

PARENT & STUDENT HANDBOOK

K-12



St. Anthony School
FAITH · FAMILY · FORWARD

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LEADERSHIP & ADMINISTRATION

ARCHDIOCESE OF MILWAUKEE POLICY 2103: SCHOOL GOVERNANCE STRUCTURE

ST. ANTHONY LEADERSHIP TEAM

Rev. Rafael Rodriguez, *Pastor*
 Dr. Rosana Mateo, *President*
 Evelyn Jones, *Human Resources Manager*
 Sandra Petersen, *Director of Administration*
 Dr. Lisette Rodriguez-Reed, *Chief Academic Officer*

FRANCIS HALL/DISTRICT STAFF

Karla Ortiz, *Marketing Administrative Coordinator*
 Melissa Knitter, *Finance and Grant Specialist*
 Brandy Boeckeler, *Director of Curriculum and Instruction*
 Lizbeth Maturin-Osuna, *Director of Food Services*
 Jorge Quiroz, *Director of Maintenance*

ST. ANTHONY PRESCHOOL AND DAYCARE

Jessica Thorpe, *Director*

ST. ANTHONY LOWER ELEMENTARY SCHOOL

(K4-2ND GRADE)
 Claudia Brazier, *Principal*

ST. ANTHONY UPPER ELEMENTARY SCHOOL

(3RD-5TH GRADE)
 Angela Hamilton, *Principal*

ST. ANTHONY MIDDLE SCHOOL

Lazaro Edwards, *Principal*

ST. ANTHONY HIGH SCHOOL

Rose Martin, *Principal*

ADVISORY BOARD

ARCHDIOCESE OF MILWAUKEE POLICY 2103.1: PARISH-SPONSORED SCHOOLS: SCHOOL ADVISORY COMMISSION

The Advisory Board of St. Anthony School is responsible for upholding high standards in Catholic Culture, Academics, Whole Child Education, and responsible stewardship of resources.

<p>Francis Hall Administrative Building 1727 S. 9th Street, Milwaukee, WI 53204 Phone Number: 414-384-6612</p>	<p>Upper Elementary School (Grades 3-5) 1747 S. 9th Street, Milwaukee, WI 53204 Phone Number: 414-384-1730 School Office Hours 7 a.m. - 4 p.m.</p>
<p>Early Childhood Center (Preschool & Daycare) 1644 S 9th St, Milwaukee, WI 53204 Phone Number: 414-212-8199</p>	<p>Middle School (Grades 6-8) 4801 S. 2nd Street, Milwaukee, WI 53207 Phone Number: 414-810-3858 School Office Hours 7 a.m. - 4 p.m.</p>
<p>Lower Elementary School (Grades K4-2) 1669 S. 5th Street, Milwaukee, WI 53204 Phone Number: 414-384-1729 School Office Hours 7 a.m. - 4 p.m.</p>	<p>High School (Grades 9-12) 4807 S. 2nd Street, Milwaukee, WI 53207 Phone Number: 414-763-6352 School Office Hours 7 a.m. - 4 p.m.</p>

RIGHT TO AMEND HANDBOOK

ARCHDIOCESE OF MILWAUKEE POLICY 5101: SCHOOL'S RIGHT TO AMEND HANDBOOK

The school reserves the right to amend the handbook for just cause with proper notice given to parents/guardians if changes are made.

SECTION 1: WELCOME

Dear Friends, Families, and Partners,

As a lifelong Milwaukee educator with over three decades of experience serving urban schools, I am honored to be the President of St. Anthony School. Education is the key to success, and it is crucial in preparing students for leadership roles in the future.

As an immigrant, I understand the value of education, and my parents instilled this belief in me and my brother, Raúl, when we left Cuba in 1966. We worked hard to earn advanced degrees, and I am proud to have dedicated my career to education.

As the CEO and strategic leader of St. Anthony School, I lead initiatives to advance our mission of preparing students for post-secondary education. School Choice funding has been essential in assisting our students and parents with tuition. Our school has been a beacon of hope for the Southside of Milwaukee for 150 years, serving over 1,500 primarily low-income students of Hispanic descent.

St. Anthony School is the preferred choice for parents who want a Catholic college preparatory education and post-secondary opportunities for their children. Our pillars of strength are Academic Excellence and Faith Formation, which form the whole child into responsible community members embodying faith, hope, and charity.

We partner with local colleges and universities to give our high school students opportunities to enroll in college-level courses and vocational training programs. Our dual enrollment program provides college credits with UW-Milwaukee, MATC, and Viterbo University, and students interested in nursing can benefit from St. Camillus' CNA certification program.

At St. Anthony School, our focus is on developing the whole child. We provide opportunities for our students to build leadership skills, gain confidence, and improve their physical health and wellness through sports, music, art, and extracurricular activities.

Our school has a fantastic community of students, teachers, and parents, and we all work together to make St. Anthony's the best school in Milwaukee!

Blessings,

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 as people of faith, life-long learners, effective communicators, and responsible community members. 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 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 lifelong learner who understands that learning is not a method but an approach to living.
- An effective communicator, articulating thoughts and ideas to a wide and diverse community.
- A responsible community member, engaging the world by positively contributing 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

ARCHDIOCESE OF MILWAUKEE POLICY 6181: ACCREDITATION

The Archdiocese of Milwaukee and the Wisconsin Religious and Independent Schools Accreditation Association have granted dual accreditation to St. Anthony School.

SECTION 2: ADMISSIONS POLICIES & PROCEDURES

ARCHDIOCESE OF MILWAUKEE POLICIES 5110, 5111, 5111.1

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 must comply with application procedures and meet residency and income eligibility requirements to be accepted.
2. All applicants must submit the necessary documentation to the Admissions Department:
 - St. Anthony School application
 - Birth certificate
 - Report card or transcripts (if applicable)
 - Immunization record
 - Complete the Milwaukee Parental Choice Program application (if applicable)
 - If paying tuition, complete a tuition card and application form

Homeschool students entering St. Anthony School will be assigned a grade level based on age and an academic assessment conducted by the school administration.

Parents/guardians of enrolled students will be notified of fall enrollment each spring. New students may apply during announced open enrollment periods. Applicants will be placed on a waitlist if the maximum class size is reached.

Students may only attend class once 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 of 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 an MPCP application.

APPLICANT PRIORITY

St. Anthony School prioritizes student applicants who are current/returning in good standing, siblings of current students, new students, students eligible for Choice funding, or children of alums.

RANDOM SELECTION PROCESS

If the number of eligible and complete student applications exceeds the number of new seats available after the open enrollment period, a public random selection process will be implemented. Applicants are not required to be present during this process. The administration will randomly assign a number to each application in each grade level and place them into a container. The administration will then randomly draw the numbers to determine the placement order for each grade level until all available seats are filled. If a spot reopens, a waitlist will be created. Letters will be mailed within one week after the drawing to inform applicants of their acceptance or number on the waiting list.

AGE & REGISTRATION

To be eligible for admission to a specific grade level, a child must have reached the required age by **September 1** in the year they wish to enroll.

ADMISSION TO KINDERGARTEN

ARCHDIOCESE OF MILWAUKEE POLICY 5111: Admissions to Kindergarten (3, 4, and 5 yr. old) and First Grade
Parents must verify the child's age upon admission to kindergarten or grade 1 through birth certificate, passport, or other acceptable document the school has indicated. Wisconsin law prohibits a school from photocopying a birth certificate or keeping a copy of a birth certificate in a student's file. A school staff member may view a birth certificate to verify and record the child's date of birth on a school admission form.

- Children may only be admitted to 3-year-old kindergarten if they are three years old on or before September 1, the year they enter K3.
- Children may only be admitted to 4-year-old kindergarten if they are four years old on or before September 1, the year they enter K4.
- Children may only be admitted to 5-year-old kindergarten if they are five years old on or before September 1, the year they enter K5.
- Children may only be admitted to the 1st grade if they are six years old on or before September 1, the year they enter 1st grade.

EARLY ADMISSION REQUIREMENTS

Milwaukee Parental Choice Program students **cannot** apply for early admission. Tuition-paid early-age entrants born between September 1 and December 1 may apply if openings are available after on-level students have been accepted. Early admission approval is at the administration's discretion; K3-1st grade students are not eligible for early admission.

APPEALS PROCESS

Applicants who have received a rejection notice from St. Anthony School may submit written evidence to the school president to challenge the decision. The applicant must file the appeal within five working days of receiving the notice. The school president will review the appeal and respond within five working days of receipt.

For more information, please refer to **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 follows St. Anthony High School academic standards adopted under Wis. Stat. § 118.30 (1g)(a)3. The administration holds the final authority in determining the acceptance of transfer credits.

PROBATIONARY PERIOD

During their first semester at St. Anthony School, students are on probation and expected to abide by the Code of Conduct. If a student fails to do so, the administration will evaluate their enrollment.

FORWARDING RECORDS

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

TUITION

ARCHDIOCESE OF MILWAUKEE POLICY 3420.1, 3241, 3241: 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 charge tuition at the same rate as the Milwaukee Parental Choice Program. Yearly tuition rates are \$8,399 for K4-8th grade students and \$9,045 for high school students.

PARISHIONER CRITERIA

St. Anthony's church community members are expected to participate and contribute regularly. Families who are eligible for the Milwaukee Parental Choice Program are required to apply accordingly.

