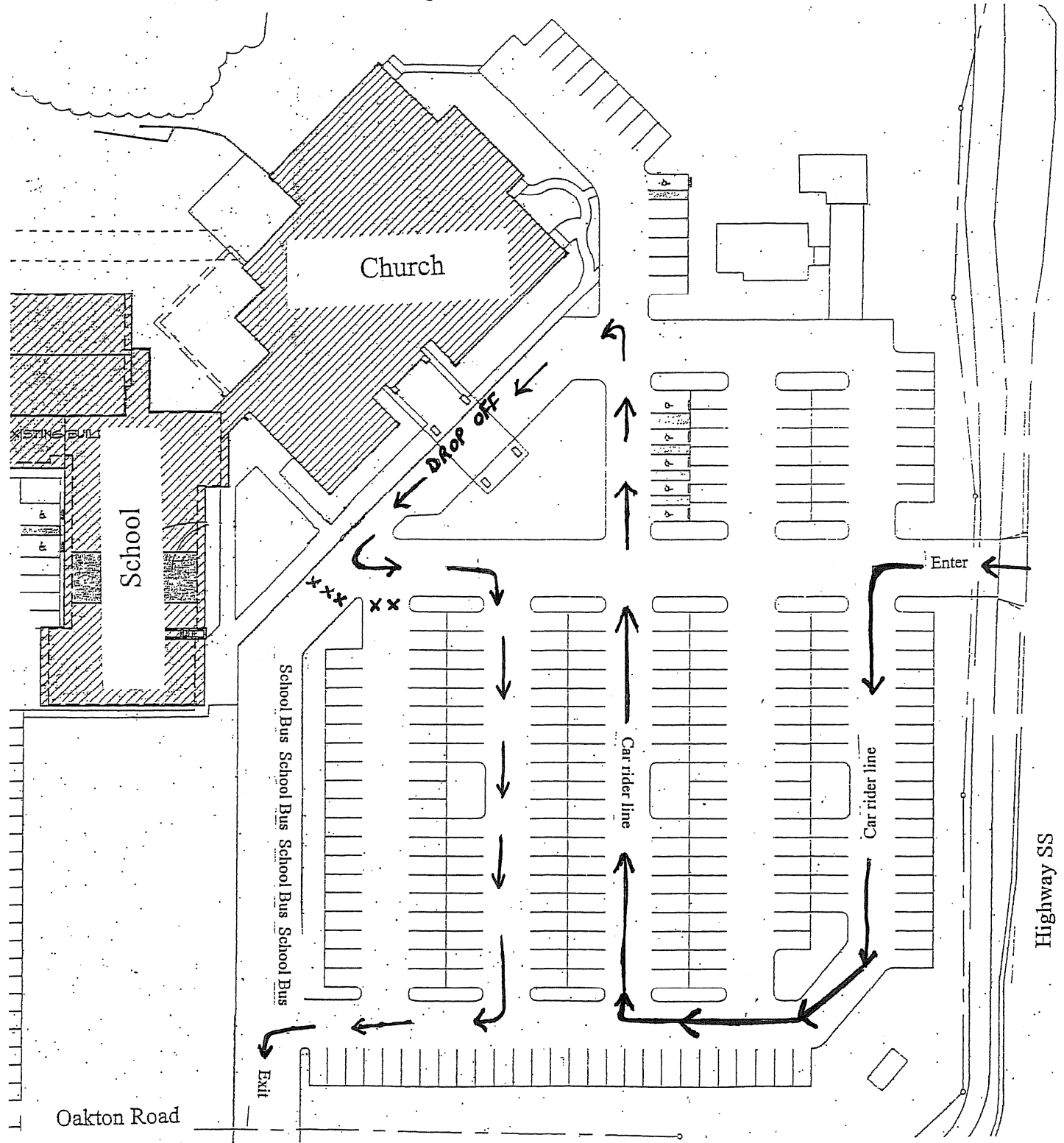
I request that the above student(s) be excused from school on the following dates: \_\_\_\_\_ for the following reason (please be specific): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Phone: \_\_\_\_\_

