

Saint Anthony High School Handbook 2018-2019



St. Anthony School
FAITH · FAMILY · FORWARD

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St. Anthony High School reserves the right to update school policies at any time in order to best meet the needs of school culture. If an update is made, students, parents/guardians and staff will be notified and a date will state when the updated policy officially begins.

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PHILOSOPHY & MISSION

MISSION

St. Anthony School is a Catholic, urban school preparing students for post-secondary education.

SCHOOL VISION

St. Anthony School will be a leader in Catholic urban education of Hispanic youth. Our two pillars of strength are EDUCATION and FAITH FORMATION. These two components are the foundation of a well-educated individual who lives a life of faith, hope, and charity.

THE CHARACTERISTICS OF A ST. ANTHONY GRADUATE

A St. Anthony School graduate is:

- A person of faith grounded in the beliefs and traditions of the Catholic Church;
- An effective communicator able to articulate thoughts and ideas to a wide and diverse community;
- A responsible member of the community engaging the world by making a positive contribution to society;
- A life-long learner who understands that learning is not a method but an approach to living.

As a collaborative team, our administrators, teachers, support staff, parents and community members identify needs and propose and implement solutions that create a school culture centered on compassion, service, and lifelong learning.

Through our holistic approach, students become conscientious, responsible citizens, well prepared to better carry out the mission of the Church and their local and global communities with sincerity and passion.

SCHOOL GOALS

- To build a Catholic community among faculty, students, and parents
- To provide each child a daily religious experience that will reflect the values and beliefs of our Catholic Faith
- To provide rigorous academic programs where every student cultivates the tools required for learning
- To provide educational opportunities that develop the mind, body, and soul of every student
- To uphold a safe environment in which all children feel welcome, accepted, and valued
- To develop students that are knowledgeable and caring individuals that are prepared to create a better world through intercultural understanding and respect of all people
- To instill in students a desire to share their faith and talents with the community
- To provide an opportunity for our students to show compassion, empathy, and respect for others
- To develop students who are lifelong learners, who become active within their community and the world exemplifying the leadership that Christ modeled for us
- To work as a team with parents in the school and parish community in order to prepare each student with academic and personal success

WE ARE THE ROMAN LEGION!

St. Anthony High School's mascot is the Roman Legion and our colors are blue and gold.

The Roman Legion was instrumental in the expansion and defense of the Roman Empire for over one thousand years. Each legion was self-supporting, meaning every soldier contributed to the legion's success. Every student at St. Anthony has a unique talent and set of skills to contribute to our success as a school. The success of the Roman Legion was a result of disciplined training, knowledge, understanding of the world around them, leading others to be successful, being receptive to the ideas of others, and perseverance.

As Rome converted to Christianity, the Roman Legion was instrumental in defending the Church which protected the necessities of life. Outside our school building we fly the flags of Vatican City, the home of the Catholic Church, and of the United States of America. Each member of our Roman Legion is called to know, defend, and spread the values of God and country. Furthermore, the success of the Roman Legion was due to its ability to acquire knowledge and skills from other civilizations. By learning from each other and being open to new ideas, the Roman Legion of St. Anthony High School will succeed!

We are the Roman LEGION!

GENERAL INFORMATION

ACCREDITATION

St. Anthony School received full accreditation by the Wisconsin Religious and Independent Schools Accreditation Association (WRISA). All campuses are accredited by WRISA, a comprehensive accreditation program that acknowledges we meet and exceed all academic and spiritual standards determined by this organization.

MAIN OFFICE HOURS

The high school office will be open from 7 a.m. to 4 p.m. Monday through Friday.

Any phone call outside of these hours will be sent to a voicemail box that is checked daily. Students may enter the school at 7am, but must be out of the school by 3:45 pm unless they are under the supervision of a teacher or in an approved after school group.

TEACHER OFFICE HOURS

Teachers are present in the building from 7:15am – 3:45 pm. Teachers are also available by appointment. The emails of each teacher are provided in the staff section of this handbook or call the school office to schedule an appointment.

ARRIVAL & DISMISSAL

Students, parents and visitors arrive at St. Anthony High School through the east entrance at St. Raphael Archangel Hall and head to the cafeteria for breakfast. The school day begins at 7:50 AM.

Students are dismissed at 3:30 PM (Mondays-Wednesdays and Fridays) and at 2:00 PM on Thursdays. Half days or other special schedule days are noted in the school calendar. If a parent cannot pick up their student(s) at these times, they must arrange for alternative transportation and care for their student(s).

If dropping off your student, please encourage your student to exit the car prior to the main doors. This will allow the car line to move more quickly. The sidewalk that runs along the east side of the building is covered and the doors are unlocked prior to the start of the school day.

Parents who are picking up their student should park their cars at the south entrance by St. Michael Archangel Hall or the north entrance by St. Raphael Archangel Hall. Please do not block the bus lanes or park along the sidewalks.

Students who are leaving early must be signed out by a parent in the main office at St. Raphael Archangel Hall. Parent phone calls to dismiss a student will not be permitted regardless of student age. A documented excuse must be provided to excuse your child's absence.

BUS

Saint Anthony School offers a voluntary student transportation program. At times, Anthony School will charge a fee for the use of school provided transportation. Should the parents/families choose to participate in the school transportation program, they will be expected to comply with the fee structure set by the school. If the families do not comply with the fee structure established by the school, transportation to the family's child(ren) may be denied.

Cases of financial hardship will be evaluated by the school administration.

Busing is provided as a service to parents to assist in dropping off their child in a central location. In the morning buses pick up at the corner of Maple St, between 9th and 10th St. from 6:20-7:20 AM. Buses will loop from 10th and Maple to the High School.

Students should not wait at the bus stop for their friends. Please be respectful of others and board the bus as soon as you arrive. The last bus will leave when it is full. Seating on the bus is not guaranteed.

At the end of the school day, buses will be lined up along the east entrance of St. Raphael Archangel Hall and will drop students off at 9th and Mitchell, opposite the Pre-School campus.

Students are expected to remain seated on the bus and speak politely and appropriately. The bus is an extension of the school. Any misbehavior on the bus will be investigated and handled according to the Student Code of Conduct. Consequences for misbehavior may include a suspension from riding the bus, detention, restitution for damages, suspension from school, or expulsion.

PARENTAL CONTACT INFORMATION

It is very important for emergency and administrative reasons that every student maintains up-to-date address and phone number records at the school office. Parents and/or students must notify the school office immediately if there is a change of address or phone number during the school year. If phone numbers and addresses are not up to date, we cannot guarantee receipt of school announcements and mailings.

STUDENT PHONE CALLS/MESSAGES

During the school day students are to remain off their cell phones (see cell phone policy). Phone calls can be made to the main office if a student needs to be contacted. Students will not be allowed to leave class to make phone calls. The principal may grant an exception to this. Non-emergency messages will be delivered to your student when it is appropriate and necessary. In an emergency, a student should speak with an administrator or staff member.

ELEVATOR

Accommodations to use elevator will be made for students who have a written doctor's note stating the type of injury and duration. The doctor's note must be on file in the main office of St. Raphael Archangel Hall. Students found using the elevator without permission will be disciplined according to the Discipline Policies.

FIELD TRIPS

Field trips/Retreats are educational and spiritual opportunities that are extensions of the material being covered in the classroom and are opportunities for students to grow academically and spiritually. A permission slip with the date, time and location for the field trip will be sent home. A signed permission slip by the parent or guardian is required before a student may participate in the field trip. Chaperones always accompany the students. Students are ambassadors of St. Anthony High School while on a school sponsored trip. All school rules are in effect on field trips and at all school activities whether the activities are held in our high school or at another location.

LOST/STOLEN ITEMS

The school is not responsible for lost or stolen items that are left in their car, locker, or backpack. A lost and found is located in each of the high school offices. Students are not to bring anything of value, or items that could be broken, to school or any school related function (athletic events, dances, etc.). This includes: iPads, iPods, MP3 players, cell phones, laptops, etc. Students are responsible for the items they bring into the school. A school and gym locker are provided to help protect items.

VISITORS

Visitors must sign in and present a form of identification (driver's license, state ID, etc.) at St. Raphael Archangel Hall. The identification will be held in the office and a visitor's pass will be issued to our guest. The visitor's pass must be worn at all times. After business has been conducted, the visitor's pass must be returned to the office, and your identification card will be returned.

SAFEGUARDING ALL OF GOD'S FAMILY

All adults who works with children through a parish or school sponsored activity in any capacity – paid or volunteer – MUST participate in the “Safeguarding All God's Family” program of the Archdiocese of Milwaukee.

The goal of this program is to protect our children, and all in the church family, from sexual abuse and related dangers. Many of the components of “Safeguarding All God's Family” employ the VIRTUS program, developed by the national Catholic Risk Retention Group, Inc.

For additional information, please see the Archdiocese of Milwaukee website at www.archmil.org or call the Archdiocese at (414) 769-3300.

WORK & WORK PERMITS

We understand students need to work for a variety of reasons. Please schedule work hours at or after 5:00 PM to ensure your student has time to participate in extracurricular activities, service activities, receive help from teachers, etc. Students will not be excused from school to work.

Students who are 15 years old or younger and wish to obtain a work permits should see the Associate Principal to complete the necessary paperwork. You may also apply for a work permit at your local public school office or call (608) 266-6860 for information on where in your area you may apply for a work permit.

UPDATES

St. Anthony High School reserves the right to update school policies at any time in order to best meet the needs of school culture. If an update is made, students, parents/guardians, and staff will be notified and a date will state when the updated policy officially begins.

EMERGENCY INFORMATION

CRISIS PROCEDURE

The St. Anthony campuses have a crisis plan that is updated yearly. The crisis plan is comprehensive in nature and is designed to provide a safe environment for the students and staff. The crisis plan encompasses possible crises including fire, earthquake, campus lockdowns, as well as procedures dealing with severe weather events, criminal activity, workplace violence, accidental disasters, and medical pandemic.