Tuition Cost Per Student	K4-8th Grade	High School
Parishioner	\$1,600	\$3,200
Non-Parishioner	\$8,399	\$9,045

ST. ANTHONY SCHOOL 2023-2024 TUITION SCHEDULE

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

Parishioner Tuition Schedule (K4-8 ONLY)	One (1) child	Two (2) children	Three (3) children	Four (4) children
September 1	\$ 400	\$ 800	\$ 1,200	\$ 1,600
November 1	\$ 400	\$ 800	\$ 1,200	\$ 1,600
February 1	\$ 400	\$ 800	\$ 1,200	\$ 1,600
May 1	\$ 400	\$ 800	\$ 1,200	\$ 1,600
Total	\$1,600	\$ 3,200	\$ 4,800	\$ 6,400

Non-Parishioner Tuition Schedule (K4-8 ONLY)	One (1) child	Two (2) children	Three (3) children	Four (4) children
September 1	\$ 2,099.75	\$ 4,199.50	\$ 6,299.25	\$ 8,399.00
November 1	\$ 2,099.75	\$ 4,199.50	\$ 6,299.25	\$ 8,399.00
February 1	\$ 2,099.75	\$ 4,199.50	\$ 6,299.25	\$ 8,399.00
May 1	\$ 2,099.75	\$ 4,199.50	\$ 6,299.25	\$ 8,399.00
Total	\$ 8,399	\$ 16,798	\$ 25,197	\$ 33,596

Parishioner & Non-Parishioner Tuition Schedule (HIGH SCHOOL)	One (1) child	Two (2) children	Three (3) children	Four (4) children
September 1	\$2,261.25	\$4,522.50	\$6,783.75	\$9,045
November 1	\$2,261.25	\$4,522.50	\$6,783.75	\$9,045
February 1	\$2,261.25	\$4,522.50	\$6,783.75	\$9,045
May 1	\$2,261.25	\$4,522.50	\$6,783.75	\$9,045
Total	\$ 9,045	\$ 18,090	\$27,135	\$36,180

TUITION PAYMENT OPTIONS

Each family will receive an invoice from the St. Anthony School Finance Office. That invoice will contain both the payment plan and payment options available. Those students/families beginning after the first day of school will receive a prorated amount on their invoice based on the start date of each student.

Check and credit card payments can be made at any St. Anthony School Campus. Check payments can be made payable to **St. Anthony School**.

Mailed check payments can be sent to:

St. Anthony School
 Attn: Finance Office
 1727 S. 9th St
 Milwaukee, WI 53204

Receipts and updated invoices will be sent to the family directly from the Finance Office. Please contact the Finance Office with any questions by calling 414-384-6612 (x110).

NON-DISCRIMINATION POLICY

ARCHDIOCESE OF MILWAUKEE POLICY 5110.1: NON-DISCRIMINATION POLICY

St. Anthony School 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

ARCHDIOCESE OF MILWAUKEE POLICY 5110: NON-CATHOLIC STUDENTS

Every school day begins with an all-school prayer followed by the Pledge of Allegiance, led through the public address system. Classes, meetings, and assemblies begin with prayer, and all-school Masses or prayer services commemorate special Church liturgical seasons. Students must join religious classes, and high school students must take four years of religious courses and earn credits for them. Students will take part in formation activities aligned with the course syllabi.

LITURGY

Non-Catholic students should not receive the sacraments of Eucharist (Communion) or Penance (Confession/Reconciliation) when participating 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 administration may require a meeting to discuss this request further.

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. Non-Catholic parents are welcome to participate in their own religious education and traditions at the school, with respect for their beliefs.

CHILDREN WITH EXCEPTIONAL EDUCATIONAL NEEDS

ARCHDIOCESE OF MILWAUKEE POLICY 6164.3: CHILDREN WITH EXCEPTIONAL EDUCATIONAL NEEDS

Catholic schools/parishes in the archdiocese welcome children with special needs and may be able to make reasonable accommodations for students with special needs in some circumstances. Whenever a student seeks enrollment into St. Anthony School, the school shall inquire whether the student has a history of or is presently eligible for special education and related services available under the Individuals with Disabilities Act (IDEA). Students eligible for placement under IDEA should be enrolled in a Catholic school only if a program and resources are available to meet the student's needs.

Parents must provide current, accurate information regarding the student's needs to assist the school in determining whether reasonable accommodations are possible. The parents should provide proper documentation to support the student's need for accommodations.

Students who may require specialized academic instruction, modification of curriculum, or modification of assessments may complete the Child Find Process to identify and intervene in their special needs. A child with exceptional educational needs that cannot be met through reasonable accommodations should be referred to the local public school to determine whether the child is eligible for services.

The final decision for any student's admission, instruction, and retention rests with the principal. Administrators will carefully consider the admission of students with special needs but are not required to admit, re-enroll, or continue the enrollment of students whose needs cannot be met with reasonable accommodations.

EXCEPTIONAL NEEDS EVALUATION

In compliance with a federal law called the Individuals with Disabilities Education Act (IDEA), the public school district where the private school is located must 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 public and Catholic school staff, parents, and others, for all students referred from a parochial school. When referring for an IEP evaluation, Archdiocesan schools will follow the Department of Public Instruction guidelines.

1. Parents/guardians are informed and asked for verbal approval before starting referrals for the student to be evaluated.
2. St. Anthony School administration or the child's parent/guardian will request appropriate referral forms from the local public school's building principal or central office. Written consent from a parent/guardian is required for districts to evaluate a student.
 - a. All completed forms are returned to the building principal or the public school's central office, following the school district's policy.
3. Schools must complete evaluations within 60 days of obtaining consent or determining that testing is unnecessary. If the child qualifies for special education, an IEP must be created and placement determined within 30 days.
4. If a child qualifies for special education, public schools must provide the necessary services as part of a Free Appropriate Public Education (FAPE). St. Anthony School does not offer individual rights to special education or related services. The child's parent(s)/guardian(s) and the public school district will work together to create a service plan.
5. After receiving the IEP report and service plan, St. Anthony School will assess the recommendations made in the report. The school will then decide if it is possible to implement the service plan for the student while they continue their enrollment.
6. If the parent(s)/guardian(s) 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 student's best interest. This determination will be put in writing, shared with the parent(s)/guardian(s), and is added to the student's permanent record.

HIGH SCHOOL TRANSFER & RE-ADMIT APPLICANTS

Students seeking admission or readmission to St. Anthony High School from another high school must complete the entire admission process. Before registration, the High School Administration and School Counselors will thoroughly review all prospective transfer and re-admit applicants.

Once a notification indicates acceptance of the Milwaukee Parental Choice Application, the student and their parent must bring a copy of the student's transcript within one week before enrollment to determine eligibility for transfer credits.

TRANSFER CREDITS

Any failed courses at the previous school must be completed successfully following St. Anthony High School's graduation requirements.

If transferring at the beginning of a new semester, final exams must be completed at the current school before the first day at St. Anthony High School.

Academic credit for partially completed courses at another school will not be given. The final decision on whether to accept or reject transfer credits lies with the Principal.

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.

CURRICULUM

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

RELIGIOUS EDUCATION/CATECHISM

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

CAMPUS MASS

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

- **Lower Elementary School:** 7:50 a.m. on Wednesday mornings at St. Stanislaus Parish
- **Upper Elementary School:** 7:50 a.m. on Fridays mornings at St. Anthony Parish
- **Middle School/High School:** 9:45 a.m. on Thursdays on campus

COMPUTER LITERACY

St. Anthony School provides 1:1 Chromebooks for select grade levels to facilitate technology integration in the classroom. This equips students with the necessary tools and programming to become effective communicators and virtual learners, preparing them for postsecondary education and the workforce.

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

The Common Core State Standards are met at all grade levels through the enjoyable experience of reading, writing, and discussing high-quality texts.

MATHEMATICS

The Common Core State Standards are incorporated into all grade levels to equip students with problem-solving, reasoning, and modeling skills in mathematics.

PHYSICAL EDUCATION

All students participate in physical education classes designed to improve their motor skills, reflexes, and coordination for optimal physical and mental health.

SCIENCE

Students experience the world through experiments and research in Earth, Chemical, Physical, and Life Science classes.

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

Students receive personalized support to enhance academic achievement through data-driven instructional practices, such as small group instruction, push-in and pull-out interventions, and assistance from Educational Assistants.

TEXTBOOKS

St. Anthony School owns and lends textbooks to students for academic purposes. In the event that a student returns a book in poor condition, they will be responsible for paying the full cost of replacement.

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 to gain an 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 the administration based on the student's age and the 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 below 2.0, they will be placed on an academic monitoring program following the outlined steps.

ACADEMIC WATCH

Any student earning below a GPA of 2.0 at the end of a quarter will be placed on Academic

Watch. The academic watch is subject to review at the end of the following quarter.

- Parents/guardians will be contacted in writing and requested to meet with the student and administration to address the student’s academic performance.
- Staff will connect weekly with the student and/or parents/guardians regarding academic progress.

ACADEMIC WARNING

Any student earning below a GPA of 2.0 at the end of a semester will be placed on Academic Warning.