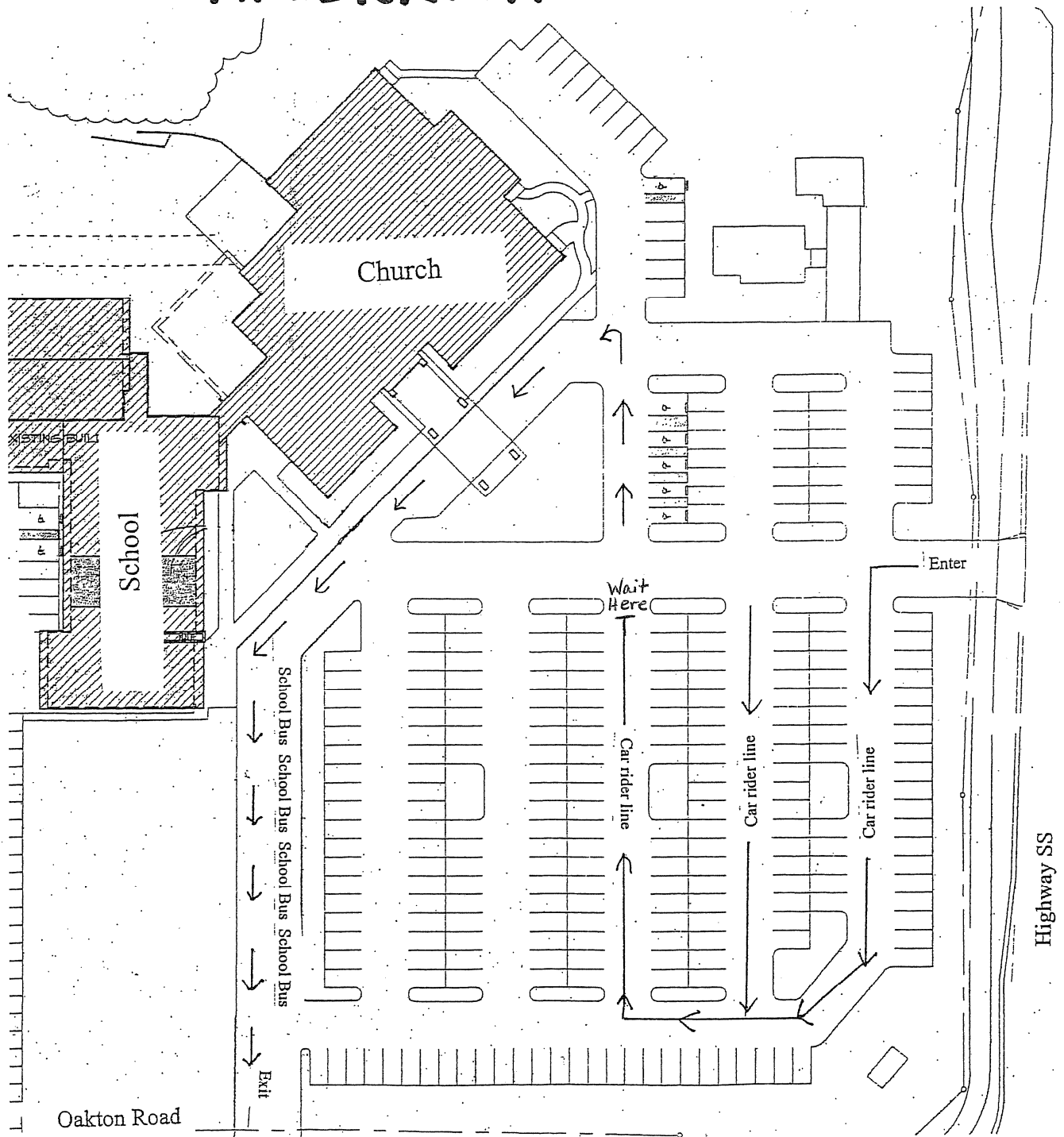
Administrative Approval: \_\_\_\_\_

Teacher(s) Signature(s):	Notes:
K) _____	_____
1) _____	_____
2) _____	_____
3) _____	_____
4) _____	_____
5) _____	_____
6) _____	_____
7) _____	_____
8) _____	_____
Art _____	_____
Band _____	_____
Music _____	_____
Phy Ed _____	_____
Piano _____	_____
Resource _____	_____

# MORNING DROP OFF



# AFTERNOON PICK UP



# Parent/Student Signature Page

We are aware of the contents of the 2011/2012 Parent/Student Handbook including:

COMMITMENT TO SCHOOL

Accepted                       Not Accepted

AGREEMENT FOR THE USE OF COMPUTERS & TELECOMMUNICATIONS

Accepted                       Not Accepted

STUDENT NETWORK RESPONSIBILITY AGREEMENT

Accepted                       Not Accepted

ARCHDIOCESE RELEASE OF INFORMATION

Accepted                       Not Accepted

We promise, as members of St. Anthony School Community, to carry out all the statements, policies, and regulations in this handbook to the very best of our abilities.

\_\_\_\_\_  
Parent/legal guardian signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/legal guardian signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

**SIGNED FORM DUE TO Barbara Heinle by: September 16, 2011.**