EMERGENCY DRILLS

Fire drill, tornado procedures, and evacuation routes are posted in every classroom and office on campus. All emergency procedures are documented and posted in each room in the school. Staff review and practice drills monthly with all students.

General Rules

Students will follow teacher instructions during lockdown and evacuation situations.

1. Students will proceed in a quiet, single file line, using the designed evacuation routes to the class-designated evacuation area.
2. The teacher will be the last to leave the room and will take keys and attendance/grade book. The teacher will remain with the class at all times.
3. The teacher will take attendance upon reaching the designated evacuation area.
4. Students will remain quiet so that directions can be given.
5. When the “all clear” is sounded, students will return to class in the same orderly fashion.

Students found tampering with or pulling a fire alarm in the building will face disciplinary actions which may include suspension or expulsion.

NOTE: Emergency drills are important and serious exercises that may save lives. Students are expected to act accordingly.

WEATHER RELATED SCHOOL CLOSINGS

Please listen to the local radio/television stations for school closing announcements. If the school closes before regular dismissal time, parents/guardians will be notified. The decision to close school due to weather is determined by the President of St. Anthony School.

ADMISSIONS INFORMATION

Per Archdiocesan Policy 5131.2, all people are sons and daughters of a loving God and share equally in God's unconditional love. All formational programs for children and youth reflect these loving, inclusive experiences. Formational programs will be proactive in the promotion of an appreciation for diversity and inclusiveness in language and behavior. We ask that all students and families that become part of the SAHS community show respect for and participate in our shared mission.

GENERAL ADMISSIONS & ACCEPTANCE POLICY

St. Anthony High School does not discriminate on the basis of gender, race, color, religion, or national or ethnic origin in administration of its educational and admissions policies, athletic programs, or other school-administered programs.

Admissions staff will review all requests and applications for admission to St. Anthony High School. There is a two-step process: 1) acceptance via the Milwaukee Parental Choice Program, and 2) formal enrollment and registration into the school. The Principal makes the final decision on admissions decisions.

ADMISSION POLICY

St. Anthony Catholic School respects the dignity of every child. Race, nationality, or other forms of discrimination will not prevent a child from being accepted into our school. All new students are on probation for the first semester. Failure to successfully integrate oneself into the St. Anthony School programs could be grounds for withdrawal. All school property must be returned and financial obligations must be met before records will be forwarded.

Two Step Admissions and Enrollment Process

Saint Anthony School is a participant in the Milwaukee Parental Choice Program K-12. Due to this participation, Saint Anthony has a two-step process in regards to gaining admission into our school system. The first step is to apply, meet, and qualify with the regulations set by the Department of Public Instruction (DPI) as it applies to the Milwaukee Parental Choice Program. Once the Milwaukee Parental Choice application is processed, families will be notified by mail whether they have or have not met the established requirements for the Milwaukee Choice Program and awarded a voucher from the State of Wisconsin.

The second step of the process is for the St. Anthony Admissions Department to review the student's academic and behavior standing when necessary and notify the student's family whether their child(ren) has been accepted or denied admission into Saint Anthony School.

Step 1: Choice Admissions Process: Wisconsin Department of Public Instruction

Private School Choice Programs

The Private School Choice Programs include the Milwaukee Parental Choice Program (MPCP), the Racine Parental Choice Program (RPCP) and the Wisconsin Parental Choice Program or statewide program (WPCP). Schools participating in the program receive a state aid payment for each eligible student on behalf of the student's parent or guardian

Determination of which program a student is eligible for is based on where in Wisconsin a student resides. If a student resides in the City of Milwaukee, they are eligible to apply to the MPCP. If a student resides in the

Racine Unified School District, they are eligible to apply to the RPCP. If a student resides outside of the City of Milwaukee and the Racine Unified school district, they are eligible to apply to the WPCP. Additionally, applicants may be required to meet income and age requirements. See the Frequently Asked Questions below for additional information on program requirements.

Please visit the department of public instruction webpage for further information on the Milwaukee Parental Choice Application. <http://dpi.wi.gov/sms/choice-programs>

Step 2: School Enrollment/Registration Process

The Catholic schools offer programs of education and formation for children and youth to all who are willing and able to live within the religious, academic, behavioral, and attitudinal requirements of the school and whose parents/guardians demonstrate a desire to have the school assist them in their parental role as primary educators of their children. The Catholic schools shall not be a refuge for parents/students who seek to avoid integration in the public schools.

Steps needed in the enrollment process:

1. Parents complete an enrollment form/registration form. The form should ask parents to indicate whether or not a student has any identified health and/or special educational needs.
2. Parents supply all relevant documentation and/or give written permission for school to access documentation.
3. An admissions meeting is organized with parents, school leaders, and external agencies (if appropriate). The school administrator will use an appropriate accommodations planning process to determine level of educational need and necessary adjustments. (Form 6164.3)
4. If needs can be met with minor adjustments, then the school enrolls the student.
5. If needs are beyond the ability of the school to meet with minor adjustments, then the parent is referred to local school district.

The final decision for admission, instruction, and retention of any student rests with the principal/administrator.

All students are on probation during the first semester of their attendance at a Catholic school. Schools are to develop a screening process for all new students entering the school. During the first semester probationary period, the school shall determine through this process whether or not it can meet the needs of the students. Notification of the probationary period is placed in the student/parent handbook. Students who enter the Catholic school from a home-school program, shall be placed in a grade level following an academic assessment determined by the administration. The decision of the principal is final.

Guidelines for Non-Catholic Students in Catholic Educational Programs ADMISSION

"The parish respects the dignity of the child. Neither race, nationality nor other forms of discrimination will prevent a child from being accepted into the Catholic school or religious education programs. Children of other religions may be accepted on a seat available basis unless attendance would cause conflict for the child because of the unique religious philosophy of these educational programs." (cf. Archdiocesan Policy #5110) For specifics with regard to tuition, please refer to Archdiocesan Regulations #3240-3241.

PARTICIPATION IN RELIGION CLASSES/RELIGIOUS EDUCATION

1. Students are expected to participate in religious classes.

2. High school students will take four years of religious courses and are expected to earn credits for courses.
3. Students will participate in formation activities as it pertains to course syllabus.

PARTICIPATION IN SACRAMENTAL LITURGICAL CELEBRATIONS

Students that are of other faith traditions should not receive the Sacraments of Eucharist or Penance when they participate in school liturgies because such reception represents a faith commitment to the specific faith tradition of the church in which the liturgy is celebrated. There are procedures for allowing the reception of sacraments by baptized non-Catholics in exceptional cases. They respect both the theological and canonical teachings of the Catholic Church. Those procedures can be obtained from the Chancery Office.

RELATIONSHIP WITH NON-CATHOLIC PARENTS/FAMILY At the time of application parents will be advised of the school's expectations and policies regarding involvement of students in religious education and formation activities, including sacramental liturgical celebrations. With appropriate sensitivity to and respect for the religious beliefs and traditions of the non-Catholic parents, the school and parish encourage and invite their participation in religious education and formation activities both within the school and within their own faith communities. If you feel the need to have your student not participate in weekly Mass you need to schedule a meeting with the Principal to discuss accommodations.

Children with Exceptional Educational Needs

Not all Catholic schools in the Archdiocese are able to offer Special Education Programs for children with Exceptional Educational Needs. Whenever a student seeks enrollment into the Catholic school, the school shall inquire as to whether the student has a history of or is presently eligible for a special education and related services available under the Individuals with Disabilities Education Act (IDEA).

The admission, instruction, and retention of students with disabilities or special needs shall be determined on an individual basis by the administrator in consultation with the Learning Support Team. A student eligible for placement under IDEA should be enrolled in the Catholic school only if a program and resources are available to meet the student's special needs.

Whenever the local plan for the identification and intervention of special needs students indicates that a child may have an Exceptional Educational Need, the child should be referred to the local public school to determine whether the child is eligible for services.

Exceptional Education

In compliance with federal law called the Individuals with Disabilities Education Act (IDEA) the public school district where the private school is located is required to identify children with disabilities who attend private schools in the district. Any child suspected of having a disability could be referred to the district for evaluation. The public school district will gather an Individual Education Program (IEP) team including staff from the public and Catholic school, parents, and others for all students referred from a parochial school. When making a referral for an IEP evaluation, Archdiocesan schools will follow the guidelines established by the Department of Public Instruction.

- Parents are informed about procedures for a referral and their verbal approval for such a referral is sought before the process begins.
- The parochial school principal or the child's parent requests appropriate referral forms from the building principal or central office of the local public school. Written parent consent is required for

districts to do evaluations. All completed forms are returned to the building principal or to the public school central office, in accordance with the policy of the school district.

- The evaluation must be done within 60 calendar days of when the school gets parent consent to evaluate or the date the parent was notified that testing is not needed. An IEP and placement must be developed within 30 days of deciding a child is eligible for special education.
- The IEP team decides if the child has impairment and whether special education services are needed. If special education services are needed, the public school district must offer a Free Appropriate Public Education (FAPE). The child does not have an individual right to special education or related services in the Catholic school. In consultation with representatives of the Catholic school and parents of the child, the district where the Catholic school is located decides what services it will provide through the development of a service plan.
- Upon receipt of the IEP report and service plan, the parochial school's Learning Support Team reviews the recommendations outlined in the report and determines if implementation of the service plan for the student is feasible if he/she continues his/her enrollment in the school. If the parents elect not to follow through on the recommendations of the public school district, the Catholic school will determine whether the student's needs can be met and whether continued enrollment in the Catholic school is in the best interest of the student. This determination will be put in writing, shared with the parent, and become part of the student's permanent record.

Registration

All new families must have an information session with the St. Anthony Admissions Director and the principal or designee once the application is complete.

An application is considered complete with the following items:

- Birth Certificate
- Recent Report Card
- Immunization Records
- Baptismal Certificate (if applicable)
- Completed Application
- Two (2) Letters of Recommendation (if applicable) or a Recommendation Form

Admission Procedures

- Parents/guardians of currently enrolled students and their siblings are informed each spring for the fall term.
- During the announced open enrollment period, other students desiring to attend a St. Anthony School may apply.
- If the maximum class size is reached, additional names will be placed on a waiting list.