- Parents/guardians will be contacted in writing and requested to meet with the student and administration to review and sign an Academic Improvement Plan.
- Students placed on Academic Warning may lose eligibility for extracurricular activities at the administration's discretion.
- Students placed on Academic Warning after the second semester will carry the warning into the first semester of the following school year.

ACADEMIC PROBATION

Any student earning below a 2.0 at the end of the semester (plus the following midterm grade) or students earning below a 1.0 at the end of the semester will be placed on Academic Probation.

- Parents/guardians will receive written communication requesting a meeting with the student and administration to sign a contract outlining specific academic improvement goals.
- Students placed on Academic Probation will be ineligible for extracurricular activities.
- Failure to meet the goals established in the Academic Probation contract may lead to mandatory summer school, lack of promotion, delayed graduation, or withdrawal.

ASSESSMENT OF STUDENT LEARNING

Assessment is a comprehensive practice set that analyzes, informs, and drives student learning. St. Anthony School integrates assessments into its instructional program and complies with state and federal expectations of monitoring student learning.

LOWER ELEMENTARY (K4-2ND GRADE) SCORING INDICATORS

Proficient (3)	Developing (2)	Emerging (1)
<p>Student consistently understands and applies concepts and skills aligned with grade-level standards.</p> <p>Student can complete assigned tasks independently</p>	<p>Student demonstrates a partial understanding of grade-level standards.</p> <p>Student can sometimes complete learning tasks without assistance.</p>	<p>The student needs more time to develop an understanding of grade-level standards.</p> <p>Student can complete learning activities with assistance.</p>

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

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

GRADING SCALE (9TH-12TH GRADES)

Grades are assigned letter values based on percentages. Any grade under 59% is considered failing and no credit will be given for that class.

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. This is used in the event of illness or approved extended absence. An incomplete will not be used as a final grade.

HIGH SCHOOL GRADE POINT AVERAGE (GPA)

The cumulative overall grade point average 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 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.

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 of students in K4-8 receive report cards three times a year detailing their child's academic progress and social development. For students in grades 9-12, report cards are given at the end of each quarter. All grades and comments are supported by documentation.

MANDATORY PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences occur twice each school year to 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 RETENTION

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

HIGH SCHOOL RETENTION

When assessing whether a student would benefit from grade-level retention, several criteria will be considered. These criteria include the student's history of past retention, the availability of current academic supports, their language development progress, and patterns observed in their academic achievement.

HIGH SCHOOL COURSE LOAD

Most students are required to take seven classes each semester. Adjustments may be made considering enrollment in Advanced Placement courses, a need to meet graduation requirements, or other circumstances. Any student not enrolled in seven courses must seek approval from the administration before the start of the semester.

HIGH SCHOOL GRADING

Course credit for students is earned through their semester grade, which is determined by a combination of classwork and exit tickets (formative assessments), tests and quizzes (summative assessments), and the final exam. This grade breakdown is consistent for all teachers and courses.

Assessment	Final Exam	Summative Assessments	Formative Assessments
% Of Final Grade	20%	60%	20%

HIGH SCHOOL HONOR ROLL

Students who are on the honor roll will be recognized.

Honor Roll	Cum Laude	Magna Cum Laude	Summa Cum Laude
GPA 3.0–3.49	GPA 3.5–3.69	GPA 3.7–3.89	GPA ≥ 3.90

REQUIREMENTS TO BE CONSIDERED ON TRACK FOR HIGH SCHOOL GRADUATION

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

Academic Standing	9th to 10th	10th to 11th	11th to 12th	12th to graduate
Credits Required for Promotion/ Graduation	5 Credits	11 Credits	17 Credits	24 Credits

HIGH SCHOOL COURSE SCHEDULING PROCEDURES

The following describes the 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

Course changes may occur during the first three weeks of each semester due to academic-level misplacement. Students who wish to change course should 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

ARCHDIOCESE OF MILWAUKEE 5125.1: TRANSFER OF STUDENT RECORDS

Students may request official transcripts from St. Anthony High School from their guidance counselor. Transcripts include grades through the student's last completed semester, including the number of credits attempted, total credits earned, the current course schedule, and a yearly academic breakdown. Requested transcripts will be provided to students on the next school day.

HIGH SCHOOL VALEDICTORIAN/SALUTATORIAN

Valedictorian and Salutatorian status requires six semesters of attendance at St. Anthony High School and is determined by cumulative GPA. If two or more candidates have the same GPA after the first semester of senior year, they will be co-Valedictorians. GPAs will be calculated to the hundredth decimal point.

HIGH SCHOOL COURSE FAILURES

St. Anthony offers a credit recovery summer school program where students can receive credit for failed classes. Students who fail a class will be expected to attend summer school. If a student cannot attend summer school at St. Anthony High School, other credit recovery options are available to compensate for missing courses during the summer. If students cannot recover their missing credits over the summer, alternative credit recovery programs may be offered with administrative approval.

HIGH SCHOOL FINAL EXAM POLICY

High School students must complete a final exam at the end of each course. Students 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.

HIGH SCHOOL FINAL EXAM EXEMPTION POLICY

Students passing all of their classes by the exemption cut-off date may be exempt from up to 2 final exams from a class if they have a B or higher. The following conditions apply to be exempt from an exam:

1. The student receives a grade of B or higher in the class for the semester.
2. The student requests an exemption from the teacher.
3. Student turns in the form by the cut-off date.
4. The student may have at most six (6) excused and zero (0) unexcused absences in the course.

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	1.5 Credits	1.5 Credits
Health	0.5 Credit	0.5 Credit
Fine Arts	1 Credit	1 Credit
Electives	2 Credits	2 Credits
Total	24 Credits + required service hours	28 Credits

HIGH SCHOOL GRADUATION

To receive a St. Anthony High School diploma, a student must meet all graduation requirements outlined above and pass the state-mandated Civics exam. Students must request a meeting with the administration/counselor/family to determine eligibility for early graduation.

HIGH SCHOOL CAMPUS MINISTRY PROGRAM AND SERVICE HOURS

Campus Ministry plans all class retreats. A retreat's purpose is to enhance each student's spiritual development. Students at each grade level will have the opportunity to participate in a retreat each year. Retreats are held on and off campus, depending on the grade level.

The Campus Ministry Program also allows students 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 soup kitchens, giving blood, collecting items for various organizations, volunteering, etc. Additionally, all students must complete the following number of service hours by the end of each year:

- Freshman: 5 hours
- Sophomore: 15 hours
- Junior: 20 hours
- Senior: 20 hours

HIGH SCHOOL TEACHER OFFICE HOURS

The teachers at St. Anthony High School are present in the building from 7:30 a.m. to 4:00 p.m. As part of their availability, teachers will allocate specific office hours from 3:30 to 4:00 p.m. twice a week. A schedule detailing the specific timings of each teacher's office hours will be provided to ensure clarity and accessibility.

HOMEWORK EXPECTATIONS

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

FIELD TRIPS

ARCHDIOCESE OF MILWAUKEE POLICY 6153: FIELD TRIPS AND COMMUNITY SERVICE

Field trips provide unique learning opportunities that complement classroom content.

Parents/guardians will be notified at least one week before a field trip and asked to sign a mandatory permission slip. St. Anthony School may use a student's signed emergency card for field trip permission if necessary. Field trip fees reflect the cost of transportation and admission.

FIELD TRIP CHAPERONE REQUIREMENTS

St. Anthony School staff will always accompany students on field trips, and any volunteer chaperones must be certified as Safe Environment compliant. Minors must be supervised by an adult approved by the St. Anthony School staff at all times.

An individual considered to be Safe Environment Certified has met the following requirements:

1. Has attended at least one in-person live Safe Environment Education Training Session (SEE) since 2003 in the Archdiocese of Milwaukee.
2. Has a criminal background check that has been reviewed and approved by a Safe Environment Coordinator in the last five (5) years.
3. Has reviewed and agreed to the Code of Ethical Standards for Church Leaders in the last five (5) years.
4. Has knowledge of the Mandatory Reporting Responsibilities for volunteers.

For more information regarding Safe Environment Education, please refer to **SAFE ENVIRONMENT CERTIFICATION (FORMERLY SAFEGUARDING ALL GOD'S FAMILY)**.

FUNDRAISING FOR FIELD TRIPS

ARCHDIOCESE OF MILWAUKEE POLICY 3282: FUNDRAISING FOR FIELD TRIPS

Specific field trips will require fundraising activities to cover their costs. In these situations, all fundraising activities must have pre-approval from the administration. All funds raised must pass through the St. Anthony School and be used for costs associated with the field trip. No individual student or family may receive a monetary benefit from the fundraising that is not equally applied to all students or families.

If the Field trip is canceled for any reason, all funds raised are the St. Anthony School's and may not be disbursed to individual students or families.

EXTENDED FIELD TRIPS

ARCHDIOCESE OF MILWAUKEE POLICY 6153.1: EXTENDED FIELD TRIPS

An extended field trip is any authorized activity that takes students away from their homes or school premises for one or more nights. This includes educational field trips, retreats, youth conferences, mission trips, and camps, which must be limited to members of a specific class or group and provide learning opportunities related to the program and objectives of that class or group.

