

# PARENT & STUDENT HANDBOOK

## K-12



**St. Anthony School**

FAITH · FAMILY · FORWARD

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# LEADERSHIP & ADMINISTRATION

## ST. ANTHONY LEADERSHIP TEAM

Father Hugo, *Pastor*

Father Jaime, *Associate Pastor*

Father Erick, *Associate Pastor*

Dr. Rosana Mateo, *President*

Karla Barillas, *VP of HR and Organizational Development*

Kevin O'Leary, *Chief Financial Officer (O'Leary & Anick)*

Ellen Wilkinson, *Director of Administration*

Jim Schultz, *Director of Mission Integration*

Teresa Reilly, *Chief Academic Officer*

## FRANCIS HALL/DISTRICT STAFF

Karla Ortiz, *Marketing Administrative Coordinator*

Melissa Knitter, *Finance and Grant Specialist*

Kristin Barth, *K-12 Curriculum Coordinator*

## ST. ANTHONY PRESCHOOL AND DAYCARE

Jessica Thorpe, *Director*

## ST. ANTHONY LOWER ELEMENTARY SCHOOL (K4-2ND GRADE)

Lisette Rodriguez-Reed, *Principal*

## ST. ANTHONY UPPER ELEMENTARY SCHOOL (3RD-5TH GRADE)

Brandy Hansen, *Principal*

## ST. ANTHONY MIDDLE SCHOOL

Michelle Deutsch, *Principal*

## ST. ANTHONY HIGH SCHOOL

Patrick Bader, *Principal*

Lazaro Edwards, *Assistant Principal*

Brian Geittman, *Athletic Director*

<p><b>Francis Hall Administrative Building</b> 1727 S. 9th Street, Milwaukee, WI 53204 Phone Number: 414-384-6612</p>	<p><b>Upper Elementary Campus (Grades 3-5)</b> 1747 S. 9th Street, Milwaukee, WI 53204 Phone Number: 414-384-1730 School Office Hours 7am-4pm</p>
<p><b>Early Childhood Center (Preschool &amp; Daycare)</b> 1644 S 9th St, Milwaukee, WI 53204 Phone Number: 414-212-8199</p>	<p><b>Middle School Campus (Grades 6-8)</b> 2156 S. 4th Street, Milwaukee, WI 53207 Phone Number: 414-810-3858 School Office Hours 7am-4pm</p>
<p><b>Lower Elementary Campus (Grades 4K-2)</b> 1669 S. 5th Street, Milwaukee, WI 53204 Phone Number: 414-384-1729 School Office Hours 7am-4pm</p>	<p><b>High School Campus</b> 4807 S. 2nd Street, Milwaukee, WI 53207 Phone Number: 414-763-6352 School Office Hours 7am-4pm</p>

# SECTION 1: WELCOME

Dear friends, families, and partners,

I am a lifelong Milwaukee educator and proud to say, the new President of St. Anthony School. For over 25 years I have served urban schools serving as a Paraprofessional, Teacher, Principal, Regional Superintendent, and most recently, the Deputy Superintendent of Milwaukee Public Schools.

In meeting with St. Anthony faculty and staff, I have been asking colleagues what brought them here. Many replied that their work at our school is a calling. I feel the same way. Like many of our families, I am an immigrant. My parents wanted my brother Raúl and I to have the best opportunities possible; that's why we left Cuba in 1966. My father, a government official in Camajuaní, went to work in a factory. My mother, a housewife, also went to work. My parents believed that education would make the difference in our lives and that's why my brother and I worked so hard to earn advanced degrees. That's also why I dedicated my career to education.

St. Anthony School is the preferred school for parents who want a Catholic, college preparatory education and post-secondary opportunities for their children. Our two pillars of strength are Academic Excellence and Faith Formation, forming the whole child to raise well-educated, responsible members of the community who live lives of faith, hope and charity.

As the President, I will serve as the CEO and strategic leader of St. Anthony School, leading advancement initiatives to further our mission of preparing students for post-secondary education. The author Anthony D'Angelo once said, "Develop a passion for learning. If you do, you will never cease to grow." I believe we all must continue to learn. As a school community, we will continue to grow and learn from each other.

St. Anthony School has great students, teachers and parents. We will work together to make St. Anthony's the best school in Milwaukee!

Sincerely,

**Dr. Rosana Mateo**  
President

## MISSION

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

## VISION

We believe that all children deserve an equitable and rigorous education. We develop students to be people of faith, life-long learners, effective communicators, and responsible members of the community. To ensure this, we hold staff and students to high expectations for academic success, foster engagement and joy in our classrooms, build strong relationships, and live out the values of our Catholic faith.

Our educational model can be summarized by our school slogan: **Faith, Family, Forward**

Faith	Family	Forward
We are called by our Catholic faith to respect the life and dignity of our students, and stand in solidarity with all people. Our faith grounds us in the importance of ensuring that all students have access to an excellent education. Students engage in weekly mass, regular religious instruction, and prepare for sacraments.	We build relationships to strengthen our St. Anthony Familia tying our school, parish, and community together. We serve to connect families to educational, health, and community resources. We seek to build relationships and community through assemblies, advisory, and service.	We center what is best for students in our decision making. We acknowledge the gaps in educational opportunity caused by inequity, but are not deterred by them. From ages 2 to 18, we work to provide students with an education that prepares them for success after high school.

## 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.
- A **life-long learner** who understands that learning is not a method but an approach to living.
- 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.

## ST. ANTHONY SCHOOL PLEDGE

*We, the staff and students of St. Anthony School,  
pledge to listen to God and to do our best today.*

*We will respect others.*

*We will be polite to others.*

*We will cooperate with each other.*

*We will be truthful and honest.*

*We will always remember that we exist for Christ*

*and that we are here to learn in order to be better prepared for life!*

## ACCREDITATION

St. Anthony School received full accreditation by the **Wisconsin Religious and Independent Schools Accreditation Association**.

# SECTION 2: ADMISSIONS INFORMATION

## ADMISSIONS PROCESS

St. Anthony School follows a two-step admissions process:

1. Applicants apply to St. Anthony School through the **Milwaukee Parental Choice Program\***.
  - a. Applicants will only be rejected on the basis of non-compliance with application procedures or non-eligibility in the program based on residency or income.
2. All applicants, Choice and non-Choice, submit necessary documentation to the Admissions Department:
  - St. Anthony School application
  - Birth certificate
  - Report card or transcripts (if applicable)
  - Immunization record
  - Complete Choice application (if applicable)
  - If paying tuition, the tuition card and application form must be completed.

Upon review of academic, behavioral, and attendance records, administrators will determine if St. Anthony School is able to support the individualized needs of each applicant. Students entering from a homeschool program will be assigned a grade level based on an academic assessment conducted by school administration. Parent(s) or guardian(s) will be contacted if an applicant's needs are beyond the services provided by St. Anthony School.

Parent(s) and guardian(s) of enrolled students will be notified of fall enrollment each spring. New students may apply during announced open enrollment periods. If the maximum class size is reached, applicants will be placed on a waitlist.

No student may attend class until the application process is complete.

## **\*MILWAUKEE PARENTAL CHOICE PROGRAM (MPCP)**

To qualify for a Milwaukee Parental Choice Program tuition voucher, an applicant must meet the family income, age, and residency requirements set by the Department of Public Instruction. Applicants will be notified of acceptance by mail and, if approved, will be awarded a voucher from the State of Wisconsin. Please contact the Admissions Department if you have questions about completing a MPCP application.

## **APPLICANT PRIORITY**

Priority is given to the following student applicants:

- Current/returning students in good standing
- Siblings of students already attending St. Anthony School
- New students desiring to attend St. Anthony School
- Students eligible for Choice funding
  - Choice students may be drawn through a **random selection\*\*** process
- Children of alumni

## **\*\*RANDOM SELECTION PROCESS**

After an open enrollment period, if the number of eligible and complete student applications exceeds the number of new seats available, a public random selection process will be implemented. Applicants are not required to be present to be selected. During this process, applications will be randomly assigned a number in each grade level. Numbers will then be placed into a container and randomly drawn by the principal or a designee to determine the placement order for each grade level. The random drawing will continue until all available seats are filled and a waitlist is created in the event that a spot reopens. Letters will be mailed within one week following the drawing to notify applicants of their acceptance or their number on the waiting list.

## **AGE & REGISTRATION**

September 1 is the date a child must be the prescribed age to enter into a grade. For example, to qualify for admission to K-5, a student must be five years of age by September 1 of the current year.

## **EARLY ADMISSION REQUIREMENTS**

The school may accept early age entrants if openings exist after on-level/ age students have been accepted. Early entrance will not be accepted for Choice students. K4 students must be four years old before September 1, and K5 students must be five years old before September 1. Only parents with children whose birthdays fall prior to December 1, but after September 1, may apply for early admission.

## **APPEALS PROCESS**

An applicant that is denied acceptance to St. Anthony School may provide written evidence to the school president that the applicant was improperly rejected. Appeals must be submitted within five working days from the date of receipt of their notice of rejection. The school president will respond to the appeal within five working days of receipt. See *Disclosure of Information Attachment #4*

## **TRANSFER OF CREDITS**

St. 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 St. Anthony High School academic standards adopted under 118.30 (1g) (a) 3. All final determinations for the acceptance of transfer credits will be made at the discretion of the counseling department or the school principal.

## **PROBATIONARY PERIOD**

If a student is unsuccessful in following the Code of Conduct during their first semester in attendance at St. Anthony School, otherwise known as the probationary period, an administrator will evaluate the continuation of his/her enrollment.

## **FORWARDING RECORDS**

All school property must be returned and financial obligations met before school records will be forwarded.

## TUITION

Tuition covers only a part of the cost of educating a student at St. Anthony's School and St. Hyacinth. Fortunately, St. Anthony School receives external support to be able to charge tuition at the same rate as the Milwaukee Parental Choice Program. Yearly tuition rates are **\$8,300** for K4-8th grade students and **\$8,946** for high school students. (Archdiocesan Regulations #3240-3241)

## PARISHIONER CRITERIA

St. Anthony parishioners are expected to serve as active members in the church community. Parishioners that qualify for the CHOICE program must apply through Choice.