Admission priorities

Priority is given to the following student applicants:

1. Current, returning students in good standing.
2. Siblings of students already attending St. Anthony Catholic School.
3. New students desiring to attend St. Anthony School.
4. Students eligible for Choice funding (Choice students may need to be drawn through a random selection process.)
5. Children of alumni.

Random Selection Process

After the close of the open enrollment period, if the number of eligible and complete student applications exceeds the number of new seats available, the random selection process will be implemented. The day of the drawing will be announced and open to the public. It is not necessary to be present to be selected. During this process, applications will be randomly assigned a number in each grade level. Numbers will then be drawn randomly from a container to determine the placement order for each grade level. The random drawing will continue until all available seats are filled, and a waiting list order is determined in the event that a previously filled spot opens up. The principal of each elementary school or his/her designee conducts the drawing. Letters will be mailed within one week following the random drawing to notify applicants of their acceptance or their number on the waiting list.

TRANSFER & RE-ADMIT APPLICANTS

Students who are transferring to Saint Anthony High School from a different high school or seeking re-admission must complete admissions paperwork, beginning with Milwaukee Parental Choice Program applications if necessary with the Director of Admissions.

After receiving notification that the Choice Application has been accepted, the parent and student must bring a copy of their transcript to the Associate Principal within one week prior to enrollment. Any classes failed at another school will have to be made up, per the Saint Anthony High School graduation requirements.

Students transferring at semester must complete final exams at their present school prior to their first enrolled day at SAHS. Academic credit is not given for partial completion of courses at a different school. All final determinations for the acceptance or rejection of transfer credits are up to the discretion of the Associate Principal.

All prospective transfer students and re-admits are subject to review by High School Academic Administration and School Counselors prior to registration. The review can include, but is not limited to, a review of academic, attendance and behavioral records from prior school(s).

If previous academic, attendance, or behavioral records warrant such action, a transfer or re-admitted student may be enrolled at SAHS on conditional terms. Students who are enrolled on a conditional terms will meet with the Associate Principal to discuss and sign a probationary contract. Associate Principal will monitor the terms of the probationary contract during the first and/or second semester.

If circumstances exist, as a result of the academic and behavioral review, that would significantly prevent the student from being successful at St. Anthony, enrollment in classes can be denied. The decision to deny can be made by the Principal in consultation with the High School Academic Administration. The Principal may require the student to interview with the High School Academic Administration for final consideration.

Parents may appeal the decision by requesting a hearing in writing to the Principal within one week of receiving denial notification. The Principal will respond to the appeal within 72 hours of meeting with parents and the student.

GENERAL ADMISSIONS APPEAL PROCESS

All appeals relating to rejection for admission to St. Anthony High School shall be heard by the Director of Admissions and/or the Principal. In the event that an applicant to St. Anthony High School is rejected, the rejected applicant may appeal this decision. According to statute 119.23(3) (a), a school must, "Within 60 days after receiving the application...notify the applicant, in writing, whether the application has been accepted. If

the private school rejects an application, the notice shall include the reason.” The rejected applicant will have five business days from the date of the receipt of their notice of rejection to provide written documentation to the the Director of Admissions and or the Principal that the applicant was improperly rejected. The rejected applicant will then be notified of acceptance or rejection of the appeal within 72 hours of the meeting.

WITHDRAWAL PROCESS:

A parent/guardian who wishes to withdraw their child from St. Anthony High School must fill out a withdrawal form in the SAHS main office and schedule a meeting with the Principal before the student is unenrolled. Students who withdraw in the middle of the semester will not receive credits for that semester. Credits for coursework are only given at the completion of the semester and after final exams are taken.

Students who are withdrawing must be checked out by a member of administration. The student must:

- clean out their locker
- return the lock provided by St. Anthony
- return all school owned books

Students who are withdrawn or expelled from St. Anthony High School are not permitted on campus or at school sponsored events **unless they have written permission from administration.** If a withdrawn or expelled student needs paperwork from the school, 24 hours’ notice must be given before entering the school.

FINANCIAL INFORMATION

The following is the tuition schedule for the 2017-2018 school year for parishioners and non-parishioners:

	1 st child	2 nd Child	3 rd Child	4 th Child
High School	\$8,000	\$8,000	\$8,000	\$8,000

Note: Payments for non-parishioners should be made in five equal parts with the first payment being in August of that school year.

Criteria for parish membership (Parishioner) status-As a member of Saint Anthony’s Parish, parents are asked to contribute a minimum of \$10.00 per week to Saint Anthony’s Church using the adult envelopes.

ACADEMIC POLICIES

ACADEMIC INTEGRITY

St. Anthony High School expects all students to abide by ethical academic standards. Academic dishonesty, including plagiarism, cheating or copying the work of another, using technology for illicit purposes, or any unauthorized communication between students for the purpose of gaining advantage during an examination, is strictly prohibited. St. Anthony High School’s Academic Policy covers all school-related tests, quizzes, reports, class assignments, and projects, both in and out of class. The purpose of this Academic Integrity

Policy is to prepare students for the world of college and beyond, where cheating and plagiarism have dire consequences.

Plagiarism is not the same as cooperation or collaboration. Teachers often expect, even encourage, students to work on assignments collectively. This is okay, as long as whose work being presented is clearly relayed.

Collaboration is to work together (with permission) in a joint intellectual effort.

Plagiarism is to commit literary theft; to steal and pass off as one's own ideas or words, and to create the production of another. When you use someone else's words, you must put quotation marks around them and give the writer or speaker credit by citing the source. Even if you revise or paraphrase the words of someone else, you must give the author credit. Some Internet users believe that anything available on-line is public domain. Such is not the case. Ideas belong to those who create and articulate them. Ideas and information include: text (in whole or in part) that is not cited, pictures, graphics, charts, graphs, illustrations, etc. The sources of these ideas and information include any type of book, magazine, encyclopedia, interviews, computer based programs, and the internet. To use someone else's words or ideas without providing a proper citation to the originator is stealing.

Cheating includes, but is not limited to, copying or giving an assignment to a student to be copied (unless explicitly permitted by the teacher). Cheating also includes using, supplying, or communicating in any way unauthorized materials, including textbooks, notes, calculators, computers or other unauthorized technology, during an exam or project.

Forgery or stealing includes, but is not limited to, gaining unauthorized access to exams or answers to an exam, altering computer or grade-book records, or forging signatures for the purpose of academic advantage.

The determination that a student has engaged in academic dishonesty shall be based on specific evidence provided by the classroom teacher or administrator, taking into consideration written materials, observation, or information from others.

Disciplinary Action for Student Violations of the Academic Integrity Policy:

If a student has violated the Academic Integrity Policy one or more of the following actions will be taken:

- Student will receive an automatic zero on the assignment or test.
- Student will receive a detention.
- Student and parent will meet with the Associate Principal to determine a plan for future success in the specific class where the incident occurred.

If a student has violated the Academic Integrity Policy on more than one occasion the following actions may be taken:

- Student may face suspension from extracurricular activities
- Student may be removed from the course with a grade of "F"
- Student may face suspension from St. Anthony High School
- Student may be sent to an expulsion hearing

ADD/DROP POLICY

The first three weeks of the first semester are available for limited course changes due to academic level misplacement. Students who wish to change a course need to fill out a course change request form and get it signed by the teacher and parent. This form should be turned in to the guidance department as soon as possible. Students will be notified if their course change request is honored. Teacher changes are not

permitted. Students who drop after the first two weeks will need to meet with the Associate Principal to determine the resulting grade for the dropped class (Failure or Incomplete).

ATHLETIC ELIGIBILITY

In order for students to participate in WIAA sponsored athletic competitions students' first need to demonstrate their proficiency in the classroom. Students at SAHS are eligible for competition if the following two criteria are met: 1. The students has a GPA above 2.00 for the most recent marking period 2. The student has no more than one failing grade for the most recent marking period. Students will be notified of academic eligibility/ineligibility by the Athletic Director at the start of each season.

0-1.49 GPA Student Athlete may not participate with team or compete in competitions

1.5-1.99 Student Athlete may practice with the team but not compete in competitions

2.0-Above Student Athlete is eligible for full time participation

COURSE LOAD

Most students are required to take seven classes each semester. Adjustments to this may be made considering enrollment in Advanced Placement courses, need to meet graduation requirements, or other circumstances. Any student not taking seven courses needs to receive approval from the Associate Principal prior to the start of the semester.

COURSE FAILURES

Students who fail a class(es) for the semester will need to make up the missing credits during the summer. St. Anthony offers a credit recovery summer school program in which students are able to receive one credit. If a student is unable to attend summer school at SAHS, there are other credit recovery options available for students to make up missing courses during summer. If a student is unable to recover their missing credits over the summer, their status as a student at St. Anthony High School may be in jeopardy.

FINAL EXAM POLICY

Students must take a final exam for each course they are enrolled in. Students who are absent from their exam with an excuse from a doctor for illness, must schedule a make-up exam with their teacher after they return from their absence. If a student plans on taking final exams early it is their responsibility to schedule and complete exams before the end of the semester. Failure to take a final exam will result in an "incomplete" for the course.

FINAL EXAM EXEMPTION POLICY

If students are enrolled in seven classes they may exempt two exams per semester. If students are taking less than seven classes, they can exempt 1 exam. Exemptions can be made if the following conditions are met:

1. They receive at least a semester grade of an A- for the class
2. Student must be marked unexcused tardy 5 or fewer times to that class class period
3. They have 95% attendance rate or better (8 or fewer absences for the semester)
4. Student must be passing all classes
5. Teacher approval
6. If you are in a yearlong course you are only able to exempt one of the two finals, you cannot exempt both. Example: If you exempt your math final in semester one, you are unable to exempt that final in semester two.
7. Complete the necessary paperwork to obtain exemption and submit it to the Associate Principal

GRADE POINT AVERAGE

The cumulative overall grade point average that appears on the report card is the average of all grades a student has received during their high school career. Two different GPA scales are used depending on the course the student is enrolled in. Students enrolled in traditional courses will be awarded GPA points passed on the traditional GPA scale. The weighted scale will be used for students enrolled in Advanced Placement courses. The GPA scale used at SAHS is outlined below:

A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
Traditional											
4.0	3.7	3.3	3.0	2.7	2.3	2.0	1.7	1.3	1.0	0.7	0.0
Weighted											
5.0	4.7	4.3	4.0	3.7	3.3	3.0	2.7	2.3	2.0	1.7	0.0

ACADEMIC PROGRESS

Progress reports are sent home regularly so parents can keep informed of the progress of their child. Parents/Guardians are encouraged to contact teachers by phone or email if there is a concern about their child's academic progress. Parents/Guardians who have internet access at home may check their child's grades online.