ACCOMMODATIONS

Separate sleeping arrangements must be provided for males and females, including minors and adults, unless they are married. Adults are not allowed to share sleeping spaces with minors in hotel rooms or cabins, except in large open areas like multi-bed dorm rooms. Whenever possible, there should be separate bathroom and shower facilities for males and females, including minors and adults. In case of unavailability, designated times should be assigned for male/female and adult/minor bathroom and shower use.

PARENT INVOLVEMENT

Parents of eligible students will be informed in writing of trip details, including costs, conduct standards, chaperone responsibilities, itinerary, emergency procedures, and necessary equipment. Written parental permission is required for participation.

STUDENT RULES OF CONDUCT

School policies, procedures, and behavioral expectations are in effect during Extended School Field Trips. Students who violate these rules are subject to disciplinary action as defined in the parent/student handbook.

SCHOOL MATERIALS

Classroom supply lists will be mailed to families before the start of the school year. The materials listed align with the grade-level curriculum to promote academic success and organizational skills.

SECTION 4: ATTENDANCE POLICIES

ATTENDANCE REQUIREMENT

Every student must maintain a 90% attendance rate throughout the school year to meet the state, Archdiocese, and Milwaukee Parental Choice Program requirements. Regular attendance is crucial for ensuring student success, as our curriculum is challenging and requires consistent participation. Parents and guardians are expected to ensure that children are only absent from school in case of a serious illness or bereavement.

TRUANCY (COMPULSORY SCHOOL ATTENDANCE LAW)

ARCHDIOCESE OF MILWAUKEE POLICIES 5112, 5113: COMPULSORY SCHOOL ATTENDANCE

Elementary and secondary schools will comply with the compulsory school attendance laws defined by Wis. Stat. § 118.15. The statute requires school attendance of a child ages six to 18 unless he/she: 1) is excused, 2) has graduated, or 3) is enrolled in an alternative or home-based, private, or other education program as permitted by law. The law further requires that any person having under his/her control a child between the ages of six and 18 shall require the child to attend school regularly during the full period and hours that school is in session until the end of the school term, quarter, trimester, or semester of the school year in which the child becomes 18 years of age. Parents or legal guardians must provide the school with the reason for their child's absence. The school attendance officer is responsible for recording whether the excuse is to be considered excused or unexcused (truant).

- Process and potential consequences the school may impose for excessive tardiness and/or absences:
 - Under Wis. Stat. § 118.15, a parent must be sent a written notification when the child has been absent or tardy without an acceptable excuse for a total of five days in a semester. A second notice regarding habitual truancy shall be sent when a student has been absent for ten or more days in the school year.
 - There is no legal number of absences which leads to automatic student retention if exceeded.
 - A school may develop and implement a plan of action to address chronic tardiness or absence of a student. The satisfactory completion of the said action plan may be used as a criterion for enrollment of the student in the school for the remainder of the current or the succeeding school year.

A student must be allowed to complete the work missed during an absence, regardless of whether the absence is excused or unexcused. A student absent from school is normally not allowed to participate in after-school or evening activities. The principal may, if circumstances warrant, waive the above requirement and allow the student to participate in an after-school or evening activity

K-8 TARDINESS

If students are not in their assigned classroom by the designated start time, they will be marked as tardy. It does not matter whether it is an excused or unexcused tardy; all will be counted regardless of the circumstances.

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

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

HIGH SCHOOL TARDINESS

High school students must be in their assigned classroom by the designated start time of any class, or they will be marked as tardy, including at the start of the day at 7:50 a.m.

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

REPORTING ABSENCES

To report a child's absence from school, parents or guardians must contact the school office before 8:00 a.m. Any missed schoolwork should be arranged to be completed. If an absence is not reported by 9:00 a.m., parents or guardians will receive a phone call or home visit.

Absence / Tardy Type	Examples	How Many Allowed Within One School Year	Type of Note Needed
Unexcused	Absent without a parent's excuse (a.k.a. unreported absence)	Ten (10)	None
Parent Excused	Extended absences without an approved Absence Request Form, illness without a doctor's note	Ten (10) unexcused and parent excused combined	Notify school office
Official Excused / Medical Excused	Doctor's appointment	Unlimited	A written excuse from a medical provider

Official Excused / Principal Excused	Funeral, Legal/Court appointments, School sponsored activities, In-School Suspension, Extended absences with an approved Absence Request Form	Unlimited	Absence Requested Form approved and signed by the principal
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EXCUSED ABSENCES

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

- Illness (Doctor’s verification is required after ten (10) days)
 - A child under a physician’s care following a communicable disease (chickenpox, 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
- Suspension for behavior

After ten days, an absence with written documentation may be excused at the principal's discretion.

UNEXCUSED ABSENCES

It is important to communicate any absence to the school, as any unreported absence will be considered unexcused. Please note that the school will not approve absences for reasons such as working, babysitting, car trouble, oversleeping, running late, or missing the bus.

CONSEQUENCES OF UNEXCUSED ABSENCES

Students are required to meet the Milwaukee Parental Choice Program requirement of 90% attendance.

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

Five (5) unexcused absences	<p>The Parent Coordinator, School Counselor, or Dean of Students will contact the student’s parent/guardian. Contact made by phone or 5-day letter</p> <p>Per Wisconsin Statute 118.16, students are considered truant once they have accrued five (5) unexcused absences in a semester.</p>
Ten (10) unexcused absences	<p>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 with School Counselor or School Social Worker</p>

18 unexcused absences	Chronically absent students may lose school privileges or be required to attend summer school to compensate for lost learning. Students who do not comply with the attendance guidelines, meetings, agreements, and action plans may be recommended for an expulsion hearing.
35 unexcused absences	Another meeting will be scheduled to review the attendance contract with the Principal, Parent Coordinator, School Counselor, School Social Worker, and/or Dean of Students. Determine if a referral should be made to the District Attorney.

EXTENDED ABSENCES / VACATION

An Extended Absence Form must be completed five days before planned vacations. Parents must meet with the parent coordinator to create a plan to make up missed work. Absences due to vacation over ten (10) days will be counted as unexcused.

HIGH SCHOOL COLLEGE VISITS

Before visiting a college, students must obtain pre approval from the administration. It is important to note that any missed work will be the responsibility of the student.

EARLY PICK-UPS

For students to succeed, they are expected to be in school all day. If it is necessary to pick up your child early, please call the office. A parent or guardian must enter the main office and sign their child out for safety and accountability.

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 18. It is not permissible for high school students to excuse themselves from school during the day.

EARLY DISMISSAL

All schools dismiss at 2:00 p.m. on Thursdays for staff professional development.

WEATHER SNOW DAYS AND OTHER EMERGENCIES

Unless other conditions or circumstances warrant, St. Anthony School will follow the decision 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 are highly encouraged to schedule medical appointments outside of school hours. When a student has a medical appointment during the school day, he or she should return for the remainder of the school day.

STUDENT ILLNESS AT SCHOOL

Parents/guardians will be notified if a child exhibits symptoms of illness at school. Please ensure that the school office has the most current phone number(s) for each student's parents/guardians and emergency contacts. Students who are too ill for school may not participate in same-day extracurricular activities.

SCHOOL HOURS

ARCHDIOCESE OF MILWAUKEE POLICY 6112: HOURS OF THE SCHOOL DAY

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 7:30 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 for pick-up child(ren) from the school or bus on time or registering 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 sign 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 routinely not 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 (7:40 a.m.)

- Students will enter the north entrance and go directly to the cafeteria if arriving early or directly to their classroom if arriving after 7:45 a.m.
- Students are expected to go to their lockers and be in their advisory class by 7:50 a.m.

DISMISSAL (3:15 p.m. / THURSDAYS 2:00 p.m.)

- Students must be picked up by 3:30 p.m.
 - Parents/guardians must develop a transportation plan for their children.
- Students should only be on or around school grounds after 3:45 p.m. if involved in after-school activities.

HIGH SCHOOL (GRADES 9-12) ARRIVAL AND DISMISSAL

ARRIVAL (7-7:45 a.m.)

- Students must enter the south entrance and go directly to the LRC for breakfast.
- Classes start promptly at 8:00 a.m. Students are dismissed from the cafeteria at 7:45 a.m. each morning to go to their lockers and advisory classrooms and then dismissed from advisory to attend 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 by 3:45 p.m.
 - Parents/guardians must develop a transportation plan for their child(ren).
- Students may only remain on or around school grounds after 3:45 p.m. if involved in after-school activities.
- Parents picking up their students should park their cars in a parking space. Please 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 after 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 only permitted on campus or at school-sponsored events if they have written permission from the administration. If a withdrawn or expelled student needs paperwork from the school, notice must be given 24 hours prior.

TRANSPORTATION: ST. ANTHONY INTER-CAMPUS BUS

ARCHDIOCESE OF MILWAUKEE POLICY 3541.1: TRANSPORTATION OF STUDENTS

St. Anthony School offers a student transportation program to bus students between campuses. Registration forms and bus schedules are available in the office at each school.

BUS STOP LOCATIONS

- **Lower Elementary School:** Church Steps
- **Upper Elementary School:** Maple Street
- **Middle School:** North entrance
- **High School:** South entrance

MIDDLE AND HIGH SCHOOL SHUTTLE BUS

The high school shuttle bus will transport students from 10th Street and Maple Avenue, near the Upper Elementary School, to the Middle/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) anytime within the program hours. This program follows St. Anthony School's academic calendar except for the first and last school days.