Tuition Cost Per Student	K4-8th Grade	High School
Parishioner	\$1,600	\$8,946
Non-Parishioner	\$8,300	

## ST. ANTHONY SCHOOL 2020-2021 TUITION SCHEDULE

Payments can be made at any K4-12 campus building.

Parishioner Tuition Schedule (K4-8 ONLY)	1 child	2 children	3 children	4 children
August 1, 2020 (Down Payment)	\$ 100	\$ 200	\$ 300	\$ 400
September 1, 2020	\$ 375	\$ 750	\$ 1,125	\$ 1,500
November 1, 2020	\$ 375	\$ 750	\$ 1,125	\$ 1,500
February 1, 2021	\$ 375	\$ 750	\$ 1,125	\$ 1,500
May 1, 2021	\$ 375	\$ 750	\$ 1,125	\$ 1,500
<b>Total</b>	<b>\$1,600</b>	<b>\$ 3,200</b>	<b>\$ 4,800</b>	<b>\$ 6,400</b>

Non-Parishioner Tuition Schedule (K4-8 ONLY)	1 child	2 children	3 children	4 children
August 1, 2020 (Down Payment)	\$ 100	\$ 200	\$ 300	\$ 400
September 1, 2020	\$ 2,050	\$ 4,100	\$ 6,150	\$ 8,200
November 1, 2020	\$ 2,050	\$ 4,100	\$ 6,150	\$ 8,200
February 1, 2021	\$ 2,050	\$ 4,100	\$ 6,150	\$ 8,200
May 1, 2021	\$ 2,050	\$ 4,100	\$ 6,150	\$ 8,200
<b>Total</b>	<b>\$ 8,300</b>	<b>\$ 16,600</b>	<b>\$ 24,900</b>	<b>\$ 33,200</b>

High School Payment Schedule will be the same for parishioners/non-parishioners.

Tuition Schedule (HIGH SCHOOL)	1 child	2 children	3 children	4 children
August 1, 2020 (Down Payment)	\$ 100	\$ 200	\$300	\$400
September 1, 2020	\$2,237	\$4,474	\$6,711	\$8,948
November 1, 2020	\$2,237	\$4,474	\$6,711	\$8,948
February 1, 2021	\$2,236	\$4,472	\$6,709	\$8,946
May 1, 2021	\$2,236	\$4,472	\$6,709	\$8,946
<b>Total</b>	<b>\$ 8,946</b>	<b>\$ 17,992</b>	<b>\$26,838</b>	<b>\$35,784</b>

## **NON-DISCRIMINATION POLICY**

St. Anthony School Milwaukee respects the dignity of every child. Neither race, nationality nor other forms of discrimination will prevent a child from being accepted into the school.

## **GUIDELINES FOR NON-CATHOLIC STUDENTS IN CATHOLIC EDUCATIONAL 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)

## **PARTICIPATION IN RELIGION CLASSES/RELIGIOUS EDUCATION**

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.

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 aligned to course syllabi.

## **PARTICIPATION IN SACRAMENTAL LITURGICAL CELEBRATIONS**

Non-Catholic students should not receive the sacraments of Eucharist (Communion) or Penance (Confession/Reconciliation) when they participate in school liturgies. There are procedures for allowing the reception of sacraments by baptized non-Catholics in exceptional cases that respect both the theological and canonical teachings of the Catholic Church. Those procedures can be obtained from the Chancery Office.

If a parent requests to have their child refrain from attending Mass, they must submit a written notice to the school office. The building principal may require a meeting to further discuss this request.

## **RELATIONSHIP WITH NON-CATHOLIC PARENTS/FAMILY**

At the time of application, parents will be advised of the school's expectations and policies regarding student participation in religious education and formation activities, including sacramental liturgical celebrations. With respect for the religious beliefs and traditions of non-Catholic parents, the school and parish encourage their participation in religious education and formation activities within the school and their own faith communities.

## **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 will be determined on an individual basis. A student requiring extensive intervention should be enrolled in a Catholic school only if a program and resources are available to meet the student's needs.

## EXCEPTIONAL NEEDS EVALUATION

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.

- a. Parents are informed about procedures for a referral and their verbal approval for such a referral is sought before the process begins.
- b. The St. Anthony 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.
- c. 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.
- d. 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 St. Anthony School. In consultation with representatives of St. Anthony School and parents of the child, the public school district will decide what services it will provide through the development of a service plan.
- e. Upon receipt of the IEP report and service plan, St. Anthony School will review the recommendations outlined in the report and determine if implementation of the service plan for the student is feasible if he/she continues his/her enrollment in the school.
- f. If the parents elect not to follow through on the recommendations of the public school district, St. Anthony School will determine whether the student's needs can be met and whether continued enrollment in St. Anthony School is in the best interest of the student. This determination will be put in writing, shared with the parent, and becomes part of the student's permanent record.

## **HIGH SCHOOL TRANSFER & RE-ADMIT APPLICANTS**

Students who are transferring to St. Anthony High School from a different high school or seek readmission must complete all aspects of the admission process.

After receiving notification that the Choice Application has been accepted, the parent and student must bring a copy of their transcript within one week prior to enrollment so that a determination of transfer credit may be made. Any classes failed at another school will have to be made up, per the St. 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 Principal.

All prospective transfer students and re-admits are subject to review by the High School 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 conditional terms will meet with the Assistant Principal to discuss and sign a probationary contract. The Assistant Principal and or Dean of Students 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.

# SECTION 3: ACADEMIC POLICIES

## ACADEMIC STANDARDS

St. Anthony School has adopted the Common Core standards for all applicable subject areas. These standards can be found at [www.corestandards.org](http://www.corestandards.org).

## CURRICULUM

The Diocesan curriculum guidelines, consistent with the State of Wisconsin guidelines, are followed for the teaching of all secular subject areas. St. Anthony School offers students opportunities for growth in the following major subjects:

### RELIGIOUS EDUCATION/CATECHISM

Faith-based instruction ensures that our students have a deep relationship with God, understand their Catholic identity and fully embrace what prayer, mercy, and compassion truly mean.

Students attend weekly Liturgical services weekly at each campus. Families are encouraged to join our services.

- **Lower Elementary Campus:** 7:50 a.m. on Wednesday mornings at Saint Stanislaus Parish
- **Upper Elementary Campus:** 7:50 a.m. on Friday mornings at St. Anthony Parish
- **Middle School Campus:** 8:00 a.m. on Thursday mornings at Middle School (4<sup>th</sup> floor)
- **High School Campus:** 9:30 a.m. on Friday mornings at High School

### COMPUTER LITERACY

Technology integration in all classrooms teaches students to build the skills essential for postsecondary education and the workforce in a virtual world. St. Anthony Students are equipped with the tools and programming necessary to be virtual learners and effective communicators.

### FINE ARTS

Visual arts courses are offered to all students to support the development of motor skills, language skills, social skills, decision-making, risk-taking, and inventiveness. Weekly music education is provided to students in K4-5th grade.

### ENGLISH LANGUAGE ARTS

Students experience the joy of reading, writing, and speaking about excellent texts while meeting the rigor of the Common Core State Standards across all grade levels.

### MATHEMATICS

Students are provided with the knowledge and tools for mathematical problem solving, reasoning, and modeling in alignment to the Common Core State Standards across all grade levels.

## **PHYSICAL EDUCATION**

Physical education classes are available to all students to enhance motor skills, reflexes, and coordination for healthy bodies and minds.

## **SCIENCE**

Earth, Chemical, Physical, and Life Science instruction allows students to explore and experience the world around them through engaging experiments and research.

## **SOCIAL STUDIES**

Students will study history, geography, economics, behavioral science, political science and current events through specified classes and incorporation into English Language Arts.

## **SPANISH**

Students learn and apply Spanish language vocabulary, common expressions, grammar, conversation, culture and composition.

## **DIFFERENTIATED INSTRUCTION**

Through data-driven instructional practices, students are provided with support to meet their individualized needs to promote academic achievement. Differentiated includes small group instruction, push-in and pull-out interventions, and the support of Educational Assistants.

## **TEXTBOOKS**

Textbooks are the property of St. Anthony School and are distributed to enrolled students for academic use. If a text is returned in poor condition, the student will be charged the full cost to replace the book.

## **ACADEMIC INTEGRITY POLICY**

St. Anthony School holds all students to high ethical academic standards. Academic dishonesty, including plagiarism, cheating or replicating the work of another, using technology for prohibited purposes, or any unauthorized communication between students for the purpose of gaining advantage during an assessment is strictly prohibited.

### **DISCIPLINARY ACTION FOR STUDENT VIOLATIONS OF THE ACADEMIC INTEGRITY POLICY**

Violation of the Academic Integrity Policy will result in a consequence determined by administration based on the age of the student and severity of the circumstances.

## **ACADEMIC MONITORING (9TH-12TH GRADE)**

St. Anthony School holds high academic expectations to prepare students for post-secondary education. If a student's GPA is lower than 2.0, the following protocols will be implemented:

### **1. ACADEMIC WATCH**

- a. Any student earning below a GPA 2.0. The academic watch is subject for review at the end of a reporting term.
- b. Parents will be notified in writing during a meeting and sign Academic Watch letter
- c. Advisors/Staff check in weekly

**2. ACADEMIC WARNING**

- a. Any student earning below a 2.0 at the end of two consecutive reporting terms.
- b. Parents will be notified in writing during a meeting and sign Academic Warning letter
- c. Students will be placed on an academic improvement plan
- d. Students placed on academic warning may lose eligibility for some extra curricular activities at the discretion of the administration.

**3. ACADEMIC PROBATION**

- a. Any student earning below a 2.0 at the end of three consecutive reporting terms or students earning below a 1.0 at the end of any reporting term will be placed on academic probation.
- b. Parents will be notified in writing and a parent meeting will be held with the administration.
- c. Students will be placed on an academic probation contract signed by the parent, student, and administration.
- d. Students placed on academic probation will lose eligibility for all extracurricular activities.
- e. Failure to meet the goals set in the academic probation contract may result in mandatory summer school, lack of promotion, loss of ability to graduate on time, or withdrawal from school.

**ASSESSMENT OF STUDENT LEARNING**

Assessment is a comprehensive set of practices that analyze, inform, and drive student learning. St. Anthony School integrates assessments as part of its instructional program, as well as to comply with state and federal expectations of monitoring student learning.