GRADING SCALE

Students earn credit for courses based on their semester grade. This semester grade is determined based on a combination of the student's formative homework, summative exam work, and finally the final exam. The following grade breakdown is consistent among all teachers and courses:

Semester – 80% of total grade		Final Exam - 20% of total grade
Formative Assignments – 20%	Summative Assessments – 80%	

The grades issued on the report card have the following meanings:

A = Student demonstrates a consistently outstanding level of performance in relation to learning outcomes.

B = Student demonstrates an above average level of performance in relation to learning outcomes.

C = Student demonstrates satisfactory performance in relation to learning outcomes. Mastery of basic course content is demonstrated, but understanding of more advanced concepts is incomplete.

D = Student demonstrates an unsatisfactory mastery of one or more dimensions of coursework in relation to the learning outcomes.

F = Student has not demonstrated sufficient mastery of the course in relation to the learning outcomes to earn credit.

I = Student has not completed all the requirements of a course. Students will receive an incomplete if they are unable to take a final exam, unable to complete a final project, or for other various circumstances to be determined by administration.

93-100% = A

90-92% = A-

88-89% = B+
 83-87% = B
 80-82% = B-
 78-79% = C+
 73-77% = C
 70-72% = C-

Failing grades are 69% (D+) and lower, as follows

68-69% = D+
 63-67% = D
 60-62% = D-
 59% and below F

GRADUATION

To receive a diploma during graduation, a student must meet all the graduation requirements outlined below. If a student is within one credit of meeting all graduation requirements and has committed to attending summer school, that student may still walk during graduation but will not receive a diploma until the completion of the required credits. If a student is missing more than one credit, they will not be able to participate in the graduation ceremony. All fees must be paid before a student can receive the diploma.

GRADUATION REQUIREMENTS

For students to earn a diploma from St. Anthony High School the requirements below must be met:

Content Area	Number of credits	Number of recommended credits
Theology	4 Credits*	4 Credits*
English	4 Credits	4 Credits
Math	3 Credits	4 Credits
Science	3 Credits	4 Credits
Social Studies	3 Credits	4 Credits
Language	2 Credits	3 Credits
Physical Education	2 Credits	2 Credits
Visual Art	1 Credit	1 Credit
Elective	2 Credits	2 Credits
TOTAL	24 CREDITS	28 CREDITS

Starting with the class of 2017 all students are required to pass the US Citizenship exam prior to graduation.

Service Requirement: In addition to the above credit requirements students must complete 10 community service hours each year of enrollment. 5 of these hours will be due at the conclusion of the first semester and 5 additional hours will be due at the conclusion of the second semester. Failure to complete these service hours will result in a student retention until the hours are submitted.

HOMEWORK

Homework is assigned in courses to reinforce and broaden classroom activities, teach responsibility, and provide an opportunity for independent study. Students are responsible for completing homework in a timely manner. See course syllabi for more specifics regarding homework policy.

HONOR ROLL

Academic awards for fall semester are handed out after winter break. Awards for the spring semester are handed out at the start of the following school year. Honors recognition is determined by the following:

1. High Honors: 3.5-4.0 GPA
2. Honor Roll: 3.0-3.49 GPA

PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences are scheduled twice a year. Parents/Guardians are required to attend the fall conference. The spring conference is optional for all parents/guardians. Parents or teachers may request other conferences at any time during the academic year.

REQUIREMENTS TO BE CONSIDERED ON TRACK FOR GRADUATION

Below is a tool that St. Anthony uses to consider their progress towards graduation. A student is considered “On Track” from one year to the next year based on the satisfactory completion of all courses in which he/she is enrolled in the academic year. Students are promoted at the end of each year.. To be considered of sophomore, junior or senior standing, see the completed credits tool below:

Sophomore Year:	5 credits completed
Junior Year:	11 credits completed
Senior Year:	17 credits completed
Graduation:	24 credits completed

SCHEDULING PROCEDURES

The following describes course selection process that St. Anthony High School uses:

- February – Students review course selection guide and start to plan their next academic year
- Beginning of March – Advanced placement course application are distributed and completed
- End of March - Students are notified of acceptance into the Advanced Placement program
- April – Students receive course registration materials and choose classes for the next academic year

TEXTBOOKS

Textbooks are the property of Saint Anthony School and are distributed to students for their use during the school year. If students do not return the text in the condition it was received **they will be charged the full cost to replace the book.** Additionally, students who transfer out of the school for any reason must return all texts before they are dropped for placement at another school.

TRANSCRIPTS

Students who wish to request an official SAHS transcript must speak with a school counselor. Transcripts will contain grades through the last completed semester of school, total credits attempted, total credits earned, current course schedule, and a yearly academic breakdown. All transcripts will be provided to students the next school day.

TRANSFER OF CREDITS

Saint Anthony School will consider accepting school credit from other institutions to the extent that coursework at the previous institution is documented and in accordance with Saint Anthony High School academic standards as adopted under 118.30 (1g) (a) 3. All final determinations for the acceptance or rejection of transfer credits shall be made at the discretion of the counseling department or the school principal.

VALEDICTORIAN/SALUTATORIAN

Those students who are vying for Valedictorian/Salutatorian status must meet the following criteria:

1. The student must attend SAHS for 6 semesters to be recognized as the Valedictorian or Salutatorian.
2. Valedictorian/Salutatorian status will be determined by cumulative grade point average and other school-wide accomplishments after the second quarter of the senior year has been completed.
3. If after the first semester of the senior year, two or more students have the same grade point average, the students will be considered co-Valedictorians. Grade point averages will be calculated to the hundredth decimal point.

ATTENDANCE POLICIES

Due to the rigorous nature of the courses at SAHS, attendance in class is of critical importance to student success. While written work and tests can be made up, class discussions and lectures cannot. What students learn from peers is extremely valuable. When students are not present, the morale of the entire class and the achievement of the group is compromised. In addition, absences create extra work for students who are required to make up assignments, reschedule missed tests, and become versed in the material covered that day. Although it is expected that students will be present in class, we do understand that absences do occur.

Ultimately it is the responsibility of the student and parent to keep track of the number of absences a student has in each class. A student or parent may obtain an attendance printout upon request in the main office. Parents who have questions or concerns about attendance may contact the Attendance Secretary and/or the Parent Coordinator in the main office at (414)-763-6352.

START/END TIME

Classes start promptly at 8:03 AM. A warning bell for students will ring at 7:50AM. Students will then head to their First Period class and arrive no later than 8:03 AM. Students who enter the building after 7:50 AM may be late for their first class and are at risk of being marked late.

EXCUSED ABSENCES

Anytime a student is not present in class for any reason other than a specific school related function, (field trips, athletic events, assemblies, college visits, etc.) it shall be designated as an absence. Students have 48 hours to provide documentation of an absence.

Absences *may* be excused ONLY for the following reasons with **appropriate documentation**:

1. Personal illness with a doctor's note denoting the specific days the student can miss school and the date the student should return to school. ***Doctor's appointments during the school day may not be considered an excused absence for the entire day.**
2. Illness or death of an immediate family member with a statement from a funeral home/healthcare facility
3. Legal obligations with documentation
4. Special circumstances with **prior** approval from both the administration and the parent/guardian
5. School sponsored field trips, retreats, or event

Excused Absences will be coded in PowerSchool as the following:

COL = College Visit

ATH = Athletic Event

FT = Field Trip

APT = Appointment - documentation of the appointment provided to the office

MED = Medical Excuse - medical excuse provided to the office

UNEXCUSED ABSENCES

All absences that have not been excused by school administration are considered unexcused absences.

Examples of unexcused absences include but are not limited to:

1. Any undocumented absence after 48 hours
2. Babysitting
3. Vacation when school is in session
4. Missing the bus
5. No ride to school
6. Hand written note explaining absence
7. Over-sleeping
8. Skipping class
9. "Senior skip day"
10. Working

Unexcused absences will be coded in PowerSchool as the following:

UNV = Unverified, student is not present in the classroom and the reason for the absence is currently unknown

PCS = Parent Called Sick, parent called in saying the child is sick will be excused (MED) upon the submission of a doctor's note

PCP = Parent Called Personal, parent called notifying the school the student will be absent with no documentation this absence will remain unexcused

ISS = In School Suspension - student was in school but not attending classes for disciplinary reasons

OSS = Out of School Suspension - student was removed from the school environment for a severe behavioral reason

REPORTING ABSENCES

Parents/Guardians must report the student's absence by 8:00 AM the day of the absence. The parent must include student's name, the date(s), and the reason for the absences (see above for required documentation).

Every attempt should be made to schedule doctor and dentist appointments after school. If this is not possible, a doctor/dentist note will be required upon return.