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. **All students must be picked up by 6:00 p.m.**

Time	Location(s)	Grades
M-F 6:00-7:20 a.m.	Lower Elementary School (Cafeteria)	K4-5th Grade (Upper Elementary students will take the bus to their campuses at 7:20 a.m.)
M, TU, W, F 3:10-6:00 p.m. TH 2:00 - 6:00 p.m.	Lower Elementary School (Cafeteria)	K4-2nd Grade
M, TU, W, F 3:30-6:00 p.m. TH 2:00 - 6:00 p.m.	Upper Elementary School (Keyser Hall)	3rd-5th Grade
M, TU, W, F 3:30-6:00 p.m. TH 2:00 - 6:00 p.m.	Middle School Cafeteria	6th-8th Grade

SECTION 5: BEHAVIORAL EXPECTATIONS

ARCHDIOCESE OF MILWAUKEE POLICY 5144: RULES OF CONDUCT FOR STUDENTS

GENERAL GUIDELINES

St. Anthony School is a Catholic institution that stresses spiritual and personal growth and 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 others.

BULLYING AND HARASSMENT

ARCHDIOCESE OF MILWAUKEE POLICY 5131.1: BULLYING AND HARASSMENT

It is essential to maintain a safe and supportive educational environment that upholds the dignity of each individual. All forms of harassment and bullying, whether as a single incident or a pattern of behavior, are prohibited in all school and parish buildings and properties, including any vehicles used for transportation. This applies to all activities under school and parish supervision.

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 of cruel rumors, intimidation through gestures, social exclusion, sending insulting messages or pictures by mobile phone or using the internet; also known as **cyberbullying**.

All staff and school officials must report bullying. Students and concerned individuals are encouraged to report to staff. Reports of bullying can be reported verbally or in writing and will be taken seriously. A clear account of the incident must be documented, and the report's recipient will create a written record.

REPORTING PROCEDURE: BULLYING AND HARASSMENT

Any student experiencing harassment must inform a staff member. The staff member must report the incident to the appropriate authority, and an investigation will occur. Disciplinary action may include counseling, suspension, or expulsion. Sexual misconduct will be reported to civil authorities and the Safe Environment Program Manager.

RETALIATION

If students participate in bullying or retaliate against anyone for reporting bullying, the school will take disciplinary action, including suspension, expulsion, and referral to law enforcement. Additional support services will be available for the identified victim(s).

THREATS AND HARASSMENT

ARCHDIOCESE OF MILWAUKEE POLICY 5140.2: SCHOOL VIOLENCE THREAT – MANDATORY REPORTING

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, physicians, and other medical and mental health professionals. 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

St. Anthony School strictly prohibits the use, possession, or involvement of drugs, alcohol, or nicotine by its students. This policy extends to all school property and situations where students represent St. Anthony School.

Instances of drug, alcohol, nicotine use, or possession, as well as the possession of related paraphernalia, will require a mandatory parent meeting. Depending on the severity of the violation, disciplinary actions such as suspension or expulsion may be implemented.

For more information on nicotine, please refer to **SMOKE-FREE CAMPUS**.

FIGHTING

Students are encouraged to actively seek the assistance of adults in resolving disputes and upholding our Catholic values to handle conflicts without violence. Fighting is strictly prohibited on or near school grounds and during any school-sponsored activity.

Instances of fighting will be treated seriously, and disciplinary measures such as suspension or expulsion may be imposed. This applies to fighting that occurs both inside and outside of school. Capturing or distributing videos or photographs of a fight will be considered participation in the altercation.

WEAPON-FREE ZONE

ARCHDIOCESE OF MILWAUKEE POLICY 6114.6: WEAPONS-FREE ZONE

All schools are designated as weapon-free zones in accordance with Wisconsin State Statutes to ensure the safety of students, staff, and visitors. Possession of any firearm, dangerous weapon or look-alike weapon on school grounds is prohibited. This policy does not apply to law enforcement officers or military personnel discharging their official duties. Violators of this policy will be immediately reported to the police. Disciplinary action, including but not limited to expulsion, will be taken against any student who violates this policy.

SELLING ITEMS

Students are prohibited from selling any goods, items, or possessions on school property without expressed written permission from the 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 only enter the school offices with a pass or permission from school staff.

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 (6TH-12TH GRADE)

School ID cards are mandatory for all St. Anthony Middle and High School students. Students must wear their ID cards on a lanyard at the front of their body for identification and attendance purposes. IDs are scanned in the cafeteria for meals. Lost cards should be replaced promptly for a fee of \$5.00.

LOCKERS AND BACKPACKS (6TH-12TH GRADE)

St. Anthony Middle and High Schools provide lockers and locks for all students. Students must secure their personal belongings in their assigned lockers throughout the school day. Students may not carry backpacks, coats, sweaters, or other personal items to class.

PARKING LOT (9TH-12TH GRADE)

To park in the school parking lot, students must have purchased a parking pass. Only students who are 16 years old or older are eligible to receive a pass. Juniors and Seniors will be given priority for receiving passes. After parking or being dropped off, students should promptly enter the school building. Parking privileges may be revoked for students who break school rules or engage in unsafe driving practices.

CLOSED CAMPUS

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

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 AND SEIZURE

ARCHDIOCESE OF MILWAUKEE POLICY 5145.2: SEARCH AND SEIZURE

Parishes/schools reserve the right to search anything brought onto St. Anthony School property. Lockers, desks, textbooks, and other materials or supplies loaned by the St. Anthony School to students remain the property of the St. Anthony School. They may be opened by personnel for cleaning, maintenance, or emergencies. When prohibited items are found during routine cleaning or maintenance, or in the case of an emergency, they will be confiscated, and a report will be made to the school administrator, who will determine whether further investigation is warranted. The school administrator shall have the right to access content, including text messages, photos, or address books, on cell phones or other electronic devices confiscated from students. Illegal or contraband materials found during a search shall be turned over to law enforcement officials. Law officers, appearing with duly processed search warrants, will be accorded the right to inspect as per the court's order.

EXTENSION OF SCHOOL RULES

All school rules are in effect on field trips, school trips, and all school activities, whether the activities are held in our school or at another location. Students who have signed the athletic code are also 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. The administration reserves the right to discipline students for off-campus conduct.

REPRESENTING ST. ANTHONY IN THE COMMUNITY

As representatives of St. Anthony School, students are expected to uphold behavioral expectations both within the school environment, online, and in the community, with disciplinary action applicable for any behavior that deviates from these expectations, regardless of the setting in which it occurs.

SECTION 6: DISCIPLINE POLICIES AND PROCEDURES

ARCHDIOCESE OF MILWAUKEE POLICY 5144: DISCIPLINE PHILOSOPHY, POLICIES, AND PROCEDURES

DISCIPLINE GUIDELINES

Students who consistently demonstrate behavior inconsistent with Catholic values will face disciplinary actions, such as loss of privileges, detention, in-school suspension, out-of-school suspension, or expulsion. Detailed explanations of the behavior systems specific to each campus will be provided during student and parent orientations.

CLASS DOJO & KICKBOARD

To facilitate communication regarding student behavior, the school staff utilizes app-based platforms such as Class Dojo and Kickboard. These platforms enable staff to acknowledge students for positive actions and record redirections. Parents can access their student's behavior report on Class Dojo or Kickboard through the online platform or respective mobile apps.

DETENTION

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

BEHAVIOR MANAGEMENT SYSTEM (9TH-12TH GRADE)

BEHAVIOR WATCH

A parent meeting will be scheduled with the Dean of Students if a student accumulates two negative weeks on Kickboard within a semester. During this meeting, the student's behavior will be reviewed, and a plan with specific goals will be established to foster improvement in their behavior.

BEHAVIOR WARNING

A parent meeting will be scheduled with the Dean of Students if a student receives **one suspension** or accumulates **three negative weeks on Kickboard** within a semester. During this meeting, the student's behavior will be evaluated, and a plan with specific goals will be established or revised to foster improvement in their behavior.

BEHAVIOR PROBATION

If a student accumulates **four negative weeks on Kickboard** or receives **two suspensions** within a semester, a parent meeting involving the Dean of Students and Principal will be scheduled. Students placed on Behavior Probation must sign a behavior contract with their parents and the principal. This contract will establish clear goals for improving the student's behavior.

The school will provide supplementary resources to support the student and their family. Students on behavior probation will be ineligible to participate in extracurricular activities. The duration of the behavior probation will be outlined within the behavior contract.

SUSPENSION

The administration reserves the right to suspend students for consistent or severe disregard of school rules. Suspension may be in-school or out-of-school, as determined by the administration. Suspension is used as a consequence of last resort, 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

If a student receives a suspension, they will be suspended from all extracurricular activities for one week.

See **BEHAVIOR MANAGEMENT SYSTEM** for additional circumstances that may result in extracurricular suspension.

EXPULSION

Students who have violated the terms of a behavior contract or have been involved in a severe behavioral incident may face a recommendation for expulsion. The parent will receive a written notification outlining the intention to proceed with expulsion when such a recommendation is made. In response, the parent and student have the option to attend an expulsion hearing or choose to withdraw from the school.

Students expelled from one St. Anthony School campus may be denied future admission to other campuses.