**LOWER ELEMENTARY (K4-2ND GRADE) SCORING INDICATORS**

Proficient (3)	Developing (2)	Emerging (1)
Student demonstrates consistent understanding and application of concepts and skills aligned with grade level standards. Student can complete assigned tasks independently	Student demonstrates partial understanding of grade level standards. Student can sometimes complete learning tasks without assistance	Student needs more time to develop understanding of grade level standards. Student can complete learning activities with assistance.

**UPPER ELEMENTARY AND MIDDLE SCHOOL (3RD-8TH GRADE) SCORING INDICATORS**

Advanced (4)	Proficient (3)	Developing (2)	Emerging (1)
Student demonstrates understanding of concepts and skills extending beyond grade level standards. Student can independently complete self-directed studies	Student demonstrates consistent understanding and application of concepts and skills aligned with grade level standards. Student can complete assigned tasks independently	Student demonstrates partial understanding of grade level standards. Student can sometimes complete learning tasks without assistance	Student needs more time to develop understanding of grade level standards. Student can complete learning activities with assistance.

## GRADING SCALE (9TH-12TH GRADES)

The following percent values are assigned to letter grades. All percent grades below a 70% or a C- are considered failing. No credit will be earned for grades below a C-/70%.

A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
100-93%	92-90%	89-88+	87-83%	82-80%	79-78%	77-73%	72-70%	69-68%	67-63%	62-60%	≤59%

## INCOMPLETE (I)

An "I" or Incomplete grade indicates that the student has not yet completed all course requirements. Students will receive an incomplete if they are unable to take a final exam, unable to complete a final project, or for circumstances determined by the administration.

## HIGH SCHOOL GRADE POINT AVERAGE (GPA)

The cumulative overall grade point average that appears on the report card is the average of all grades a student has received during their middle or high school career. Two different GPA scales are used depending on the course the student is enrolled in in high school. 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 is outlined below:

### HIGH SCHOOL GPA TRADITIONAL SCALE

A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
4.0	3.7	3.3	3.0	2.7	2.3	2.0	1.7	1.3	1.0	0.7	0.0

### HIGH SCHOOL GPA WEIGHTED SCALE

A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
5.0	4.7	4.3	4.0	3.7	3.3	3.0	2.7	2.3	2.0	1.7	0.0

## REPORT CARDS AND PROGRESS REPORTS

Parents receive full report cards regarding their children's academic status and social development four times a year in grades 6 – 8 and three times per year in grades K4 - 5. In addition, in grades 6 – 8, four progress reports are sent home throughout the year, and three progress reports will be sent home in grades K4 - 5. Documentation must be available to support the grades and comments given.

## MANDATORY PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences occur twice each school year to clearly communicate each student's academic progress. Parents/guardians and students are required to attend conferences. Please contact your child's school office if you need to reschedule.

## **K-8 PROMOTIONS AND RETENTIONS**

### **K-8 POLICY**

Grade level promotion and retention is based on each student's academic, physical, social, and emotional growth and involves consultation with parents, teacher(s), and administration.

### **RETENTION CHECKLIST**

The following criteria will be considered when determining whether a student would benefit from grade level retention:

- Past retention
- Existing academic supports
- Language development
- Patterns in academic achievement across subject areas

## **HIGH SCHOOL 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 Principal or Assistant Principal prior to the start of the semester.

## **HIGH SCHOOL GRADING**

Students earn credit for courses based on their semester grade. This semester grade is determined based on a combination of the student's in class work and exit tickets (formative assessments), tests and quizzes (summative assessments), and the final exam. The following grade breakdown is consistent among all teachers and courses:

<b>Assessment</b>	<b>Final Exam</b>	<b>Summative Assessments</b>	<b>Formative Assessments</b>
<b>% Of Final Grade</b>	20%	60%	20%

## **HIGH SCHOOL SERVICE REQUIREMENT**

In addition to meeting academic 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.

## **HIGH SCHOOL HONOR ROLL**

Academic awards for fall semester are handed out after winter break. Awards for the spring semester are distributed at the start of the following academic year.

<b>Honor Roll</b>	<b>Cum Laude</b>	<b>Magna Cum Laude</b>	<b>Summa Cum Laude</b>
GPA 3.0-3.49	GPA 3.5-3.69	GPA 3.7-3.89	GPA $\geq$ 3.90

## REQUIREMENTS TO BE CONSIDERED ON TRACK FOR HIGH SCHOOL GRADUATION

In order to be promoted to the next grade and remain on track for graduation, students must attain the minimum credits as indicated by the table below by the end of each academic year.

Academic Standing	Freshman	Sophomore	Junior	Senior
Minimum Credits Required for Promotion	5 Credits	11 Credits	17 Credits	24 Credits

## HIGH SCHOOL COURSE SCHEDULING PROCEDURES

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

February	Early March	Late March	April
Students review the course selection guide to review course selections for the following year.	Students will complete Advanced Placement course applications.	Students are notified of acceptance to attend Advanced Placement courses.	Students will complete course registration for the following academic year.

## HIGH SCHOOL COURSE ADD/DROP POLICY

Limited course changes may be made during the first three weeks of each semester due to academic level misplacement. Students who wish to change a course should make a request with their school counselor. Students will be notified if their course change request is approved. Teacher changes are not permitted. Students wishing to drop an AP course must meet with the assistant principal and receive parental approval.

## HIGH 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.

## HIGH SCHOOL 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, students will be considered co-Valedictorians. Grade point averages will be calculated to the hundredth decimal point.

## HIGH SCHOOL COURSE FAILURES

In preparation for the academic rigor of postsecondary education, St. Anthony High School considers any grade below 70% (C-) failing. St. Anthony offers a credit recovery summer school program in which students are able to receive credit for failed classes. If a student is unable to attend summer school at SAHS, there are other credit recovery options available to make-up missing courses during summer. If a student is unable to recover their missing credits over the summer, the class must be retaken the following academic year.

## HIGH SCHOOL FINAL EXAM POLICY

High School students are required to complete a final exam at the conclusion of each course. Students who are absent from an 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.

## HIGH SCHOOL 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. The student receives a grade of A- or higher in the class for the semester.
2. The student is in good attendance standing with the school.
4. The student has attained above a 70% in all classes for the semester
5. Teacher approval
6. For year long courses only one semester final may be exempted.
7. Approval of the exemption by the Assistant Principal and/or Principal.

## HIGH SCHOOL GRADUATION REQUIREMENTS

Content Area	Minimum Number of Credits	Recommended Number of Credits
English	4 Credits	4 Credits
Math	3 Credits	4 Credits
Science	3 Credits	4 Credits
Social Studies	3 Credits	4 Credits
Foreign Language	2 Credits	3 Credits
Theology	4 Credits	4 Credits
Physical Education	2 Credits	2 Credits
Visual Art	1 Credit	1 Credit
Electives	2 Credits	2 Credits
Total	24 Credits	28 Credits

## **HIGH SCHOOL GRADUATION**

To receive a St. Anthony High School diploma, a student must meet all graduation requirements outlined above. In addition to these requirements, all seniors must apply to at least one college. If a student is within one credit of meeting all graduation requirements and has committed to attending summer school, that student may still participate in graduation ceremonies but will not receive a diploma until all credits have been completed. 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 their diploma. If a student has attended high school for longer than 4 years a petition to graduate may be filed in December if graduation requirements are met mid year.

## **HIGH SCHOOL CAMPUS MINISTRY PROGRAM**

The Campus Ministry Team plans all class retreats. 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.

## **HIGH SCHOOL TEACHER OFFICE HOURS**

Teachers are present in the building from 7:30am – 4:00 pm. Teachers will schedule office hours from 3:30-4:00pm twice per week. A schedule of teacher office hours will be provided.

## **HOMEWORK POLICY**

The purpose of homework is to check for understanding, provide an opportunity for feedback, and promote mastery of grade level content.

## **FIELD TRIPS**

Field trips provide unique learning opportunities that complement classroom content. Parents/guardians will be notified at least one week prior to a field trip and asked to sign a mandatory permission slip. If necessary, St. Anthony School may use a student's signed emergency card for field trip permission. Field trip fees reflect the cost of transportation and admission. School staff will always chaperone students; parents will be invited per the supervision requirement of the destination.

## **SCHOOL MATERIALS**

Classroom supply lists will be mailed to families prior to the start of the school year. The materials listed are carefully aligned with the grade level curriculum to promote academic success and organizational skills.

# SECTION 4: ATTENDANCE POLICIES

## ATTENDANCE REQUIREMENT

All students are required to maintain a 90% attendance rate during the school year. This is critical for state, Archdiocesan, and Milwaukee Parental Choice Program requirement satisfaction.

Regular attendance is the first step in ensuring student success. Our curriculum is ambitious; student attendance is essential to keep pace. Parents/guardians are expected to ensure that their children are in school. Please do not allow your child to miss school except for serious illness or bereavement.

## TARDINESS

Students who are not in the building by the designated start time will be considered tardy. There is no distinction between excused or unexcused tardies. All tardies, regardless of circumstances, will be counted.

- **Lower Elementary School:** 7:50 a.m.
- **Upper Elementary School:** 7:50 a.m.
- **Middle School:** 7:55 a.m.
- **High School:** 8:00 a.m.

<b>5 tardies</b>	The school's parent coordinator will contact the student's parents/guardians.
<b>10 tardies</b>	A notification letter will be sent home.
<b>15 tardies</b>	A meeting will be scheduled with the student, parents/guardians, and administration to sign a tardy contract and develop a plan for improvement.

## REPORTING ABSENCES

If a child is unable to attend school, parents/guardians must contact their child's school office before 8:00 a.m. that day. Arrangements should be made to acquire missed schoolwork. If an absence has not been reported by 9:00 a.m., parents/guardians will be contacted via phone call or home visit.

## HIGH SCHOOL ATTENDANCE RECORDING

CODE	Absence	Excuse	Description
<b>UNV</b>	<i>Unverified</i>	Unexcused	Student is not present in the classroom and the reason for absence is unknown
<b>PCP</b>	<i>Parent Called Personal</i>	Unexcused	Parent called notifying the school of absence; absence requires documentation to be excused
<b>ISS</b>	<i>In-School Suspension</i>	Unexcused	Student is present but not attending classes for disciplinary reasons
<b>OSS</b>	<i>Out-of-School Suspension</i>	Unexcused	Student is not present; disciplinary consequence.
<b>COL</b>	<i>College Visit</i>	Excused	Student is visiting a prospective college or university.