ATTENDANCE NOTICES

It is very important that all students maintain a 90% attendance rate during the school year. This is critical for state and archdiocesan requirement satisfaction. Participation in Choice also requires a 90% attendance rate to be able to extend the benefits of this program to our school community. Students who fall below 90% attendance are subject to review at any time during the school year and may be expelled from St. Anthony High School. To support parents and students to maintain a 90% attendance rate the following steps will be taken after absences:

Number of total	School action taken:
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unexcused absences	
5	Parents will be called and notified that their student has accumulated 5 unexcused absences
10	A meeting will be held with the school counselor and Parent Coordinator to determine the cause for the excessive absences and create a plan for improving the attendance rate.
15	A certified letter will be sent and parents must attend a conference with the Associate Principal and their student to sign an attendance contract that outlines the attendance requirements for that student for the remainder of the year.
16	For each absence above fifteen, the Milwaukee County Truancy Abatement and Burglary Suppression (TABS) program will be notified. This could lead to court appearances, fines, or other sanctions imposed by the organization.
18	Parents who are unable to comply with the attendance guidelines, meetings, agreements and plans of action will attend an expulsion hearing with their student present. Student may be required to attend summer school to retain all credits from the semester. The students who miss nineteen or more days of school are also considered by the state of Wisconsin to be habitually truant (see below). St. Anthony High School is required to report truant students to the Milwaukee Truancy Abatement and Burglary Suppression program (TABS) where further action may be taken by the state.

TRUANCY

Wisconsin Statute 118.16 defines a habitual truant as "a pupil who is absent without an acceptable excuse under sub. (4) and s. 118.15 for part or all of **5 or more days** on which school is held during a school semester." All students who are classified as being habitually truant are in violation of Wisconsin law, and as such the student and his/her parent(s)/guardian(s) may be required to appear in court.

TARDINESS

Students who arrive late to school must be signed in by a parent and/or bring a documented excuse in the main office at St. Raphael Archangel Hall. A documented excuse must be provided to excuse your child from the missed class periods.

A student who misses more than 20 minutes of a class without an excuse will be considered absent for the entire class period.

LATE TO SCHOOL/CLASS:

If a student is tardy to school/class without an excuse, the tardy will be recorded in PowerSchool by the teacher as an Unexcused Tardy (UT). Students who are marked as UT to class will face disciplinary consequences.

1st tardy: Warning

2nd tardy: More Urgent Warning

3rd tardy: Detention

4th tardy: Detention

5th tardy: Saturday school

HABITUALLY ABSENT AND TARDY POLICY

Students who are marked unexcused absent and/or marked extremely late to class (XT) a total of 10 or more times in a semester will have their current grade changed to an incomplete. For a student in this situation to complete the course and be eligible to take the final exam they must demonstrate to the teacher that they understand the content they have missed during their absences by completing an additional project designed by the teacher. A student may qualify for this policy in one or more of their scheduled classes.

ATHLETIC PARTICIPATION

Students who are absent for all or part of a day may not participate in any extracurricular activities or athletics without written permission from the administration.

COLLEGE VISITS

Any student who wishes to visit a college must bring back proof of their experience to the Attendance Secretary. One day will be excused for juniors and two days for seniors.

UNIFORM/DRESS CODE POLICIES

St. Anthony High School, a private Catholic school, reserves the right to determine appropriate attire and insist upon a norm of appearance for its students, faculty, and staff. As a Catholic high school, we believe our values are reflected by our words as well as by our external behavior, including our physical appearance. St. Anthony expects that students represent themselves through appropriate attire and hygiene.

St. Anthony High School has established a uniform that displays a sense of professionalism and unity among the student body. **All dress is subject to the approval of administration.**

UNIFORM REQUIREMENTS

Uniforms must be purchased at Goldfish Uniforms at 9901, W Oklahoma Ave, Milwaukee, WI.

BOYS UNIFORM

Required uniform pieces

- Navy or white St. Anthony uniform polo tucked in at all times
- Navy or khaki uniform pants – No Dickies brand, no tight/skinny pants
- Black or brown shoes
- White or navy dress socks – No writing or designs

Optional Uniform Pieces

- Plain white undershirt – No colored undershirts or shirts with designs
- Navy uniform cardigan sweater with St. Anthony school logo
- Long sleeve polo with St. Anthony school logo
- White dress shirt with St. Anthony school logo

GIRLS UNIFORM

Required uniform pieces

- Navy or white St. Anthony uniform polo
- Navy or khaki uniform pants – No dickies brand, No tight/skinny pants
- Black or brown shoes
- White or navy dress socks – No writing or designs

Optional Uniform Pieces

- Plain white undershirt – No colored undershirts or shirts with designs

- Navy uniform cardigan sweater with St. Anthony School logo sewn on.
- Long sleeve polo with St. Anthony School logo sewn on
- White dress shirt with St. Anthony School logo sewn on

GENERAL DRESS CODE POLICIES

The policies below are in effect on uniform and non-uniform days.

HAIR/HEADWEAR

- Facial hair must be neat, clean and a natural color
- Hair should a natural color - no highlights, streaks, designs, unnatural/wild colors
- Hair should be kept neat and clean.
- No mohawks or faux-hawks.
- No spikes, tails or other faddish haircuts are allowed.
- Hair may not have designs, carvings or writing
- Afros may be no bigger than three inches.
- A single colored headband is allowed.
- Hats are not to be worn inside the building.

JEWELRY/PIERCINGS/ACCESSORIES

- One ring per hand is permitted for girls, includes class ring.
- A class ring may be purchased from Jostens and worn. Boys may not wear any other rings.
- Religious jewelry, including rosaries, may be worn underneath the student's clothing.
 - One religious necklace may be worn.
 - One religious bracelet may be worn on each wrist (no dangling bracelets)
 - Boys may not wear any other necklaces or bracelets.
- Boys are not allowed to wear earrings during the school day.
- Girls are allowed to wear only one earring in each earlobe.
 - No dangling earrings, no hoops bigger than the size of a quarter are allowed
- No gauges or other piercings are permitted
- No spacers or bandages may be worn to cover piercings.
- Girls may only wear one non-dangling bracelet (includes religious bracelets) on each wrist.
- Girls may only wear one bracelet on each wrist.
- Colored contacts are not permitted.
- Nail polish and make-up that is deemed extreme or inappropriate by the administration will be removed.
- Tattoos must be covered at all times.

All dress is subject to the approval of administration

NON-UNIFORM DAYS

Non-uniform days will be announced in advance. Participation in non-uniform days is optional. Students may wear their uniforms if they do not wish to dress down or if they do not have appropriate attire. Students must always dress modestly and appropriately.

NON-UNIFORM DRESS CODE

All policies on the previous page are still in effect.

- Girls may not wear short skirts, dresses, or shorts (fingertips, must reach the bottom of the skirt when arms are at rest on the side of the body).
- No ripped or tattered pants or shorts.
- No ripped or tattered shirts.
- No inappropriate logos (i.e. drugs, alcohol, explicit language, etc.).
- No low cut tops or bare shoulders.
- No leggings worn as pants.
- No hats.
- No excessively tight pants.
- No sleeveless shirts.
- No sagging pants or shorts.

SPIRIT WEAR DAYS & SPIRIT WEEKS

On occasion students will be permitted to wear school Spirit Wear or dress to match a themed day for Spirit Week. **Spirit Wear and Spirit Week Dress Down days are optional.** Spirit Weeks are the week of Homecoming and an assigned week in the winter semester.

Spirit Wear consists of St. Anthony shirts, pullovers, sweaters, track jackets, and sweat suits and is available for purchase from the Athletic Director. Students must follow the above non-uniform dress code policies when wearing spirit wear.

All other Non-Uniform Dress Code policies are in place. Students must wear their full uniform if they choose not to participate in the Spirit Wear or “Spirit Week Themed” Day. **All dress is subject to the approval of administration.**

CORRECTIVE PROCEDURES

- Students who come to school and are missing a part of their uniform will be asked to check out the missing items from either office. Students who check out a uniform item will be required to turn in a cell phone or other item to ensure that the items get returned.
- Students who choose to be out of uniform by wearing additional items that are not approved by the school dress code will be asked to forfeit these items to their teacher immediately without hesitation. Students will be able to get forfeited items back at the end of the month in the main office.

STUDENT CODE OF CONDUCT

St. Anthony High School is a Catholic institution that stresses spiritual & personal growth as well as academic and athletic excellence. To achieve these standards, the students must first have a safe learning environment. SAHS maintains a strong disciplinary system that stresses self-discipline, personal responsibility and respect for oneself and for others. If a student chooses to disrupt the school community, he/she will be held accountable for his/her actions.

CLOSED CIRCUIT CAMERAS

St. Anthony High School utilizes closed circuit cameras to assist in monitoring student actions in the hallways. These cameras do not record audio and are not located in private spaces such as locker rooms, bathrooms, or classrooms.

CELL PHONE POLICY

If a cell phone is seen or heard during class time, passing time, Mass, or any other time during the day outside of the cafeteria, it will be taken and stored in the office according to the consequences below:

Consequences:

1st Offense: Phone will be confiscated and locked in the main office. Student may retrieve the cellphone after school hours.

2nd Offense: Phone will be confiscated and locked in the main office until a parent/guardian or a person listed on the student's emergency contact form can pick up the phone.

3rd and Additional Offenses: Phone will be confiscated and locked in the main office. The phone will be returned to the student after five school days or a parent can come in for a meeting and the phone may be retrieved earlier..

When using a cell phone or electronic device during school hours it is the user's responsibility to:

- View Internet sites that are allowed at school.
- Respect the privacy rights of others.
- Receive explicit consent to capture, record or transmit the words (i.e. audio) and/or images (i.e. pictures/video) of any student, staff, or other person during any school activity.
- Make sure no unauthorized copyrighted materials enter the network.
- Ensure that the use of the device does not disrupt the learning environment.

Unauthorized use of personal electronic devices includes, but is not limited to the following:

- Possessing, viewing, sending or sharing video or audio information having sexual, violent or threatening content on school grounds, at school events or on school busses shall be prohibited and may result in disciplinary action.
- Any files known to carry harmful malware.
- Use of device at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to locker rooms, shower facilities, restrooms, or any area where students or others may change clothes or be in any stage or degree of disrobing or changing clothes.

The administration has the authority to determine other specific locations and situations where possession of a personal electronic device is prohibited. The user of a personal electronic device shall accept sole responsibility for its preservation and care.