EXPULSION HEARING PROCEDURES

1. Students recommended for expulsion are entitled to a hearing conducted by a committee selected by the administrator or pastor, following the guidelines set by the archdiocese. The committee comprises 3-5 members who maintain objectivity and serve as advisors to the administration.
2. The principal holds the ultimate decision-making authority in expulsion cases. The committee presents its findings to the principal, who makes the final determination. The decision is communicated to the parents within 24 hours of the hearing, accompanied by a certified mail letter.

3. Parents can voluntarily withdraw their student in writing until the final disciplinary action takes effect.

PROCESS FOR APPEALS OF EXPULSIONS

The student or their parent/guardian may appeal the expulsion within five days following notification. 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 decide within five days. Parents will be notified of the final decision via mail.

POLICE QUESTIONING AND APPREHENSION

ARCHDIOCESE OF MILWAUKEE POLICY 5145: POLICE QUESTIONING AND APPREHENSION

Law enforcement officers may not remove a student from a St. Anthony School building for questioning while the student is properly in attendance without permission of the student's parent, regardless of the student's age. A law enforcement officer has the right to question a student, even without a warrant. The school administrator is not required to notify the parents before allowing a pupil to be questioned by law enforcement. A law enforcement officer may remove a child when possessing a warrant for the student's arrest or an order signed by the judge of the children's court. Regardless of parental permission, the school administrator should not attempt to interfere with the police investigation.

VANDALISM

ARCHDIOCESE OF MILWAUKEE POLICY 5131.5: VANDALISM

Vandalism comprises those acts which result in damage to parish or school property. Vandalism against parish or school property caused by students must be dealt with appropriately by the school administrator. The school reserves the right to contact law enforcement if a student's conduct is a potential criminal act. If a student is found to have committed a criminal act, the school may impose disciplinary action in addition to any court-imposed consequence. Parents of students shall be responsible for the vandalism done by their children. They may be assessed for any or all costs of cleaning or replacing damaged property.

SECTION 7: DRESS CODE POLICY

ARCHDIOCESE OF MILWAUKEE POLICY 5132: DRESS CODE, UNIFORMS

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 all students' inherent dignity and worth.

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 violates the school dress code.

TOPS

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

- Solid navy or white collared shirt with St. Anthony School 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 most of the shoe must be a 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 use good judgment regarding jewelry, makeup, and accessories.
- Acceptable piercings are limited to the ears
- Hats or hoods may not be worn indoors
- Tattoos are prohibited and must be covered

SPIRIT WEAR (HIGH SCHOOL)

High School students may occasionally receive permission to wear school Spirit Wear (available for purchase from the Athletic Director) and full-length college/university shirts with professional blue or black jeans without rips, tears, or holes (even if skin is not visible). Leggings resembling jeans are not permitted.

Students must follow dress code policies when wearing spirit wear, and approval from the administration is required for all dress choices. Those who opt out of Spirit Wear must wear their full uniform.

DRESS CODE VIOLATIONS

If a student comes to school out of uniform, an administrator will assist them in finding appropriate clothing or contact their parent/guardian to bring a change of clothes to school. Further action will be taken in the event of a serious dress code violation at the administration's discretion.

BACKPACKS & JACKETS

Student belongings should be locked in their 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: PARENT/GUARDIAN RIGHTS AND RESPONSIBILITIES

RIGHTS & RESPONSIBILITIES OF PARENTS

ARCHDIOCESE OF MILWAUKEE POLICY 1312: RIGHTS AND RESPONSIBILITIES OF PARENTS

In choosing a Catholic school, parents must support its mission, policies, and procedures and exhibit good ethical behavior. They must not interfere with the school's operations or show distrustful, disruptive, or harassing behavior toward school staff.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that safeguards the privacy of student education records. It applies to all schools that receive funds from the U.S. Department of Education. FERPA grants parents specific rights regarding their children's education records, which transfer to the student at 18 years old or upon attending a post-secondary school. These students are known as "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, parents or eligible students can't review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, according to specific State law.

Schools can share certain information about a student without consent, including their name, address, phone number, honors and awards, and attendance dates. However, they must inform parents and students about this and allow them to opt out. Schools must also inform parents and

students of their FERPA rights annually. Notification methods vary by school.

CHILD CUSTODY DISCLOSURE REQUIREMENTS

ARCHDIOCESE OF MILWAUKEE POLICY 5124.2

St. Anthony School will not be involved in child custody matters without a court order. 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 the placement/custody of their child(ren). Student information will not be released to anyone not listed on the student's contact list.

St. Anthony School shall communicate with the parents of a child in a divorce action according to the court's directives.

- When St. Anthony School administrators learn that a student is the subject of a court decree which restricts the placement or contact of either parent with the child, a request shall be given to the parent who maintains primary physical placement of the child to submit a copy of the court decree. Alternatively, a letter from an officer of the court stating the court's requirements in this manner will suffice.
- If a court has issued an order affecting the physical placement of a child under Wis. Stat. 767.24 (or a comparable statute of another state), copies of the student progress reports shall be issued to both parents in conformity with Wis. Stat. 118.125 (2) (a) unless one parent has been denied periods of physical placement with the child by the court under Wis. Stat. 767.24(4), in which case, no student information will be provided to the parent who has been denied periods of physical placement, in conformity with Wis. Stat. 118.125 (2) (m).

CONFIDENTIAL RECORDS

ARCHDIOCESE OF MILWAUKEE POLICY 5125.1: STUDENT RECORDS FOR SCHOOLS

St. Anthony School maintains educational records for each student which reflect the interrelationships of the physical, emotional, social, and intellectual aspects of the student's development. All records are kept secure, confidential, and accessible to properly authorized persons.

EMERGENCY CONTACT INFORMATION

Parent(s)/guardian(s) must keep updated contact information (i.e., mailing address, home phone number, work phone number, mobile phone number, emergency contacts, email address) 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 the student's emergency contact list. St. Anthony School will not release any information to anyone not identified on the contact list.

VISITOR POLICY

St. Anthony School values the involvement of families and welcomes them to the school. If a parent wishes to observe a class in session, a formal request must be submitted to the principal at least 24 hours before. Only parents/guardians, prospective students, school or university organizations, foundations, or pre-approved groups can visit St. Anthony School during the day. Prospective student visitors should coordinate their visits through the school office, ensuring arrangements are made at least three days in advance.

For the safety and security of all individuals, all visitors must report to the school office upon entering the building and obtain a visitor's pass. Please be aware that no one under 18 is allowed in the building without prior permission from the administration.

SAFE ENVIRONMENT CERTIFICATION (FORMERLY SAFEGUARDING ALL GOD'S FAMILY)

ARCHDIOCESE OF MILWAUKEE POLICY 6141.12: SAFE ENVIRONMENT EDUCATION

All adults who work with children through a parish or school-sponsored activity in any capacity, paid or volunteer, must participate in a Safe Environment Education (SEE) training program of the Archdiocese of Milwaukee. Please see the School Office or Parent Coordinator to sign up for a session. This program aims to protect our children and the church family from sexual abuse and related dangers.

For additional information, please visit www.archmil.org/offices/safeguarding/educators.htm or contact the Archdiocese at (414) 769-3300.

CHILD ABUSE AND NEGLECT

ARCHDIOCESE OF MILWAUKEE POLICY 5140.1: MANDATORY REPORTING OF CHILD ABUSE AND NEGLECT
CHILD ABUSE AND NEGLECT ACT SECTION 48.891

All educational personnel are mandated reporters of suspected child abuse and/or 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:

1. Notify the school administration immediately.
2. Report the situation immediately to the County Child Protective Services (CPS) or the Police Department.
3. If the alleged offender is an employee of the school/parish, the administrator or designee will notify the Director of Total Catholic Education or the Child and Family Services consultant at the Diocesan Office of Education as soon as possible.

The Archdiocese of Milwaukee requires all adults, employees, and volunteers to comply with reporting responsibilities for any suspected abuse or neglect of minors, whether or not designated as a mandatory reporter under Wisconsin law. Every instance of suspected child abuse or neglect must be reported, no matter when or where the abuse and/or neglect occurred.

Within 24 hours of receiving a report of abuse and/or neglect, CPS shall investigate whether the child requires protection or services. Elements of the investigation may include observation or interview with the child, visiting the child's home, or interviewing the parents/guardian. Milwaukee County Child Protective Services can meet with the child in any public place without the parent/guardian's permission but may not enter the home without permission. Should CPS request to meet with a child on school premises, school staff may permit those meetings without parental consent as the United States Conference of Catholic Bishops Charter for the Protection of Children and Young People (Article 4) requires cooperation in investigating allegations of sexual abuse. The school will also cooperate in the investigation of other forms of suspected child abuse. Student safety is of the utmost importance to the school, and the school will act as appropriate to ensure student safety.

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 provide families valuable information about their child's academics, social-emotional development, and physical well-being.

PARENT COMMUNICATION: WEDNESDAY FOLDERS

Every Wednesday, K-8 students will receive a school communication folder to notify families of events, academic progress, and essential information from St. Anthony School. A parent/guardian must 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.

PROCESS FOR GRIEVANCE

ARCHDIOCESE OF MILWAUKEE POLICY 1312.1: CONCERNS/COMPLAINTS PROCEDURES

Parents are strongly urged to contact their child's teacher for a face-to-face conference when a concern or conflict arises in school. This direct communication often clarifies a problem and provides common ground for a meaningful resolution.