<b>ATH</b>	<i>Athletic Event</i>	Excused	Student is representing St. Anthony School in an athletic competition.
<b>APT</b>	<i>Appointment</i>	Excused	Student provided official documentation of a medical appointment.
<b>FT</b>	<i>Field Trip</i>	Excused	Student participating in a field trip facilitated by St. Anthony School.
<b>MED</b>	<i>Medical Excuse</i>	Excused	Student provided official documentation explaining medical reasons for absence.
<b>SP</b>	<i>Special Permission</i>	Excused	Special permission for an excused absence granted for other approved school related activities.

## **EXCUSED ABSENCES**

Parents/guardians have the right to excuse children from school for up to 10 days\* per school year for the following reasons:

- Illness (Doctor's verification required)
  - A child under a physician's care following a communicable disease (chicken pox, mumps, etc.) must have a medical release form signed by the physician before returning to the classroom.
- Family emergencies or crises
- Bereavement/attendance at a funeral or religious service
- Medical and/or legal appointments
- Severe weather when school is not officially closed

*\*After 10 days, an absence with written documentation may be excused at the discretion of the principal.*

## **EXTENDED VACATIONS**

An "Extended Absence" form must be completed at least five days prior to planned vacations. Parents must schedule a meeting with the parent coordinator to create a plan to make up missed work. Absences due to vacation in excess of 10 days will be counted as unexcused.

## **HIGH SCHOOL 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.

## **UNEXCUSED ABSENCES**

Any absence that is not communicated to the school is considered unexcused. The school will not excuse an absence for the following reasons:

- Working
- Babysitting
- Car trouble
- Oversleeping
- Running late
- Missing the bus

## CONSEQUENCES OF UNEXCUSED ABSENCES

The following steps will be followed if a student is absent:

<b>5 unexcused absences</b>	The student's parent/guardian will be contacted by the Parent Coordinator or Dean of Students. <b>Tuancy:</b> Per Wisconsin Statute 118.16, a student is considered truant once they have accrued 5 unexcused absences in a semester. Please see the <b>Tuancy (Compulsory School Attendance Law)</b> section for more information.
<b>10 unexcused absences</b>	A meeting will be scheduled with the Parent Coordinator and/or Dean of Students to create an action plan and sign a contract for improving attendance.
<b>15 unexcused absences</b>	Another meeting will be scheduled to review the attendance contract with the Principal, Parent Coordinator, and/or Dean of Students. If a parent/guardian does not attend the meeting, a certified letter will be sent home.
<b>18 unexcused absences</b>	Chronically absent students may lose school privileges or may be required to attend summer school to make up for lost learning. Students who are unable to comply with the attendance guidelines, meetings, agreements, and plans of action may be recommended for an expulsion hearing.

## EARLY PICK-UPS

Students are expected to stay in school until dismissal to ensure a productive and safe learning environment. St. Anthony School will not release students prior to dismissal without prior notification.

### SIGN OUT PROCEDURE

Students leaving early from school must be signed out in the main office. Students may only be signed out by an approved adult over the age of 18. High school students may sign themselves out for the day with verbal permission from a parent.

## EARLY DISMISSAL

All schools will dismiss at 2:00 p.m. on Thursdays in observation of staff professional development.

## WEATHER SNOW DAYS AND OTHER EMERGENCIES

Unless other conditions or circumstances warrant, St. Anthony School will follow the decision of the Superintendent of Milwaukee Public Schools in closing for inclement weather. Please refer to local radio/television stations for school closure notifications. Parents/guardians will be notified if the school must dismiss early due to inclement weather.

## APPOINTMENTS

Parents/guardians/families are highly encouraged to schedule medical appointments outside of school hours. The best times are Thursday afternoons after 2:00 p.m. or on days when school is not in session. In the rare case when a student has a medical appointment during the school day, he or she should not be absent for the entire school day.

## ABSENCE: OUT-OF-SCHOOL SUSPENSIONS

If a student is absent from school due to suspension which requires the student to stay home from

school, these days will be treated the same as absences. In-school suspensions will not be considered an absence from school.

### **STUDENT ILLNESS AT SCHOOL**

Parents/guardians will be contacted if a child is ill and unable to engage in academic instruction. Please provide school building office(s) with updated phone number(s) for all parents/guardians and emergency contacts. Students who are too ill for school may not participate in same-day extracurricular activities.

### **TRUANCY (COMPULSORY SCHOOL ATTENDANCE LAW)**

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.

In accordance with the *State Compulsory School Attendance Law*, all children between the ages of 6 and 18 must attend school unless they have a legal excuse. Pupils are required to be in their assigned program, classes, or activities at all times during the school day.

A student who turns eighteen after the school year starts remains under the Compulsory School Attendance Law until the "end of the school term, quarter, or semester of the school year in which the child becomes eighteen years of age."

### **LOWER ELEMENTARY SCHOOL (K4-2ND GRADE) ARRIVAL AND DISMISSAL**

#### **ARRIVAL (7:40 A.M.)**

- Students may be dropped off at the main entrance or playground at the back of the school at/before 7:40 a.m.
- Indoor supervision is provided between 7:00 – 7:40 a.m.
- Before-school care, provided for a fee, starts at 6:00 a.m.

#### **DISMISSAL (3:00 P.M / THURSDAYS 2:00 P.M.)**

- Parents are responsible to pick-up their child(ren) in their classroom or at the bus stop on time, or register their child(ren) for aftercare

### **UPPER ELEMENTARY SCHOOL (GRADES 3-5) ARRIVAL AND DISMISSAL**

#### **ARRIVAL (7:40 A.M.)**

- Students should be dropped off in front of the school to enter the building at 7:40 a.m. *Students that arrive between 7:00-7:40 a.m. will wait in Keyser Hall.*

### **DISMISSAL (3:15 P.M / THURSDAYS 2:00 P.M.)**

- Parents will receive a laminated paper with the child's name to display in their car window; the school will communicate their arrival, and the student will be dismissed from his/her classroom.
- If students are unable to be picked-up on time, they will be referred for enrollment in the after-school care program.

## **MIDDLE SCHOOL (GRADES 6-8) ARRIVAL AND DISMISSAL**

### **ARRIVAL (7:45 A.M.)**

- Students may enter through the lower entrance and go directly to the cafeteria if arriving early or directly to their classroom if arriving after 7:45 am
- Students are expected to go to their locker and be in their advisory by 7:50 am

### **DISMISSAL (3:15 P.M. / THURSDAYS 2:00 P.M.)**

- Students must be picked up no later than 3:30 p.m.
  - Parents/guardians must develop a transportation plan for their child.
- No student should be on or around school grounds after 3:45 p.m. unless involved in afterschool activities.

## **HIGH SCHOOL (GRADES 9-12) ARRIVAL AND DISMISSAL**

### **ARRIVAL (7-7:45 A.M.)**

- Students may enter through the main entrance and go directly to the cafeteria for breakfast.
- Classes start promptly at 8:00 a.m. Students are dismissed from the cafeteria at 7:45 AM each morning to go to their lockers and advisory classrooms, and then dismissed from advisory to go to their first period class.
- Students arriving after 8:00 a.m. are late to school and must receive a tardy pass from the office.

### **DISMISSAL (3:30 P.M. / THURSDAYS 2:00 P.M.)**

- Students must be picked up no later than 3:45 p.m.
  - Parents/guardians must develop a transportation plan for their child.
- No student should be on or around school grounds after 3:45 p.m. unless involved in afterschool activities.
- Parents who are picking up their student should park their cars in a parking space, do not block the bus lane or park along the sidewalk.

## **WITHDRAWAL PROCESS**

A parent/guardian who wishes to withdraw their child from St. Anthony School must submit a withdrawal form in the school building office and schedule a meeting with the principal before the student is unenrolled. High school 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 will be required to:

- Remove all personal possessions from their locker
- Return all school property, including their lock and textbooks

Students who are withdrawn or expelled from St. Anthony 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, notice must be given 24 hours prior.

### **ST. ANTHONY INTER-CAMPUS SHUTTLE BUS**

St. Anthony School offers a student transportation program to bus students between campuses. Payment\* and registration is required for students to ride the bus. Registration forms and bus schedules are available in the office at each school building.

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

#### **BUS STOP LOCATIONS**

- **Lower Elementary School:** Church Steps
- **Upper Elementary School:** Maple Street
- **Middle School:** Front of Building
- **High School:** St. Raphael Archangel Hall

#### **HIGH SCHOOL SHUTTLE BUS**

The high school shuttle bus will run from 6:20-7:00 a.m. and transport students from 10th Street and Maple Avenue, near the Upper Elementary School, to the High School.

#### **BUS EXPECTATIONS**

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.

### **BEFORE & AFTER SCHOOL CARE PROGRAM (K4-8TH GRADE)**

St. Anthony School offers a low-cost care program to provide a safe environment to students before and after school hours. Parents may drop-off and pick-up their child(ren) at any time within the program hours. With the exception of the first and last day of school, this program follows St. Anthony School's academic calendar.

All student participants will be supervised by qualified staff and provided developmentally-appropriate activities, including time to complete homework. A snack is provided during after school care; breakfast is provided to all students during school hours.

<b>Time</b>	<b>Location(s)</b>	<b>Grades</b>
<b>M-F 6:00-7:00 a.m.</b>	Lower Elementary School (Cafeteria)	K4-8th Grade (Upper Elementary and Middle School students will take the bus to their campuses at 7:00 a.m.)

<b>M, TU, W, F</b> 3:15-6:00 p.m. <b>TH</b> 2:00 - 6:00 p.m.	Lower Elementary School (Cafeteria)	K4-2nd Grade
<b>M, TU, W, F</b> 3:30-6:00 p.m. <b>TH</b> 2:00 - 6:00 p.m.	Upper Elementary School (Keyser Hall)	3rd-5th Grade
<b>M, TU, W, F</b> 3:30-6:00 p.m. <b>TH</b> 2:00 - 6:00 p.m.	Middle School Cafeteria 2156 S. 4th Street	6th-8th Grade

**All students must be picked-up at/before 6:00 p.m.**

# SECTION 5: BEHAVIORAL EXPECTATIONS

## GENERAL GUIDELINES

St. Anthony School is a Catholic institution that stresses spiritual & personal growth as well as academic and athletic excellence. To achieve these standards, students must first have a safe learning environment. St. Anthony School maintains a disciplinary system that stresses self-discipline, personal responsibility, and respect for oneself and for others.