Users understand:

- The school/parish is not responsible for content already existing on student owned devices; this would include music, lyrics, movies, pictures, games, etc.
- The school will not be held liable for any lost, stolen, or damaged personal devices.
- The administration may confiscate and search personal electronic devices when such devices are being used in violation of the law and/or school rules.

CLASSROOM EXPECTATIONS

Students at St. Anthony High School are expected to:

- Be respectful towards students, teachers, administration and others (use appropriate language and stay calm when communicating, stand/sit appropriately, allow for personal space, allow others the opportunity to learn, etc.).
- Arrive to class on time.
- Attend class daily.
- Wear their uniform correctly and completely.
- Stay focused on classroom material and tasks to ensure academic progress and understanding.
- Secure personal items (i.e. electronic devices, purses, bags, etc.) in their lockers.
- Use appropriate language inside and outside the building.
- Ask for a pass before leaving the classroom.
- Keep purses and backpacks underneath the desk and the aisle clear.
- Throw away any garbage in the classroom, hallway, cafeteria, etc.
- Do their own work.
- Treat school property respectfully.
- Be supervised in classrooms and present in allowable areas of the school and school grounds.

AGE OF MAJORITY

Students 18 or older in attendance at St. Anthony High School must comply with rules and regulations. Parents will be notified for all relevant matters involving academics, behavior, school activities, records, and attendance.

DISCIPLINARY CONSEQUENCES

The students of St. Anthony High School are held to a high academic and behavioral standards. The students should “love one another” and have a fundamental respect for the the staff and students of St. Anthony and any visitors to the building. The below chart outlines the disciplinary consequences that are associated with student actions. Behaviors not listed on this chart will be handled by the administrative team on a case by case basis with the noted consequence being the maximum consequence that a student would receive.

MISBEHAVIOR	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
Abuse: Verbal, Written or Otherwise Expressed – Arousing alarm in others through the use of language that is discriminatory, abusive, bullying, threatening or obscene, including through the use of electronic communication.				
Involving another student	*	1-day suspension	3-day suspension	5-day suspension
Involving staff member	3-day suspension	5-day suspension	Expulsion Hearing	
Alarm, False: Intentionally giving a false alarm of a fire or other emergency system (such as 911), or tampering with any alarm or fire prevention system.	5-day suspension	Expulsion Hearing		
Alcohol, Intent to Sell, Give or Share: Consuming, selling, giving or sharing or intending to sell, give or share alcohol, including utilizing electronic communication, where selling, giving or sharing is prohibited by Wisconsin or federal law.	Expulsion Hearing			
Ammunition, Mace or Pepper Spray Possession: Possession of bullets, other projectiles designed to be used in a weapon or other material designed to cause pain or injury.	5-day suspension	Expulsion Hearing		

Arson: Intentional destruction or damage to school property by means of fire.	Expulsion Hearing			
Assault - Aggravated: Committing an assault upon another person with a weapon or device used as a weapon, or an assault which inflicts great bodily harm upon another person.	Expulsion Hearing			
Assault – Physical: Acting with intent to cause fear in another person of immediate bodily harm or death, intentionally bullying, inflicting or attempting to inflict bodily harm upon another person. Any intentional, harmful or potentially harmful physical contact or bullying will be considered assault.				
Upon a student	5-day suspension	Expulsion Hearing		
Upon a staff member	Expulsion			

Assault – Verbal, Written, or Otherwise Expressed: Confrontation with a student or staff member through statements or actions which bullies, intimidates, threatens, or causes fear of bodily harm. This includes the use of electronic communications.				
Upon a student	3-day suspension	5-day suspension	Expulsion Hearing	
Upon a staff member	5-day suspension	Expulsion Hearing		
Bodily Harm, Inflicting - Committing a reckless or negligent act that inflicts bodily harm upon another person.	*	3-day suspension	5-day suspension	Expulsion Hearing
False Threat, Bomb or Other Act of Violence - Intentionally giving a false alarm of a bomb or other act of violence against the school or another individual. This includes the use of electronic communication	Expulsion Hearing			
Bullying: Refers to sever, systematic, or repeated actions that involve the threatened, attempted, or actual infliction or physical harm or psychological/emotional distress on one or more students, staff, or other persons. Bullying usually involves an actual or a reasonable perception of an imbalance of power between the bully and the victim. Bullying occurs when someone purposefully engages in written, spoken, nonverbal, or physical behaviors or communications that have the effect of doing the following: 1) substantially interfering with any student’s education 2) substantially interfering with a person’s ability to participate in or benefit from any school activity 3) endangering the health, safety, or property of the target 4) creating a threatening, intimidating, hostile, or offensive environment within any school building	*	5-day suspension	Expulsion Hearing	
Burglary: Entering a specific area of the building without consent and with intent to commit a crime, or entering the building during non operational hours.	Expulsion Hearing and restitution			
Chemicals: Possession, intent to Sell, Give, or Share: Selling, giving or sharing chemicals or drug paraphernalia, or intending to sell, give or share chemicals or drug paraphernalia, including through electronic communication. For the purposes of this section, chemicals include: narcotics, controlled substances, items purported or believed to be narcotics or controlled substances,	Expulsion Hearing			

prescription drugs or over-the-counter medications to be used for the purpose of mood alteration, and synthetic marijuana and any related derivatives or other synthetic drugs that can be used for the purpose of mood alteration. For purposes of this section, drug paraphernalia means items prohibited by Wisconsin or federal law that are used for consumption or manufacturing of drugs.				
Chemicals: Under the Influence: Students in the school building under the influence of illegal chemicals. For the purposes of this section, chemicals include: alcohol, narcotics, controlled substances, items purported or believed to be narcotics or controlled substances, prescription drugs or over-the-counter medications to be used for the purpose of mood alteration, and synthetic marijuana and any related derivatives or other synthetic drugs that can be used for the purpose of mood alteration.	*5-day suspension	*Expulsion Hearing		
Damage of or Tampering with Property (Vandalism): Intentionally damaging or tampering with property that belongs to the school, other students, employees, or others.	3-day suspension and restitution	5-day suspension and restitution	Expulsion Hearing and restitution	
Dress Code: Students not dressed per the SAHS handbook will be noted by the classroom teacher. Students who are habitually not in compliance with the dress code will be addressed by administration.				
Driving, Careless or Reckless- Driving on school property in such a manner as to endanger persons or property.	* May result in revocation of	3-day suspension May result in	5-day suspension May result in	Expulsion Hearing

	parking permit	revocation of parking permit	revocation of parking permit	
Explosives, Possession and/or Use: Possessing or using any compound or mixture, the primary or common purpose of which is to function by explosion.	Expulsion Hearing			
Fighting – Fighting on high school property will be disciplined according to the Assault guidelines.				
Fire Extinguisher, Unauthorized Use - Unauthorized handling of a fire extinguisher or fire alarm.	5-day suspension	Expulsion Hearing		
Fireworks, Possession - Possessing or offering sale of any substance, combination of substances or articles prepared to produce a visible or audible effect by combustion, explosion, or detonation.	3-day suspension	5-day suspension	Expulsion Hearing	
Fireworks, Use: Using any substance, combination of substances or articles prepared to produce a visible or audible effect by combustion, explosion, or detonation.	5-day suspension	Expulsion Hearing		
Gambling: Playing a game of chance for stakes	*	1-day suspension	3-day suspension	5-day suspension
Gang Activity: St. Anthony students who demonstrates they are a member or affiliated with a gang are exhibiting behavior that is contrary to the St. Anthony High School mission. Examples of gang involvement includes, but is not limited to, flashing gang signs or handshakes, any visible “tagging” or language, changing one’s physical appearance (wearing gang colors or other visible signs) or displaying gang behaviors that threatens the students, faculty and/or school	5-day suspension	Expulsion Hearing		

itself..				
Harassment: Participating in or conspiring with others to engage in acts that injure, bully, degrade, intimidate or disgrace other individuals, including indecent exposure, and harassing words or actions that negatively impact an individual or group because of their characteristics. This includes the use of electronic communication.	1-day suspension	3-day suspension	5-day suspension	Expulsion Hearing
Hazing – Committing an act against a student or coercing a student into committing an act that creates a substantial risk of harm or holds a student up to ridicule in order for the student to be initiated into or affiliated with a student organization, group, or club	5-day suspension	Expulsion Hearing		
Insubordination: Willful refusal to follow an appropriate direction given by a staff member	*	Scheduled parent meeting	1-day suspension	2-day suspension
Incendiary Devices: Unauthorized possession or igniting of matches, lighters, and other devices that produce flames	1-day suspension	3-day suspension	5-day suspension	Expulsion Hearing
Interference, Disruption, or Obstruction - Any action taken to attempt to prevent one or more staff members or students from exercising their assigned duties, including loud speech, shouting, screaming, or through the utilization of electronic devices during the school day when not give permission by a staff member.	*	1-day suspension	3-day suspension	5-day suspension
Lewd behavior: Sexual conduct that is considered offensive.	3-day suspension	5-day suspension	Expulsion Hearing	
Pornography: Possessing, creating or accessing sexually explicit material, including sexting, or through the use of other electronic communication.	5-day suspension	Expulsion Hearing		
Records or Identification Falsification: Falsifying signatures, data, or school documents.	*	3-day suspension	5-day suspension	5-day suspension
Robbery or Extortion: Obtaining property from another person where his or	Expulsion Hearing			

her consent was induced by the use of force, threat of forces or under false pretenses.	and restitution			
Sexual Violence: A physical act of aggression or force, or the threat of aggression or force, which involves non-consensual sexual contact or sexual intercourse with another person.	Expulsion Hearing			
Technology – Related				
Non-School use of technology	*	*	1-day suspension	
Possession of obscene, vulgar or sexually explicit material using technology, including sexting	3-day suspension	5-day suspension	5-day suspension	Expulsion Hearing
Violations of the Acceptable Use of Information Technology document	*	*	1-day suspension	
Cyberbullying: Inappropriate use of technology or other electronic communication including, but not limited to, a transfer of a sign, signal, writing,	3-day suspension	5-day suspension	Expulsion Hearing	

image, sound or date, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device to bully another. Cyberbullying is prohibited on school premises, during school functions or activities, on school transportation, or on school computers, networks, forums and mailing lists, or off the school premises to the extent such use substantially and materially disrupts student learning or the school environment. Students may also be disciplined under other qualifying categories listed within this document.				
Theft; or Knowingly Receiving or Possessing Stolen Property: Unauthorized taking of the property of another person or receiving or possessing such property.	3-day suspension and restitution	5-day suspension and restitution	Expulsion Hearing and restitution	
Tobacco: Possessing, using, selling, giving or sharing tobacco liquid or electronic cigarettes or electronic hookah pens on school grounds	1-day suspension	3-day suspension	5-day suspension	5-day suspension
Trespassing: Being present in any part of the facility when it is closed to the public or when the student does not have the authorization to be there.	3-day suspension	5-day suspension	Expulsion Hearing	
Weapon or Look-alike Weapon, Possession: Possessing any firearm, loaded or unloaded, or any device intended to look like a firearm; any knife; any device or instrument designed as a weapon and capable of producing severe bodily harm, or intended to look like such an object.	Expulsion Hearing			

SUSPENSION

Suspension is a temporary removal from school for a serious infraction against school regulations. The length of the suspension depends on the severity of the infraction. The student who is suspended may not return to the classroom or the building until a parent conference is held.