If a parent feels that the situation requires further attention, 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 school's pastor and president.

SECTION 9: HEALTH AND WELLNESS

ARCHDIOCESE OF MILWAUKEE POLICY 5140: WELLNESS POLICY

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 7:30 a.m. - 3:30 p.m. and during the summer by appointment. Medication will not be distributed without the consent of a parent/guardian.

REQUESTING A CLINIC APPOINTMENT

St. Anthony School partners with the Sixteenth Street Community Health Centers to provide in-school medical clinics at each campus. Please notify the office of the student's school or call the clinic at (414) 810-5055 to schedule an appointment during the school day.

IMMUNIZATION REQUIREMENTS

The following chart indicates 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 vaccine required for their grade level within thirty days after admission to the 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/TdI		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

ARCHDIOCESE OF MILWAUKEE POLICY 5141.5: MEDICATION POLICIES AND PROCEDURES

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 a 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 the following:
 - 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

Following the guidelines of the American Academy of Pediatrics, the National Association of School Nurses, and the Centers for Disease Control, students with head lice will not be prohibited from attending school.

1. If a student shows signs of head lice, such as itching, scratching, or visible nits, the nurse will conduct a private screening and prescribe a treatment plan if required.
2. The school nurse will rescreen the student upon return to school.
 - a. Parents/guardians will be notified if the student continues to test positive for live lice or nits.
 - b. If there are no improvements within 7-10 days, a meeting will be scheduled with the nurse, school social worker, and/or administrator to discuss lice removal with the parent/guardian.
 - i. If the parent declines or fails to attend the meeting and there is no progress within 7-10 days, the nurse will provide a physical clearance letter/parent record of treatment to be completed.

ALLERGIES

To prioritize the safety of all students, it is important to minimize the presence of allergenic foods, including peanuts, chocolate, and similar items. Families are urged to consider this factor when preparing their children's lunches, treats, and snacks.

Parents must visit the main office and complete an **Allergy Action Plan** if their child has severe allergies to provide necessary guidance and authorization for school personnel to assist in the event of severe allergy attacks.

MEDICAL CONDITIONS

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

SMOKE-FREE CAMPUS

ARCHDIOCESE OF MILWAUKEE POLICY 5140.4: NONSMOKING

All Catholic schools and parish facilities that serve children and youth shall be 100% tobacco-free and smoke-free under Wis. Stat. 101.123 (2) (a). The use and/or possession of all tobacco products, tobacco-related devices, imitation tobacco products, lighters, or electronic cigarettes by students, staff, and visitors are prohibited within school and parish facilities, vehicles, school grounds, and at all school and religious education events.

ASBESTOS HAZARD EMERGENCY RESPONSE ACT

ARCHDIOCESE OF MILWAUKEE POLICY 5140.11: ASBESTOS STATUS INFORMATION

Asbestos Hazard Emergency Response Act (AHERA) requires all primary and secondary schools to develop and implement a plan for managing all school building materials that may contain asbestos. The plan mandates specific practices, including periodic inspections, maintenance, removal, and notification. New buildings are inspected, and detailed inventories are maintained. Asbestos materials are also investigated before any renovations which may disturb suspect materials. The complete asbestos management plan is accessible in the school office.

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 monthly and are subject to change. If preferred, students may bring a nutritious, balanced lunch; fast food (ex: McDonald's, Taco Bell) is not an appropriate lunch choice.

OUTSIDE FOOD

Outside food and drinks are not allowed 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 enforcement 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 is manifested to ensure safe and compliant disposal.

PREGNANCY

St. Anthony High School does not dismiss any student because of pregnancy. If a student becomes pregnant, a meeting will be organized with the student and her parents/guardian to decide on the most appropriate course of action.

SUICIDE PREVENTION AND AWARENESS

ARCHDIOCESE OF MILWAUKEE POLICY 6164.12: SUICIDE PREVENTION AND AWARENESS

When any school staff has reason to believe, either by direct knowledge or a report from another person, that a student is in any danger of harm through attempted suicide, or has attempted suicide, that person is to report this situation to the school administrator and the student's parent(s)/guardian(s), even if the student denies suicidal ideation. If the student's life is in imminent danger, emergency personnel (911) will be summoned to transport the student to the nearest hospital emergency room.

If a parent/guardian is repeatedly contacted about concerns of suicide and fails to respond, it will be considered medical neglect and reported to Child Protective Services.

ACCIDENT REPORTS

In the event of an accident or injury on school property involving a student, a school employee will file an accident report, and the parent/guardian of the student(s) involved will be contacted. If a student requires outside medical attention, staff will contact the parent(s)/guardian(s) to approve necessary medical treatment.

HUMAN SEXUALITY / FAMILY LIFE

ARCHDIOCESE OF MILWAUKEE POLICY 6141.11: HUMAN SEXUALITY/FAMILY LIFE

St. Anthony School's religious education/Catechism curriculum includes teachings on human sexuality and family life that align with the values of the Catholic Church.

GENDER IDENTITY

ARCHDIOCESE OF MILWAUKEE POLICY 4470: GENDER IDENTITY

All required school documentation (e.g., registration/application form, official records/transcripts, official school communications, other forms, etc.) that requires the designation of a student's sex will reflect the student's biological sex. Students will be addressed using the pronouns associated with their biological sex and may not designate a "preferred pronoun." Students must use the bathroom and locker room that matches their biological sex. In extraordinary circumstances, the school may make an individual-use bathroom available to a student.

Students may not take "puberty blockers," even if self-administered, on parish or school property, for a potential or actual "gender assignment."

SECTION 10: ATHLETICS & EXTRACURRICULARS

ARCHDIOCESE OF MILWAUKEE POLICY 6145: EXTRACURRICULAR ACTIVITIES
ARCHDIOCESE OF MILWAUKEE POLICY 6142.2: ELEMENTARY SCHOOL ATHLETICS

ATHLETIC PROGRAMS

St. Anthony School offers an array of extracurricular activities for students, providing opportunities for both boys and girls to engage in various pursuits. The school strongly encourages parental involvement in these activities, whether attending games, assisting with transportation, or contributing to supervisory roles.

GUIDELINES FOR STUDENT-ATHLETES

1. Student-athletes must have an up-to-date physical exam on file.
2. All student-athletes must be currently enrolled at 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 losing playing time, suspension from participation, or expulsion from the team (approved by the principal).
4. Student-athletes must meet the academic eligibility requirements.
5. No elementary school student is allowed to participate in any formal high school (grades 9-12) athletic program, including practice sessions.
6. The 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.

HIGH SCHOOL ACADEMIC ELIGIBILITY REQUIREMENTS

- Competing student-athletes 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.

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

GAME-DAY PARTICIPATION

Students absent for more than 50% of the day may only participate in athletics that evening with permission from St. Anthony Administration.

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. Spectators are expected to display Christian behavior, represent St. Anthony School positively, offer words of encouragement, and avoid using profanity or taunting others during practices and games.

Parents and guardians who do not display good sportsmanship may face disciplinary action from St. Anthony School or the league, including potential bans from related activities. In severe cases, the child of the parent/guardian may be prohibited from further participation in athletics.

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. The use of technology resources is a privilege and must be used appropriately at all times at home and school. Students may be held financially responsible for damage to school technology resources. Words and images posted online and on social media are also subject to school rules. Students and families are expected to abide by the Archdiocese Technology Use Agreement.

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, smartphones, 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 preexisting content on student-owned devices, including music, lyrics, movies, pictures, games, etc.
- The user of a personal electronic device is solely responsible for its preservation and care. The school will not be liable for lost, stolen, or damaged personal devices.
- The administration may confiscate and search personal electronic devices when used, violating 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 for any reason.
- Parents/guardians may contact their children by calling the main office at (414) 810-3858; a message will be delivered to the student when 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 give their phones to the secretary before the start of the school day.
- The school is not responsible for any lost or stolen items.
- Students cannot use cell phones in classrooms, bathrooms, cafeterias, 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.

- Students who fail to comply immediately 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 are strictly prohibited during the school day. All phones brought to school must be turned off and secured in lockers. Any student using their phone will be instructed to put it away immediately. Failure to comply or repeated offenses may result in after-school detention. Parents needing to contact their children may call the main office.

ACCEPTABLE USE OF ELECTRONIC DEVICES

1. Only view school-approved content.
2. Respect the privacy rights of others.
3. Obtain explicit consent before capturing, recording, or transmitting the words or images of any student, staff, or another person during any school activity.
4. Do not introduce unauthorized copyrighted materials into the network.
5. Ensure that the use of your device does not disrupt the learning environment.
6. Refrain from the use of social media during the school day.

UNACCEPTABLE USE OF ELECTRONIC DEVICES

1. Do not possess, view, send, or share video or audio containing sexual, violent, or threatening content.
2. Do not open or download files known to carry harmful malware.
3. Do not violate personal privacy by using devices in areas 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.
4. The administration has the authority to determine locations and situations where possession of an electronic device is prohibited.

SECTION 12: GENERAL POLICIES

LOST / STOLEN ITEMS

St. Anthony School assumes no responsibility for lost or stolen items. Students are strongly advised against bringing valuable or fragile belongings to school. Labeling students' clothing and personal items with their names can greatly assist in identification and retrieval.