Students are expected to conduct themselves with respect: for themselves, other students and teachers, and the physical space of the school. Students will abide by the classroom expectations set by the teachers and administrative team. Students will follow the school dress code and use language appropriate for school at all times. Student actions that endanger others, break laws, or consistently neglect classroom expectations will be taken seriously and may result in consequences ranging from verbal correction to expulsion from the school.

## BULLYING POLICY

Bullying is defined as the intentional behavior of using words or actions intended to cause fear, intimidation, or harm. Bullying may be repeated behavior and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age, national origin, race, ethnicity, religion, gender, gender identity, sexual orientation, physical attributes, physical or mental ability or disability, and social, economic, or family status.

St. Anthony School strives to provide a safe, secure and respectful learning environment for all students on school property, on school buses, and at school-sponsored activities.

### TYPES OF BULLYING

1. **Physical**  
*Assault, hitting or punching, kicking, theft, threatening behavior*
2. **Verbal**  
*Threatening or intimidating language, teasing or name-calling, racist remarks*
3. **Indirect**  
*Spreading cruel rumors, intimidation through gestures, social exclusion, and sending insulting messages or pictures by mobile phone or using the internet; also known as cyber bullying*

### PROCEDURE FOR REPORTING BULLYING/HARASSMENT

A verbal or written report of bullying should be submitted to school administration immediately following an incident. All reports will be documented and investigated by school administration; including student interviews and collection of evidence, if applicable.

Parents/guardians of each student involved in the bullying will be notified prior to the conclusion of the investigation. St. Anthony School will maintain the confidentiality of the report and any related student records to the extent required by law.

## **RETALIATION**

If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, St. Anthony School administration may take disciplinary action, including: suspension, expulsion and/or referral to law enforcement officials for possible legal action as appropriate. Additional support services will be made available for the identified victim(s).

## **THREATS AND HARASSMENT**

Threats to the safety of the school building or individuals in the environment will not be tolerated. Threats and harassment of any nature, whether they are verbal, physical, sexual, written, or electronic, will be taken seriously and may be grounds for suspension or expulsion, whether they happen inside or outside of school.

Wisconsin Act 143 requires reporting of school violence threats by certain individuals, including teachers, school administrators, school counselors, other school employees. Specifically, an identified individual must report if the person believes in good faith, based on a threat made by an individual seen in the course of professional duties regarding violence in or targeted at a school, that there is a serious and imminent threat to the health and safety of a student, school employee, or the public. These individuals must immediately inform a law enforcement agency of the facts and circumstances contributing to the belief that there is a serious and imminent threat.

## **CONTROLLED SUBSTANCES**

Use of drugs, alcohol, or nicotine are never permitted by St. Anthony students. Use or possession of drugs, alcohol, nicotine, or related paraphernalia on school property or while representing St. Anthony School will be treated seriously and will result in a mandatory parent meeting and may result in suspension or expulsion.

## **FIGHTING**

Students are responsible for settling confrontations in a peaceable manner and without the use of violence. Students are to actively seek the assistance of adults to help them in resolving the manner and upholding our Catholic values. Fighting will not be tolerated on or near school grounds or at any school sponsored activity. Fighting will be taken seriously and may be grounds for suspension or expulsion, whether they happen inside or outside of school. Capturing or distributing videos or photographs of a fight will be handled as seriously as participating in a fight.

## **WEAPONS**

The safety of staff and students at St. Anthony School is of utmost importance. Therefore, possession of weapons, or weapon facsimiles or replicas, of any sort, on or off school grounds will be taken seriously and may be grounds for suspension or expulsion, whether they happen inside or outside of school.

## **SELLING ITEMS**

Students are prohibited from selling any goods, items, or possessions on school property unless they have the expressed written permission from school administration.

## **PASSES**

During class time students must receive permission from a teacher and have a hall pass whenever outside of the classroom. Students may not enter the school offices without a pass or permission from school staff.

## **CELL PHONES**

Cell phones may not be carried by students during the school day (K-8). Phones brought to school should be turned off and locked in the locker (6-8) or left in the office (K-5). In high school, students may carry a cell phone in their pocket, but may not use phones in the classroom. Students found using a cell phone at an inappropriate time will be asked to put their phone away. Repeated use of a cell phone during the school day or refusal to put the phone away may result in a parent meeting or other consequence. Parents who need to contact their students during the school day should call the main office.

## **CAFETERIA AND FOOD**

Outside food and drinks may not be consumed in the cafeteria during the school day. Students entering the building with outside food and drinks will be asked to finish the items before entering the cafeteria or to throw them away. Parents may send a student to school with a bagged lunch, but may not provide fast food for a student during the school day.

## **SCHOOL ID (9TH-12TH GRADE)**

High School students are required to carry their school ID card at all times. Students will scan their ID in the cafeteria to receive breakfast and or lunch. Students who lose their ID may be charged for a replacement.

## **LOCKERS AND BACKPACKS (6TH-12TH GRADE)**

St Anthony School provides every student with a locker and lock. Student belongings should be locked in their personal locker during the school day. Backpacks, coats and sweaters, and other personal belongings should not be carried to class during the day.

## **PARKING LOT (9TH-12TH GRADE)**

Only students who have purchased a parking pass from the school may park in the parking lot. Students must be 16 years old to receive a parking pass. Juniors and Seniors will be given preference for purchasing parking passes. Students should immediately enter the school building after parking in the parking lot or being dropped off. Students who violate school rules or engage in unsafe driving may forfeit their parking privileges.

## **PARKING LOT (High School)**

Only students who have purchased a parking pass from the school may park in the parking lot. Students should immediately enter the school building after parking in the parking lot or being dropped off. Students who violate school rules or engage in unsafe driving may forfeit their parking privileges.

## **CLOSED CAMPUS**

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

## **TECHNOLOGY USAGE**

St. Anthony School uses technology resources (tablets, laptops, desktops, Google Apps, e-mail, etc.) to support student learning needs. Use of technology resources is a privilege and must be used appropriately at all times at home and at school. Students may be held financially responsible for damage to school technology resources. Students are never permitted to take photos or video of staff or students without explicit permission.

## **CLOSED CIRCUIT CAMERAS**

St. Anthony 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.

## **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.

## **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 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.

## **REPRESENTING ST. ANTHONY IN THE COMMUNITY**

Students represent St. Anthony Schools at all times: in the community, online, and at home. Behavior not consistent with the behavioral expectations of St. Anthony Schools may result in disciplinary action whether that behavior takes place in school, online, or out of school.

# SECTION 6: DISCIPLINE POLICIES AND PROCEDURES

## DISCIPLINE GUIDELINES

Student actions consistently failing to be in alignment with Catholic values will result in disciplinary actions that may include, but is not limited to, loss of privileges, detention, in-school suspension, out-of-school suspension, or expulsion. Behavior systems for each campus will be further explained at parent orientations.

## CLASS DOJO & KICKBOARD

School staff will communicate student behavior utilizing an app based platform. Class Dojo and Kickboard allows school staff to recognize students for positive actions, and to document redirections. Parents may access their student's Class Dojo or Kickboard report online or by using the apps.

## DETENTION

Administration and school designees may assign a student detention after multiple attempts have been made to redirect misbehavior. Administration will notify parents/guardians if/when a detention has been assigned. Failure to serve an after school detention will result in further disciplinary action.

### MIDDLE SCHOOL

*3:20 to 4:20 P.M. (1 hour) Monday, Tuesday, Wednesday, and Friday*

Detention will take place after school and last for 60 minutes. Parents will be notified of a student's detention by school administration.

## BEHAVIOR MANAGEMENT SYSTEM (9-12)

### BEHAVIOR WATCH

A student may be placed on behavior watch for major infractions. If a student accumulates 3 negative merit reports in a semester, a parent meeting will be held with the Dean of Students. At the parent meeting, the student's behavior will be reviewed and a plan with goals will be set to improve the student's behavior. Student's placed on Behavior Watch may become ineligible for extra curricular activities at the discretion of the Dean of Students or Principal.

### BEHAVIOR WARNING

A student may be placed on behavior warning for major infractions. If a student accumulates 6 negative merit reports in a semester (or any instance of suspension) a parent meeting will be held with the Dean of Students. At the parent meeting, the student's behavior will be reviewed and a plan with goals will be set to improve the student's behavior. Students placed on Behavior Warning may become ineligible for extra curricular activities at the discretion of the Dean of Students or Principal.

### BEHAVIOR PROBATION

A student may be placed on behavior warning for major infractions. If a student accumulates

9 negative merit reports in a semester (or two suspensions), a parent meeting will be held with the Dean of Students and Principal. Students placed on Behavior Probation will be placed on a behavior contract signed by the student, parents, and principal, which will outline clear goals for the student's behavior.

The school will utilize additional resources as needed to support the student and family. Students placed on behavior probation will lose eligibility for all extracurricular activities. The length of the behavior probation will be determined in the behavior contract.

## **SUSPENSION**

The administration reserves the right to suspend students for consistent or serious disregard of school rules. Suspension may be either in-school or at home, as determined by the administration. Suspension is used as a consequence of last resort, and particularly when a student's actions have endangered others, or broken the law. Suspension is a serious matter and appears on the student's school record.

## **EXTRACURRICULAR SUSPENSION**

Any student receiving a suspension will be suspended from any extra-curricular activity for one week. This means the student does not attend meetings, practices, or games for one week following the suspension. Students who are suspended may be placed on probation.

## **EXPULSION**

Students who have violated the terms of a behavior contract, or have been involved in a very serious behavioral situation may be recommended for expulsion. When a student has been recommended for expulsion, the parent will be notified in writing of the intent to expel. The parent and student may attend an expulsion hearing or withdraw from the school. The procedures for the expulsion hearing are as follows:

Students who are recommended for expulsion have the right to a hearing. The hearing is conducted by a committee composed of members who are chosen by the administrator or pastor per archdiocesan guidelines. The committee consists of 3-5 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.

Students who have been expelled from one St. Anthony school campus may be denied admission to other campuses in the future.