In-School Suspension: The length of the suspension will be determined by the Associate Principal. Factors determining the length of the suspension will reflect the seriousness of the discipline problem and the age of the student. The period of time may vary but will not exceed five days. The parent(s) or legal guardian(s) will be notified by the administrative staff/teachers about the student's discipline problem and the conditions of suspension. The setting for the suspension will be an area designated by the Associate Principal.

Out-of-School Suspension: Out-of-school suspension is considered a rarity and is the responsibility of the principal. The parent(s) or legal guardian(s) will be notified by the administrative staff/teachers about the student's discipline problem and the conditions of suspension. A maximum of five days can be imposed unless a written notice of an expulsion hearing is scheduled. Such notice shall allow not more than a total of fifteen 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 (Archdiocesan Policy & Regulations 5144d).

EXPULSION & DUE PROCESS

Expulsion is considered a termination of enrollment, permanently or for an extended period of time. Expulsion is used as a last measure wherever the administration finds a student guilty of repeated refusal to obey school rules or from conduct which endangers property, health, or safety of others. An extremely serious single offense may also be cause for expulsion.

When a student has been recommended for expulsion, the parent will be notified in writing of the intent to expel. The parent may request an expulsion hearing or withdraw the child from the school. The procedures for the expulsion hearing are as follows:

Students who are expelled have the right to a hearing. The hearing is conducted by a committee comprised of members who are chosen by the Associate Principal per archdiocesan guidelines. The committee consists of 2-5 individuals who will act objectively. The committee members act as advisors to the administration. The principal has the ultimate decision making power in expulsions and the decision is delivered to parents within 24 hours of the hearing and a letter is sent by certified mail. Parents maintain the right to withdraw a student voluntarily in writing up until the time the final disciplinary action takes effect.

PROCESS FOR APPEALS OF EXPULSIONS

The student or his/her parent or guardian may, within five days following notification of the suspension/expulsion, appeal to the Academic Advisory Committee to schedule an appeal. Prior to the scheduled appeal, a written statement must be delivered to the Assistant Principal at least 24 hours prior to the scheduled appeal hearing. The Assistant Principal and three members of the Academic Advisory Committee will hear the student and parent's appeal and ask appropriate questions. The student and parent will then be dismissed. The appeal committee will then meet with the Principal and the Associate Principal who were present at the expulsion hearing. The committee will then ask questions of the Principal and the Associate Principal. The Principal and the Associate Principal will be dismissed and the committee will then deliberate. A notice of the committee's decision will be delivered to the Principal and the parent/guardian within 24 hours. A letter will be sent via certified mail.

After the in-school appeal, the student, or his/her parent or guardian may, within five school days following appeal notification, appeal to President of St. Anthony School in writing with rationale for appeal. The President will investigate that correct procedures were followed as defined by Archdiocesan policy. If they were not followed, the President will refer the issue back to the parish/secondary school with a recommendation about at which step of the procedure needs to be further processed (Archdiocesan Policy and Regulation 5144e).

CAFETERIA

Children need healthy meals to learn. Meals can be purchased on a daily basis. Saint Anthony High School offers a breakfast and hot lunch program under the supervision of the State of Wisconsin. Applications for free and reduced breakfast and lunch will be mailed during the first week of July. Parents should turn in the application on the first day of school or before. It will take 1 to 10 days for the application to be approved. The Principal is the coordinator of the program.

All students who would like breakfast should report to the cafeteria after entering the school building. Students will enter their ID numbers before taking breakfast. **Breakfast will be served from 7:00-7:45 AM.**

Students will eat lunch in the cafeteria during their assigned time (see daily school schedule). Students will scan their ID cards before taking lunch.

CELEBRATIONS & OUTSIDE FOOD

The academic year is intense and students and teachers have a lot to accomplish in order to prepare your child for post-secondary education. However, throughout the year, teachers and students celebrate special

occasions. If a class wishes to have a party to celebrate, the student and/or teacher must obtain approval from the Associate Principal.

Please do not bring balloons, treats, or food into the school building for a child's birthday or during the lunch hour. Students may not order outside food during the lunch hour, parents may bring in food for students if they would like. If outside food is ordered students will be able to pick it up and eat it at the end of the school day. Balloons are not allowed in the classroom. These items may not be stored in lockers and will not be stored in the school's refrigerators.

CLOSED CAMPUS

St. Anthony High School is a closed campus. Students are not allowed to leave the building from the time the student arrives until dismissal without supervision or permission from administration.

STUDENT PARKING & SCHOOL PARKING LOT

Students at St. Anthony are welcome to drive to school and must follow the rules and regulations below. Students who wish to park in the school parking lot must obtain a parking permit from the Head Secretary.

Students seeking a parking permit must provide a valid driver's license, vehicle registration, and current car insurance. A copy of these documents will be kept in the main office. Students may apply for parking permits at any time.

Permits may be purchased for \$25 after providing and completing all paperwork. If a student loses their permit, a new one will be purchased and the previous permit number will be flagged.

The lot regulations will be enforced by Section 346.55 Wisconsin Statutes.

PARKING & PARKING LOT RULES

1. Cars must be properly registered, insured, and students must be legally licensed to drive
2. The assigned parking permit must be clearly visible on the rearview mirror.
3. Students are allowed to park on the **east side of the school building** along the main entrance of St. Raphael Archangel Hall **in their numerically assigned parking space.**
4. Careless/reckless driving will not be permitted. Please stay only on hard surfaces.
5. Smoking is not permitted anywhere on school property including in any vehicle.
6. No illegal narcotics, alcohol, or weapons are allowed in your vehicle.
7. Vehicles should be locked. St. Anthony High School is not responsible for items that lost/stolen from the car. Students park at their own risk and are responsible for their car.
8. No littering.
9. No loitering. Vehicles are not to be used as lounging areas.
10. Handicap parking stalls are to be used only for cars that have a legal handicap sticker or license plate.

Students who are violating the above policies may receive a detention, suspension of their permit, suspension from school, or expulsion.

FINES

Students caught parking without completing the necessary paperwork will be fined. Fines are issued by the Milwaukee Police Department (MPD) on a regular basis. Fines and further consequences are determined by MPD.

Students caught using a parking permit that has been flagged as lost or stolen will be fined.

LOCKERS

Student locks and lockers are property of Saint Anthony School and may be searched and suspect or inappropriate items may be confiscated at any time for any reason.

Students may decorate the inside of the locker so long as it does not cause damage to the locker. Any locker organizing item must be removed at the end of the year. Any adhesive must be cleaned as best as possible.

On occasion, students may decorate the outside of the locker to celebrate Spirit Week, academic, athletic or other school related accomplishments. Any signage that is deemed inappropriate will be immediately removed.

Students must use their assigned lock and locker. Lockers must be locked at all times. The combination should not be given to a friend or student at any time. It is the student's responsibility to keep their combination private. The school is not responsible for items removed from lockers.

If a student loses their lock a new lock must be obtained from the Associate Principal and a fee of \$5 will be charged for the lost lock.

SEARCH OF PROPERTY

The school reserves the right to search any and all persons or belongings on school property. Searches may be done at any time with or without cause and can include student backpacks, person, pockets, lockers, electronic devices, etc.

UNAUTHORIZED AREAS

There are areas in the high school building that are identified as unauthorized areas. Students who enter these areas will be subject to detention and/or suspension. Students are strictly prohibited from the following areas:

- Elevator (unless they are the student who has a medically signed excuse)
- Gym, Fieldhouse, Chapel, Labs, Tech/Maintenance closets (unless supervised)
- Loading docks (unless supervised)
- Retention creek behind the school building

DANCE GUIDELINES

The purpose for these guidelines is to promote a safe, clean, and fun environment at dances. All students and their guests must have proper ID in order to attend the dance.

The guest must have a completed dance application signed by the principal of the school the guest is attending. This application can be obtained from the Associate Principal and returned two days prior to the dance. All guests are subject to approval of administration. The dance/event application will be required for the guest to be permitted to attend the function. All guests must be 20 years old or younger.

The style of dancing must reflect proper behavior between students. We are a Catholic school and those values that we espouse must remain visible on the dance floor. Inappropriate dancing includes:

1. Dancing too close to one another
2. Dance moves that are sexually provocative (included but not limited to “twerking,” dirty dancing, “grinding,” etc.)
3. Inappropriate use of the hands
4. Kissing

Dress attire should be appropriate in nature. Short skirts/dress, revealing tops, jeans, ripped or tattered clothing is not acceptable. If there are any questions about attire, please see the Associate Principal prior to the dance. A student that is not in compliance with the dance code will not be able to enter the dance and forfeits the cost of their ticket.

Once a student arrives, they may not leave the dance. Students have one hour from the start of the dance to arrive. After one hour, the doors are locked and no one may be admitted. The doors will re-open thirty minutes before the dance’s scheduled end time.