## **PROCESS FOR APPEALS OF EXPULSIONS**

The student or his/her parent or guardian may, within five days following notification of the expulsion, appeal the expulsion. Students or parents must request an appeal in writing and send that appeal to the principal, president, or pastor. The president and/or pastor will hear the appeal, and make a final decision within five days. Parents will be notified of the final decision via mail.

# SECTION 7: DRESS CODE POLICY

St. Anthony School's dress code unites our student community and promotes professionalism while preparing students for postsecondary education and the workforce. Through the implementation of uniforms, St. Anthony School supports the inherent dignity and worth of all students.

## GENERAL APPEARANCE

All uniforms must be free from holes, rips, or tears. If necessary, a school administrator may determine if an article of clothing or accessory is in violation of the school dress code.

## TOPS

*St. Anthony uniform tops must have the St. Anthony logo, available at Goldfish Uniforms (5300 W. Lincoln Ave, Milwaukee, WI)*

- Solid navy or white collared shirt with St. Anthony Logo
- St. Anthony uniform cardigan or crew neck sweatshirt

## BOTTOMS

*Bottoms do not need to be purchased at Goldfish Uniforms*

- Navy or khaki chino (uniform) pants
- Girls may wear navy or khaki uniform skirts
- Denim pants (jeans) and leggings are **not** considered uniform pants

## SHOES

- Black, brown, navy blue, or white shoes may be worn.
- Small amounts of white, brown, or black trim/logos are acceptable, but the majority of the shoe must be solid color.

## HAIR

- Hair should be kept neat and of a natural color
- Facial hair should be kept neat/trimmed

## JEWELRY AND ACCESSORIES

- Excessive, inappropriate, or offensive jewelry is not permitted
- Students are expected to exercise good judgment when it comes to jewelry, makeup, and accessories
- Acceptable piercings are limited to the ears
- Hats and hoods may not be worn indoors
- Tattoos are prohibited and must be covered

## SPIRIT WEAR (HIGH SCHOOL)

On occasion, High School students may earn or be permitted to wear school Spirit Wear\*:

- St. Anthony shirts, pullovers, sweaters, track jackets, and sweat suits available for purchase from the Athletic Director
- Shirts/sweatshirts from a college or university

- Seniors who have been accepted to college are encouraged to wear college Spirit Wear.
- Professional blue or black jeans (no rips, tears, or holes, even if covered with cloth below; no leggings that resemble jeans)
- Students must follow all other non-uniform dress code policies when wearing spirit wear.

\*All dress is subject to the approval of administration. Students must wear their full uniform if they choose not to participate in Spirit Wear.

## **DRESS CODE VIOLATIONS**

Students who arrive at school out of uniform will be addressed by an administrator. If applicable, the student will be provided clothing that adheres to the dress code or parents/guardians will be contacted and requested to provide a change of clothing. Dress code violations may require further consequence and/or parent/guardian involvement per the discretion of the building administration.

## **BACKPACKS & JACKETS**

Student belongings should be locked in their personal locker during the school day. Backpacks, coats and sweaters, and other personal belongings should not be carried to class during the day.

- Lower and Upper Elementary students will store personal belongings in communal spaces assigned to each classroom.
- St Anthony Middle and High School provides every student with a locker and lock to store personal belongings.

# SECTION 8: GENERAL POLICIES AND INFORMATION

## CHILD CUSTODY DISCLOSURE REQUIREMENTS

St. Anthony School does not get involved with matters involving child custody. Any court order prohibiting an adult from interacting with a student must be kept on file in the Main Office. It is the parent's/guardian's responsibility to notify school administration and/or office personnel of any pertinent changes in court orders that relate to placement/custody of their child or children. Student information will not be released to any individual who is not listed on the student's contact list.

## CONFIDENTIAL RECORDS

St. Anthony ensures that all records are kept secure, confidential, and accessible to the properly authorized persons.

## ACCIDENT REPORTS

If an accident or injury occurs on school property, an accident report will be filed. Parents/Guardians of student(s) involved will be contacted. If the student requires outside medical attention, staff will make every attempt to contact parents/guardians to approve any necessary medical treatment. It is imperative that a working phone number be on file in the office.

## EMERGENCY CONTACT INFORMATION

Parents/guardians must keep contact information (i.e. mailing address, home phone number, work phone number, mobile phone number, emergency contacts, email address) current with the school at all times.

The school will only be in contact with persons who are listed as legal guardians or are identified on student's emergency contact list. St. Anthony School will not release any information to anyone not identified on the contact list.

## VISITOR POLICY

Families of St. Anthony School students are always welcome in the school. Should a parent wish to observe a class in session, a request to the principal is required at least 24 hours before the requested visit. Other than parents/guardians, only prospective students, school or university organizations, foundations, or pre-approved groups are allowed to visit St. Anthony School during the school day. Prospective student visitors should arrange their visits at least three days in advance through the school office. All visitors are required to report to the school office upon entering the building in order to obtain a visitor's pass. No one under the age of 18 is allowed in the building without prior permission of the principal.

## SAFEGUARDING ALL OF GOD'S FAMILY

All adults who work 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. Please see the School Office or Parent Coordinator to sign up for a session. 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](http://www.archmil.org) or call the Archdiocese at (414) 769-3300.

### **ST. ANTHONY PARENT INVOLVEMENT COMMITTEE (PARENT MEETINGS)**

As a means of connection between home and school, it is strongly recommended that parents participate in the St. Anthony Parental Involvement Committee. Monthly meetings will be held during the year to provide families with valuable information pertaining to their child's academics, social-emotional development, and physical well-being.

### **PARENT COMMUNICATION: WEDNESDAY FOLDERS**

Every Wednesday, students will receive a school communication folder to notify families of events, academic progress, and essential information pertaining to St. Anthony School. A parent/guardian is required to review the materials, sign, and return the folder to school with their child each Thursday. If a folder is lost or damaged, a replacement will be provided for \$2.00.

### **WEATHER REGULATIONS**

Unless other conditions or circumstances warrant, St. Anthony School will follow the decision of the Superintendent of Milwaukee Public Schools in closing for inclement weather. Please refer to local radio/television stations for school closure notifications. Parents/guardians will be notified if the school must dismiss early due to inclement weather.

### **OUTDOOR RECESS (K4-5TH GRADE)**

Students will not participate in outdoor recess during inclement weather; in cold weather, recess will be moved indoors if the temperature or wind chill is 0 degrees or below.

### **SOCIAL INVITATIONS**

In promotion of the inclusion of all students, invitations to outside social gatherings may not be distributed unless all students of a class are invited to attend.

### **CRISIS PROCEDURE**

St. Anthony School is equipped with procedures for handling crisis circumstances in the event of a fire, earthquake, campus lockdown, severe weather event, criminal activity, workplace violence, accidental disaster, or 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. Emergency drills are serious exercises that may save lives. Students are expected to act accordingly.

### **PROCESS FOR GRIEVANCE**

When a concern or conflict arises in school, parents are strongly urged to first contact their child's teacher for a face to face conference. 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, or has not been appropriately dealt with, the parent should meet with the school principal or assistant principal to determine a resolution to the problem.

If a parent has not achieved a reasonable resolution to the situation, or communication has been denied, the parent may request a conference with the pastor and the president of the school.

### **CHILD ABUSE/NEGLECT**

Child Abuse and Neglect Act, Section 48.981 of the Children's Code specifies that all educational personnel are mandated reporters of suspected child abuse and neglect. If there is reasonable cause to suspect that a child has been abused and/or neglected or has been threatened with an injury, the following procedures are to be followed:

- Notify school administration immediately.
- Report the situation immediately to the County Department of Social Services or the Police Department.
- If the alleged offender is an employee of the school/parish, the administrator or designee notifies the Director of Total Catholic Education or the consultant for Child and Family Services at the Diocesan Office of Education as soon as possible.
- Parents/guardians must make sure their children are clean and appropriately groomed and dressed every day.

### **LOST / STOLEN ITEMS**

The school will not be held responsible for items lost or stolen. Children are therefore encouraged not to bring anything of value, or items that might be broken to school. It is helpful when students' clothing and items are labeled with the students' names.

### **SCHOOL PICTURES**

School pictures will be taken once a year and all students must wear their uniforms.

### **ELEVATOR (MIDDLE & HIGH SCHOOL)**

Accommodations to use the elevator will be made for students with medical documentation indicating an injury or disability. Documentation must be on file with the school building office, indicating the extent to which the elevator may be used. Inappropriate use of elevators will result in consequences determined by the school administration.

### **WORK & WORK PERMITS (HIGH SCHOOL)**

Employed students should not schedule work hours to begin before 4:30 p.m. to allow time to participate in extracurricular programming and academic services. Students will not be excused from school to attend work. Work permits may be attained at any public high school or other work permit office.

# SECTION 9: HEALTH AND WELLNESS

## SIXTEENTH STREET CLINIC

All St. Anthony School students and their family members, including all household members, may receive services at the in-school clinic. Services include evaluation of acute needs, well-child visits, vaccine administration, and sports physicals. The clinic is open on school days from 7:30am-3:30pm and during the summer by appointment. Medication will not be distributed without the consent of a parent/ guardian.

## REQUESTING A CLINIC APPOINTMENT

Please notify the office of your child's school building if you would like them to be seen at the clinic during the school day. Families may also call the clinic directly at 414-810-5055. St. Anthony School families may also seek medical care at any of the Sixteenth Street Community Health Centers.

## IMMUNIZATION REQUIREMENTS

The following are the minimum required immunizations for each age and grade level according to the Wisconsin Student Immunization Law. 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.

AGE/GRADE	REQUIRED IMMUNIZATIONS					
K4	4 DTP/DTaP/DT		3 Polio	1 MMR	1 Var	3 Hep B
K5 - 5th Grade	4 DTP/DTaP/DT/Td1		4 Polio	2 MMR	2 Var3	3 Hep B
6th-8th Grade	4 DTP/DTaP/DT/Td	1 Tdap2	4 Polio	2 MMR	2 Var3	3 Hep B
9th - 12th Grade	4 DTP/DTaP/DT/Td	1 Tdap2	4 Polio	2 MMR	2 Var3	3 Hep B

Source: <https://www.dhs.wisconsin.gov/publications/p4/p44545.pdf>

## ADMINISTRATION OF MEDICINE

St. Anthony School requests that every effort be made to administer necessary medication at home. 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.

Should a student require prescription or over-the-counter medication while at school, the following procedure must be followed:

1. A parent/guardian must file a **Medication Consent Form** and **Physical Order for Medication Form**.
  - a. Copies of these forms are available in the office of each school building.
2. All medication must be stored in the school building office.
  - a. All medication must be administered/supervised by a designated school staff member.
  - b. It is the student's responsibility, if appropriate, to remember when to go to the office for medication.

3. All medication must be in the original container.
  - a. Cough drops are considered medication.
    - i. Cough drops on a stick are not permitted.
  - b. Antiseptic sprays/ointments are considered medication and will not be administered for wounds unless permission is received from a parent/guardian.
4. Prescription medication must include:
  - a. Child's full name
  - b. Name of drug/medication and dosage
  - c. Time to be given
  - d. Physician's name

## **COMMUNICABLE DISEASES**

Children should not be sent to school if they are in the communicable stage of an illness and/or are experiencing symptoms that hinder their academic participation.

## **EXCUSE FROM PHYSICAL EDUCATION (GYM) CLASS**

If a child is physically unable to participate in Physical Education (gym) class due to illness, injury, or other circumstances, a parent/guardian must provide medical documentation, such as a doctor's note, to be shared with administration and the Physical Education teacher. If temporarily excused, a length of time must be indicated in which the child is to resume participation in Physical Education class.

## **HEAD LICE POLICY**

In compliance with the recommendations of the American Academy of Pediatrics, National Association of School Nurses, and the Centers for Disease Control, no child will be excluded from school due to head lice.

The following protocol will be followed if head lice is suspected:

1. If a student exhibits symptoms of head lice (itching, scratching, visible nits), they will be privately screened by the nurse.
2. If the nurse diagnoses live lice or nits, parents/guardians will be provided a treatment plan.
3. The student will be rescreened by the school nurse upon return to school.
  - a. If the student remains positive for live lice or nits, parents/guardians will be contacted.
  - b. If no improvements are made within 7-10 days, a meeting with the nurse, school social worker, and/or administrator will be made to discuss lice removal with the parent/guardian.
    - i. If the parent refuses or does not attend the meeting and no improvements have been made in the 7-10 days, the nurse will send home a physical clearance letter/parent record of treatment to be completed.

## **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.

## **SMOKE FREE CAMPUS**

All Catholic schools shall be 100% nicotine-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.

## **MEAL PROGRAM**

St. Anthony School has been authorized through the Community Eligibility Program to provide breakfast and lunch to all students at no cost. Menus will be updated each month; please note that they are subject to change. If preferred, students may bring a nutritious, balanced lunch from home. Fast foods, such as McDonalds or Taco Bell, are not appropriate lunch choices.

## **OUTSIDE FOOD**

Outside food and drinks are not allowed to be consumed during the school day. Students entering the building with outside food and drinks will be asked to finish the items before entering the building or to throw them away.

## **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.

## **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 ensure safe and compliant disposal.

## **PREGNANCY**

No student will be dismissed from St. Anthony High School due to pregnancy. In the event of pregnancy, a conference to determine the most appropriate course of action will be held with the student, her parents/guardian.

# SECTION 10: ATHLETICS & EXTRACURRICULARS

## ATHLETIC PROGRAMS

St. Anthony School offers a variety of opportunities for our boys and girls to participate in extracurricular activities. We encourage our parents to actively participate in these activities through their attendance at the games, transportation, and other supervisory contributions.

## GUIDELINES FOR STUDENT ATHLETES

1. Students athletes must have an up-to-date physical exam on file.
2. All student athletes must be registered members of St. Anthony School.
3. All student athletes must follow the in school behavioral expectations during athletic participation. Violations of behavioral expectations while participating in athletic activities may result in loss of playing time, suspension from participation, or expulsion from the team (approved by principal).
4. Student athletes must meet the following academic eligibility requirements:

### MIDDLE SCHOOL POLICY

- Full participants must maintain a GPA of 2.0 or above
- Final eligibility will be determined by Middle School administration

### HIGH SCHOOL POLICY

- Full participants must maintain a GPA of 2.0 or above
- Non-competitive participants must maintain a GPA of 1.5-1.99
  - Non-competitive participants may practice but not compete with the team.
- Students with a GPA of 0-1.49 may not participate.

## K-8th GRADE ATHLETICS AND EXTRACURRICULARS

LOWER ELEMENTARY	UPPER ELEMENTARY	MIDDLE SCHOOL
Cheerleading Girl Scouts Soccer (Fall and Spring)	Altar Servers Cheerleading Choir Folklore Dance Girl Scouts Guitar Peer Mediation Soccer (Fall and Spring) Soldiers of St. Michael	Soccer (Fall and Spring) Volleyball (Fall) Cross Country (Fall) Robotics (Fall/Winter) Basketball (Winter) Cheer (Winter)

## HIGH SCHOOL ATHLETICS

FALL SEASON	WINTER SEASON	SPRING SEASON
Boy's Soccer Boy's & Girl's Volleyball Boy's & Girl's Cross Country	Boy's & Girl's Basketball Co-Ed Cheer/ Dance Co-Ed Powerlifting	Softball Baseball Boy's & Girl's Track and Field Girl's Soccer

## ATHLETIC PARTICIPATION

Students who are absent for more than 50% of the day may not participate in athletics that evening without permission from St. Anthony Administration. This excludes school sponsored events and college events.

## SPECTATOR POLICY

All school rules are in effect while representing St. Anthony School at athletic events, whether the activities are held in our school or at another location. Administration reserves the right to discipline students for off-campus conduct. Poorly representing St. Anthony School at an athletic event may result in disciplinary consequences.

# SECTION 11: TECHNOLOGY/ELECTRONIC DEVICES

## USE OF TECHNOLOGY

St. Anthony School uses technology resources (tablets, laptops, desktops, Google Apps, e-mail, etc.) to support student learning needs. Use of technology resources is a privilege and must be used appropriately at all times at home and at school. Students may be held financially responsible for damage to school technology resources. Words and images posted online and in social media are also subject to school rules. Students and families are expected to abide by the Archdiocese Technology Use Agreement.

## COMPUTER LABS

No student may use a computer lab without a supervisor present and/or unless prior authorization has been obtained. For policies applicable to all school computer use, please refer to: **ATTACHMENT #1: ACCEPTABLE USE POLICY FOR THE USE OF COMPUTERS AND TELECOMMUNICATIONS.**

## GENERAL CELL PHONE/ELECTRONIC DEVICE POLICY

An electronic device is any device that electronically communicates, sends, receives, stores, reproduces or displays voice and/or text communication or data. These include, but are not limited to, cellular phones, smart phones, laptops, tablets, portable gaming devices, and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound video or still images, text or other information.

- 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.
  - The appropriate legal authority may be contacted if an electronic device contains evidence of illegal activity.

## MIDDLE SCHOOL CELL PHONE/ELECTRONIC DEVICE POLICY

The following procedure must be followed if a student brings a cell phone or electronic device to school:

- Cell phones and electronic devices are not to be used during the school day (7:30AM-3:30PM) for any reason.
- Parents/guardians may contact their child(ren), by calling the main office at (414) 810-3858; a message will be delivered to the student when it is appropriate and necessary.
- Cell phones and electronic devices are to be turned off, stored and secured in the student's locker during the school day.
- Students may turn their phones in to the secretary prior to the start of the school day.
- The school is not responsible for any lost or stolen items.
- Students are not allowed to use telephones in classrooms, bathrooms, cafeteria, hallways, etc.

- Phones and electronic devices that are audible, visible or used in any other way during the school day will be confiscated and turned in to the Dean of Students' office.
  - A detention will be issued.
- Students who fail to immediately comply will receive further disciplinary action.
- Each confiscated phone and/or electronic device will be kept until a parent or legal guardian picks up the phone from the main office and signs for the cell phone/electronic device.
- All phones will be labeled with the student's full name and grade.

### **HIGH SCHOOL CELL PHONE/ELECTRONIC DEVICE POLICY**

Cell phones may not be carried by students during the school day. Phones brought to school should be turned off and locked in the locker. Student's found with a cell phone will be asked to put their phone away. Repeated use of a cell phone during the school day or refusal to put the phone away may result in after school detention. Parents who need to contact their students during the school day should call the main office.

### **ACCEPTABLE USE OF ELECTRONIC DEVICES**

- View school-approved content
- 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.
- Prevent unauthorized copyrighted materials from entering the network
- Ensure that the use of the device does not disrupt the learning environment.
- Responsible use of social media during the school day.

### **UNACCEPTABLE USE OF PERSONAL ELECTRONIC DEVICES**

- 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 is prohibited and may result in disciplinary action
- Opening or download files known to carry harmful malware
- Violating personal privacy; using electronic devices in any area where students or others may be in any stage or degree of disrobing or changing clothes, including but not limited to locker rooms, shower facilities, and restrooms.
- 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.

# ATTACHMENT #1: ACCEPTABLE USE POLICY FOR THE USE OF COMPUTERS AND TELECOMMUNICATIONS

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

- Accessing the Internet to retrieve information from libraries, databases, and the World Wide Web sites to enrich and expand curriculum is encouraged.
- Using E-mail capabilities to facilitate distance-learning projects.
- Using List servers and newsgroups to gain access to current information on local, state, national, and world events. Examples of inappropriate or unacceptable use(s) of these resources include, but are not limited to, those uses that violate the law, the rules of network etiquette, or hamper the integrity or security of any network connected to the Internet. Some unacceptable practices include:
  - Transmission of any material in violation of any U.S. or state law is prohibited. This includes, not limited to: copyrighted material; threatening, harassing, pornographic, obscene material; or material protected by trade secret.
  - The transmission of copyrighted materials without the written permission of the author or creator through school E-mail or other network resources in violation of U.S. copyright law is prohibited. As with all forms of communications, E-mail or other network resources may not be used in a manner that is disruptive to the work or educational environment. This display or transmission of messages, images, cartoons, or the transmission or use of E-mail or other computer messages that are sexually explicit constitute harassment that is prohibited by the school. It is also illegal for anyone to knowingly allow any telecommunications facility under their control to be used for the transmission of illegal material.
- The use for personal financial or commercial gains, product advertisement, political lobbying, or the sending of unsolicited junk mail, or chain letters is prohibited.
- Vandalism is prohibited. This includes, but is not limited to, any attempt to harm or destroy the data of another user, the network, Internet, or any networks or sites connected to the network,

Internet. Attempts to breach security codes and/or passwords will also be considered a form of vandalism.