STUDENT COMPUTER USAGE RULES

A computer lab, computers on wheels (COWS), and a wireless network are provided for students to conduct research and complete assignments.

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/parish standards and will honor the usage 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 ensure that users are using the system responsibly. Users should not expect that files stored on school servers to be private.

During school, teachers of students in elementary and high school classes will guide them toward appropriate materials.

The following behaviors are not permitted while using the Internet:

- Sending or displaying offensive messages or pictures
- Viewing images that are offensive, violent, pornographic, etc.
- Using obscene language
- Bullying, harassing, insulting or attacking others
- 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
- Deleting the search history in an attempt to hide student usage

DRUG POLICY

The awareness and support of parents/guardians for a student affected by alcohol/drugs and chemical dependency is extremely important. When a student does not cooperate in seeking available assistance, the student's school status will be evaluated. The school will evaluate the health, safety, welfare, educational opportunity, and rights of other students and staff. The best interest of the school may demand expulsion of the student. Lockers may be searched at any time. Cars parked on school property are subject to search by school personnel when Administration has a reasonable suspicion.

The possession, distribution, being under the influence of alcohol or controlled substances, or possessing drug-related paraphernalia is strictly prohibited. The use, manufacture, sales, delivery or possession of these substances is prohibited on school property and at any school sponsored event. Local enforcement officials may be contacted for any of the below violations:

- All controlled substances prohibited by law
- All alcoholic beverages
- All tobacco products including but not limited to e-cigarettes, vaporizer or hookah pens and/or chewing tobacco
- Any prescription or patent drug except those for which permission to use in school has been granted pursuant to school policy (See Health Policies)
- Possession of drug promotional material or material that references drugs such as bracelets, necklaces, pictures, etc.

Any student caught in violation of this policy will be immediately suspended and may face expulsion. The students and parents must attend this meeting.

PROCESS FOR GRIEVANCE

When a concern or conflict arises inside the classroom, outside of school or the student does not report a situation to faculty, parents are to first schedule a conference with their child's teacher. Many times this direct communication clarifies a problem and provides common ground for arriving at a meaningful resolution.

If a parent feels that the situation requires further attention, is too sensitive, or has not been appropriately handled, the parent should schedule a meeting with a member of the administrative team.

EXTENSION OF SCHOOL RULES

All school rules are in effect on field trips and school trips and at all school activities whether the activities are held in our high school or at another location. Students who have signed the athletic code are, in addition, subject to the disciplinary action specified in that code. Since the school bus and the bus stop are extensions of the school, the rules that apply to conduct while in school also apply to conduct while on the school bus. Administration reserves the right to discipline students for off-campus conduct.

FAITH FORMATION AND RELIGIOUS PROGRAMS

Affiliations: The schools of the St. Anthony District fall under the jurisdiction of the Archdiocese of Milwaukee. All school policies are aligned to the **Archdiocesan Policies and Regulations for Schools.**

Religious Instruction: Students at St. Anthony are instructed on the beliefs and teachings of the Catholic Church through four years of Theology courses. Students are prepared to develop and defend their own faith throughout their time at St. Anthony High School and later in life.

Religious Activities: To further guide students in their faith life, SAHS students and staff attend Mass every Friday to celebrate and give thanks to God. The school also gathers to pray the Rosary in October and May, meditate and follow the Stations of the Cross during Lent, and students who are seeking the Sacrament of Confirmation may enroll in Confirmation classes that meet outside of the school day.

Students who are not Catholic are invited to attend the religious ceremonies and prayer services. The opportunity to explore and learn about another faith tradition is a way to strengthen your own. However, if a parent does not want their child to participate at Mass, Rosary, Stations of the Cross or other prayer services, the parents and student must schedule a meeting with the Principal to discuss the parent's specific request. Only the Principal may excuse a student from religious activities with a signed parental letter after the initial meeting.

Students are expected to maintain a reverent and respectful demeanor during Mass, Rosary, Stations of the Cross and other prayer services. The following are general guidelines:

- Enter and exit in silence
- Blazers on/Coats and sweatshirts off
- Participate by responding to prayers and singing
- Sit in assigned area
- Kneel and sit straight
- Refrain from talking to the students around you
- Process up for communion or to receive a blessing

Prayer and Daily Religious Exercises: Each school day is marked by an all-school prayer followed by the Pledge of Allegiance which is led over the public address system. Classes, meetings, and assemblies begin with a prayer. Special Church liturgical seasons are celebrated by all-school Masses or prayer services.

Reconciliation Services are offered to SAHS faculty and students weekly.

Campus Ministry Program: The Campus Ministry Team plans all class retreats. The retreats are held twice a year for all students. The purpose of a retreat is to enhance the spiritual development of each student. Students at each grade level participate in a one-day off campus Retreat. Students who miss the retreats may meet with the Campus Ministry Director to make up the retreat session. An absence from retreat is treated the same as an absence from school (see Attendance Procedures).

The Campus Ministry Program also offers students the opportunity to give back to the community. Students work with the Campus Ministry Director to identify various community needs. Examples of community needs include: working in the soup kitchens, giving blood, collecting cans for the St. Anthony Food Pantry, volunteering, etc. Students receive school wide recognition for their commitment to the poor and needy.

HEALTH POLICIES

STUDENT ALLERGIES

Some students in attendance at our schools have a dangerous allergy to certain foods such as peanuts, chocolate, etc. For this reason, the schools' environment must be as free as possible from the allergy producing food products. Families need to consider this in preparing lunches, treats, and snacks.

If your child suffers from any severe allergies parents are requested to fill out an **Allergy Action Plan** in the main office. This plan will provide guidance/authorization to school personnel to assist in any severe allergy attacks.

MEDICAL CONDITIONS

Students having medical conditions that need monitoring (i.e. diabetes, epilepsy, etc.) must have that information clearly defined on the emergency card with instructions in case of an emergency. The parent and student must meet with administration to discuss the medical needs and concerns of the student.

CHILD ABUSE & NEGLECT

All school and parish employees shall immediately report cases of suspected child abuse to the appropriate authorities as provided under Wisconsin Statute 48.981. "A mandated reporter shall complete a written report within 48 hours of the oral report to Child Protective Services."

ADMINISTRATION OF MEDICATION TO STUDENTS

If possible, it is recommended that prescription medicines be taken at home. When it is not possible, main office staff will gladly assist in following state law for dispensing prescription medication in school as outlined below.

It is illegal and could be life-threatening for anyone to dispense prescription medication to anyone **other than** the person for whom it is prescribed. Sharing or selling prescription medications is considered an illegal drug activity and will be met with severe consequences, up to and including expulsion from school and notification of the police.

All medication must be stored and taken in the office under supervision of a staff member. It is the responsibility of the students, not school personnel, to get his/her medication at the designated time. Students should not be carrying or taking medications about which the school has not been informed. Parents will need to fill out the Medication Authorization Form for school administration.

No medication shall be given to a student by any employee of the school unless one of the following are delivered to the individual administering the medications.

1. 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.
 - b. Reflects a willingness on the part of the physician to accept direct communications from the person administering the medication.
2. A written statement from the parent/legal guardian:
 - a. Authorizing school personnel to give the medication in the dosage prescribed by the physician and time of administration.

- b. Authorizing school personnel to contact the physician directly. The pharmacist's name and phone number must be on the pharmaceutical container containing the student's prescribed medication.

Students who have asthma may have an inhaler in their possession with written approval from their doctor and parent/guardian.

SMOKE FREE CAMPUS

All Catholic schools shall be 100% tobacco-free and smoke free in accordance with Wisconsin Statute 101.123 (2) (a). The use and/or possession of all tobacco products or paraphernalia by students, staff, and visitors are prohibited within school facilities, vehicles, grounds, and at all school sponsored events.

PHYSICAL EDUCATION EXCUSES

A student may be excused from participation in Physical Education classes due to illness/injury only if the student returns to school with a written note from a parent or guardian. The note must be accompanied with a note from the doctor. Both notes will be kept on file for each student.

HAZARDOUS MATERIALS

Continuous efforts are made to minimize hazardous materials within the school. Science chemical waste is neutralized and disposed of in-house by trained personnel. Where hazardous waste is generated, appropriate disposal is contracted and waste manifested to insure safe and compliant disposal.

ACCIDENTS OR ILLNESS DURING THE SCHOOL DAY/ACTIVITIES

If a student is injured at school, the student should report the injury to the teacher, coach or administrator. The teacher, coach or administrator will then report the injury to the administration or Athletic Director who will work with the student, teacher or coach to complete the necessary paperwork. If the situation warrants it, the parent or guardian will be notified. If the parent or guardian cannot be reached, the local police department or law enforcing agency is notified to assist in locating the parent/guardian.

IMMUNIZATIONS

All students must present evidence that they have received at least the first dose of each type of vaccine required for their grade level within thirty days after their admission to school.

The grade specific requirements for immunizations are as follows:

Grade	Vaccines Required
K4 to Gr. 8	4 DPT/TD
	2 POLIO
	2 MMR
K4, K5, 1, 7, 8 Varicella (Chicken Pox)	3 HEPATITIS-B

COMMUNICABLE DISEASES

Children should not be sent to school if they are in the communicable stage of an illness or if their symptoms include fever or vomiting. A parent needs to call the school office on the day of the illness to report the absence of your son/daughter. Please report a contagious disease to the school. Returning

students having had chickenpox, measles, lice, mono, or strep throat should return with a release form from the doctor's office clearing them to return.

PREGNANCY

No student will be dismissed from St. Anthony High School due to pregnancy. As a Catholic community, we affirm, encourage and emphasize the need to make good moral choices, which include abstinence from engaging in premarital sex, as well as not considering abortion as a possible course of action. When the school becomes aware of a St. Anthony student who is pregnant, a conference to determine the most appropriate course of action will be held with the student, her parents, the principal and additional school personnel as designated by the principal. The education, medical, psychological, and spiritual well-being of the young woman and child will always be the major consideration.