- The creation, propagation, and/or use of computer viruses are prohibited.
- The forgery, reading, deleting, copying, or modifying of electronic mail messages of other users is prohibited.
- Deleting, examining, copying, or modifying files and/or data belonging to other users are prohibited.
- Willful destruction of computer hardware or software, or attempts to exceed or modify the parameters of the system is prohibited. Nothing in this policy shall prohibit the school operator from intercepting and stopping Email messages that have the capacity to overload the computer resources. Discipline may be imposed for intentional overloading of the school's/parish's computer resources.

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

- Unauthorized attempts to access another person's E-mail or similar electronic communications or to use another's name E-mail or computer address to send Email or similar electronic communications is prohibited and may subject the individual to disciplinary action.
- All users must understand that the school/parish cannot guarantee the privacy or confidentiality of the electronic documents and any messages that are confidential as a matter of law should not be communicated via E-mail.
- The school/parish reserves the right to access E-mail to retrieve information and records, to engage in routine computer maintenance and housekeeping, to carry out internal investigations, or to disclose messages, data or miss-information to law enforcement authorities.
- Any information contained on the school's/parish's computer(s) hard drive or computer disks which are purchased by the school are considered the property of the school/parish.

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

# ATTACHMENT #2: STUDENT NETWORK RESPONSIBILITY AGREEMENT

## Internet Rules

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

1. The network is provided for students to conduct research and communicate with others. Independent access to network services is provided to students who agree to act in a considerate and responsible manner. Parent's permission is required for minors. Access is a privilege, not a right. Access entails responsibility.
2. 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 agreements they have signed.
3. Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on school servers would always be private.
4. During school, teachers of students in elementary and high school classes will guide them toward appropriate materials. Outside of school, families bear responsibility for such guidance, as they must also exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

The following are **not** permitted:

1. Sending or displaying offensive messages or pictures
2. Using obscene language
3. Harassing, insulting or attacking others
4. Violating copyright laws
5. Damaging computers, computer systems or computer networks
6. Using others' passwords
7. Trespassing in others' folders, work or files
8. Intentionally wasting limited resources
9. Employing the network for commercial purposes

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

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

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**Student Signature**

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**Homeroom Teacher**

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**Date**

# ATTACHMENT #3: AGREEMENT FOR THE USE OF COMPUTERS AND TELECOMMUNICATIONS PARENT CONSENT FORM

St. Anthony School permits students access to computer and telecommunication tools for academic advancement. Reasonable care has been taken to assure the appropriateness and educational quality of the material available through the use of educational software and telecommunications. However, parents and guardians are warned that St. Anthony School and the Archdiocese of Milwaukee do not have total control of the information on the Internet. Parents and guardians are the primary authority responsible for imparting the standards of ethical and legal conduct their child or ward should follow. Therefore, St. Anthony School supports and respects each family's right to decide whether or not their child may have access to this resource.

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

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

\_\_\_\_\_ I do not consent to the student having access to, or use of, the telecommunications resources at St. Anthony School.

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Name of Parent/Guardian (Please Print)**

\_\_\_\_\_  
**Name of Student (Please Print)**

\_\_\_\_\_  
**Grade/Homeroom Teacher**

# ATTACHMENT #4: PARENT-STUDENT AGREEMENT

## PARENT/GUARDIAN AGREEMENT

We fully commit to St. Anthony School in the following ways:

1. Make the school a safe and orderly environment by supporting the school as it enforces the school's code of conduct outlined in the handbook.
2. Ensure that my child arrives at school on time and attends school regularly. I have read the attendance/tardy policy in the student handbook and understand the school's policy regarding tardiness and absences.
3. Ensure that my child wears the appropriate uniform daily, as explained in the uniform section of the handbook.
4. Communicate regularly with my child's teachers regarding my child's academic and behavioral performance and attend all scheduled conferences and meetings.
5. Stay informed of updates/information from the school.
6. I attest that the information given on all registration forms is true and understand that false information may result in my child being dismissed from St. Anthony School.
7. I give permission to have my child's picture taken at school or school events and for it to appear in school booklets, brochures, videos, newspaper, or television.
8. I will allow my child to attend St. Anthony School field trips.
9. I have read the handbook and understand the policies.

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Parent/Guardian Signature

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Name of Parent/Guardian (Please Print)

## STUDENT AGREEMENT

I fully commit to St. Anthony School in the following ways:

1. I will work, think, and act in the most proactive and best way I know how.
2. I will do whatever it takes for me and my fellow students to learn.
3. I will always make myself available to parents, teachers, and any concerns they might have.
4. If I make a mistake, I will be truthful and accept responsibility for my actions.
5. I will always behave so as to protect the safety, interests, and rights of all individuals in the classroom. This also means that I will always listen to all my St. Anthony teammates and give everyone my respect.
6. I will wear my St. Anthony uniform each day.
7. I will do everything in my power to attend school regularly and arrive at school on time.
8. I am responsible for my own behavior, and I will follow the teachers' directions.
9. I have read the handbook and understand the policies and expectations.

Failure to follow these commitments will cause me to lose privileges, and could lead to suspension and/or expulsion.

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Student Signature

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Name of Student (Please Print)

# **ATTACHMENT #5: ST. ANTHONY SCHOOL DISCLOSURE OF INFORMATION DOCUMENT**

## **APPEALS PROCESS FOR DENIED APPLICATIONS**

St. Anthony School is a participant in the Milwaukee Parental Choice Program (MPCP). Due to this participation, the school has a two-step admission process. First, students apply to St. Anthony School through the Milwaukee Parental Choice Program. In this step they would be denied only on the basis of non-compliance with MPCP application procedures or non-eligibility in the MPCP program based on residency or income. After receiving approval through the MPCP, St. Anthony School Admissions Department will implement the second step of the process to review academic and behavior records/standing of the student. A determination is then made if the student receives final approval to be accepted into the school.

Under St. Anthony School's appeals process, a rejected applicant has five working days from the date of receipt of their notice of rejection to provide written evidence to the school president that the applicant was improperly rejected. The school president shall respond to the applicant's appeal within five working days of receipt of the appeal notifying him or her of the acceptance or rejection of the appeal.

## **NON-HARASSMENT AND RELIEF POLICIES AND PROCEDURES**

It is imperative to maintain an educational environment that encourages optimum human growth and development. Respect for the dignity of each person is essential to the Catholic Tradition. It is vital that each school and religious education program maintain learning and working environments free from any form of harassment or intimidation.

Harassment is defined as a single incident or a pattern of behavior wherein the purpose or effect is to create a hostile, offensive, or intimidating environment. Harassment encompasses a broad range of physical or verbal behavior which can include, but is not limited to:

- Threatening behavior
- Racial insults
- Derogatory ethnic slurs
- Unwelcome sexual advances or touching
- Sexual comments, jokes or gestures
- Physical or mental abuse

Any person who feels she/he has been subjected to harassment should contact the principal, assistant principal, or pastor immediately. The person contacted will inform his/her superior (in the case of the assistant principal, he/she will notify the principal who will notify the pastor, and in the case of the principal, he/she will notify the pastor) immediately upon learning of the allegation. The parties involved will then meet with the pastor and the principal, where every effort will be made to resolve the problem on an informal basis. If the problem(s) cannot be resolved at the local/school level, consultation with the Office of Schools and the Department of Human Resources of the Archdiocese of Milwaukee will occur. Potential disciplinary actions can include a written reprimand being placed in the employee's file, suspension, and may include termination, depending on the gravity of the situation. The principal of the school, in consultation with the pastor, the Office of

Schools, and the Department of Human Resources of the Archdiocese of Milwaukee is the responsible party in all such cases.

## **SUSPENSION AND EXPULSION POLICIES**

The principal reserves the right to suspend a student for a disciplinary infraction and/or consistent or serious disregard for school policy. Suspension is justified in unusual circumstances. Prior to any suspension, the student must be informed of the reason for the suspension. The parents/guardians of the suspended student are given prompt notice of the suspension and the reasons for the action.

The length of the separation for suspension will be determined by the Principal / Dean of Students. Factors determining the length of the separation will reflect the seriousness of the discipline problem and the age of the student. The period of time may be as short as a few minutes and as long as a day. 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.

State Law directs that a maximum of five days can be imposed unless a written notice of an expulsion hearing is scheduled. Such notice shall allow no more than a total of seven consecutive school days to be served in suspension until the expulsion hearing is held.

Expulsion is considered a termination of enrollment, permanently or for an extended period of time. Expulsion will be used only as a very last measure. Expulsion results from blatant and repeated refusal to obey school rules or behavior which endangers property, health, or safety of others and threatens the common good.

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 recommended for expulsion have the right to a hearing. The hearing is conducted by an expulsion committee composed of members who are chosen according to the archdiocesan guidelines. The committee consists of 2-5 individuals. The committee members are advisors to the administration. The principal at the high school level and the pastor at the K4-8<sup>th</sup> level have the ultimate decision making power in expulsions and the decision is delivered to parents within 24 hours of the hearing. Parents maintain the right to withdraw a student voluntarily in writing up until the time that the final disciplinary action that is approved takes effect. The parents have the right to appeal an expulsion to the President in writing within five (5) school days following the notification of the expulsion. The Superintendent of Schools will respond to the appeal in writing within two weeks.

When a concern or conflict arises in school, parents are to first contact their child's teacher for a face to face conference. 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, or has not been appropriately dealt with, the parent should meet with the school dean of students, principal or assistant principal to determine a resolution to the problem.

If a parent has not achieved a reasonable resolution to the situation, or communication has been denied, the parent may request a conference with the pastor and the president of the school.

# **ATTACHMENT #6: ST. ANTHONY SCHOOL PHOTOGRAPHY OR VIDEO CONSENT AND AUTHORIZATION**

I hereby consent that one or more photographs or video may be taken of my child/children. I authorize St. Anthony School to use these photos/videos in any way it deems appropriate. I understand and agree that the use of my picture is not an invasion of privacy. Neither I nor anyone claiming to be speaking on my behalf will later object to St. Anthony School use of this/these photographs.

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**Name of Student (Please Print)**

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**Grade/Homeroom Teacher**

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**Parent/Guardian Signature**

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**Date**