SCHOOL PICTURES

School pictures will be conducted annually, and all students must wear their uniforms during the photo session.

ELEVATOR (MIDDLE 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.

STUDENT EMPLOYMENT

Students with jobs outside of school 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.

CLASS SIZE

ARCHDIOCESE OF MILWAUKEE POLICY 6151: CLASS SIZE

St. Anthony School determines class sizes to ensure quality learning based on grade level, student ability, physical facilities, support personnel, and consultation with teachers, parents, and administrators.

WEATHER REGULATIONS

ARCHDIOCESE OF MILWAUKEE POLICY 6114.5: INCLEMENT WEATHER CLOSING PROCEDURES

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 20 degrees or below.

CONTINUITY OF INSTRUCTION AND LEARNING

ARCHDIOCESE OF MILWAUKEE POLICY 6134: CONTINUITY OF INSTRUCTION AND LEARNING

Should St. Anthony School close unexpectedly, students may be equipped with technology materials to engage in remote learning. All St. Anthony School policies and procedures are to remain in place during remote learning, emphasizing attendance and technology use protocols.

SOCIAL INVITATIONS

In promoting the inclusion of all students, invitations to outside social gatherings may only be distributed if all students in a class are invited to attend.

CRISIS PROCEDURE

ARCHDIOCESE OF MILWAUKEE POLICY 3517: SAFETY POLICIES AND PROCEDURES

St. Anthony School has procedures for handling crises during a fire, earthquake, campus lockdown, severe weather event, criminal activity, workplace violence, accidental disaster, or medical pandemic.

EMERGENCY DRILLS

ARCHDIOCESE OF MILWAUKEE POLICY 3517: SAFETY POLICIES AND PROCEDURES

Fire drills, 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.

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

ARCHDIOCESE OF MILWAUKEE POLICY 6161.2: TECHNOLOGY (ACCEPTABLE USE)

Computing, data storage, and information retrieval systems are designed to serve the students, faculty, staff, and volunteers of St. Anthony. Network and Internet access are provided to further the legitimate educational goals of this institution. The school/parish provides computing and network resources for students, employees, and others affiliated with the school/parish. The equipment, software, and network capacities provided through school/parish computer services remain the property of the school/parish. All users are expected to conduct their online activities ethically and legally. The use of these resources is a privilege, not a right. Misusing these resources will result in suspending or losing these privileges and 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 the curriculum.
- 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 that violate the law and the rules of network etiquette or hamper the integrity or security of any network connected to the Internet.

Unacceptable practices include:

- Transmission of any material violating U.S. or state law is prohibited. This includes but is not limited to copyrighted material; threatening, harassing, pornographic, obscene material; or material protected by trade secret.
- The transmission of copyrighted materials without the author's or creator's written permission through school E-mail or other network resources in violation of U.S. copyright law is prohibited. As with all forms of communication, E-mail or other network resources may not be used in a manner that disrupts the work or educational environment. This display or transmission of messages, images, cartoons, or the transmission or use of E-mail or other sexually explicit computer messages constitutes harassment that the school prohibits. It is also illegal for anyone to knowingly allow any telecommunications facility under their control to be used to transmit illegal material.
- The use of school technology 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, the Internet, or any networks or sites connected to the

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

- Computer viruses' creation, propagation, and/or use 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 is prohibited.
- Willful computer hardware or software destruction or attempts to exceed or modify the system's parameters is prohibited. Nothing in this policy shall prohibit the school operator from intercepting and stopping Email messages that can overload the computer resources. Discipline may be imposed for intentionally overloading the school's/parish's computer resources.

Access to the schools/parish's E-mail and similar electronic communication systems is a privilege, and specific responsibilities accompany that privilege. School/parish users must demonstrate the same ethical and professional level as 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 misinformation to law enforcement authorities.
- Any information on the school's/parish's computer(s) hard drive or computer disks purchased by the school is considered the property of the school/parish.

This agreement applies to stand-alone units and 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 technology or telecommunication resources is final. Monetary remuneration will be sought for damage necessitating repair or replacement of equipment and software.

ATTACHMENT #2: STUDENT ACCEPTABLE USE POLICY

INTERNET RULES

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

1. The network allows students to conduct research and communicate with others. Independent access to network services is provided to students who agree to act considerate and responsibly. 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. Users must comply with the school/parish standards and honor their signed agreements.
3. Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure users use the system responsibly. Users should not expect that files stored on school servers will always be private.
4. During school, teachers of elementary and high school students 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 prohibited:

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 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 enforcement agencies.

Student Signature

Homeroom Teacher

Date

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

Use of computers and the Internet provides great educational benefits to students. Network and Internet access are provided to further the legitimate educational goals of this institution. Access to the Internet and the use of the computer network is given as a privilege to students. All students and their parents or guardians must read, accept, and sign the following rules for acceptable online behavior.

RULES FOR ACCEPTABLE USE:

1. Students accept responsibility to act morally and ethically when using the computer system and Internet. General school rules for behavior and communication apply.
2. Network storage areas and school-issued or personal devices may be treated like school lockers or desks. Administrators may review emails, files, device content, and communications to maintain system integrity and ensure users use the system responsibly. They may also request access to these documents maintained on third-party servers used for educational purposes. Users should not expect that files will always be private.
3. The following are prohibited:
 - a. Sending or displaying offensive messages or pictures.
 - b. Using obscene language.
 - c. Harassing, insulting, or attacking others.
 - d. Tampering with or damaging computers, computer systems, or networks.
 - e. Violating copyright laws.
 - f. Using another’s password.
 - g. Trespassing in another’s folders, work, or files.
 - h. Wasting limited resources.
 - i. Employing the network for personal, commercial, or non-academic purposes.
 - j. Circumventing security measures on school/parish or remote computers or networks.
 - k. Revealing the personal address or phone number of yourself or any other person without prior approval.
4. Violations may result in a loss of access to technology or credit for the class, suspension from school, and other disciplinary action.

PLEASE CHECK ONE OF THE FOLLOWING:

_____ I hereby read the **consent** to the student having access to and use of computers or telecommunications resources at St. Anthony School. I also hereby indemnify and hold harmless the Archdiocese of Milwaukee and St. Anthony School from any claim or loss resulting from any infraction made by the student.

_____ I **do not consent** to the student having access to or use of computers or 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

As a parent or guardian of a child attending St. Anthony School, I agree to the following terms:

1. I will ensure that my child arrives at school on time and attends regularly.
2. I will ensure that my child wears the appropriate uniform.
3. I will communicate regularly with my child's teachers regarding their academic and behavioral performance and attend all scheduled conferences and meetings.
4. I will stay informed of updates and information from the school.
5. I will provide truthful information on registration forms and understand that false information may result in my child being dismissed from St. Anthony School.
6. I will permit my child's picture to be taken at school or school events and for it to appear in promotional materials.
7. I will allow my child to attend St. Anthony School field trips.
8. I will ensure that my child uses school technology responsibly and ethically at home.
9. I have read the handbook and understand the school's policies clearly.
10. I am fully committed to assisting the school in enforcing the policies in the handbook.

Parent/Guardian Signature

Name of Parent/Guardian (Please Print)

STUDENT AGREEMENT

As a student attending St. Anthony School, I agree to the following terms:

1. I will arrive on time for school and class, ready to learn.
2. I will proudly wear the appropriate uniform.
3. I will be honest and take responsibility for my actions.
4. I will respect others' property and school belongings.
5. I will follow instructions from teachers and staff.
6. I will resolve conflicts peacefully and respectfully.
7. I will collaborate and support my classmates.
8. I will use technology responsibly and ethically.
9. I will demonstrate good sportsmanship.
10. I will show appreciation and gratitude to others.
11. I will actively participate in my education and school activities.
12. I understand that failure to follow school policies may result in consequences or loss of privileges.

Student Signature

Name of Student (Please Print)

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

APPEALS PROCESS FOR DENIED APPLICATIONS

St. Anthony School participates in the Milwaukee Parental Choice Program (MPCP), which means that the school has a two-step admission process. The first step involves students applying to St. Anthony School through the MPCP. In this stage, the only reasons for rejection would be non-compliance with MPCP application procedures or ineligibility in the MPCP program based on residency or income.

If an applicant is denied, they may appeal the decision through St. Anthony School's appeals process. The applicant must provide written evidence to the school president within five working days of their rejection notice, showing that they were improperly rejected. The school president will then respond to the appeal within five working days, notifying the applicant whether their appeal has been accepted or rejected.

NON-HARASSMENT AND RELIEF POLICIES AND PROCEDURES

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

Harassment can occur in a single incident or as a repeated pattern of behavior that aims to create a hostile, offensive, or intimidating environment. It can take many forms, including but not limited to threatening behavior, racial insults, derogatory ethnic slurs, unwelcome sexual advances or touching, sexual comments, jokes, or gestures, and 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. In consultation with the pastor, the Office of Schools, and the Department of Human Resources of the Archdiocese of Milwaukee, the school's principal is the responsible party in all such cases.

SUSPENSION AND EXPULSION POLICIES

The administration reserves the right to suspend a student for a disciplinary infraction and/or

severe or consistent disregard for school policy. Suspension is justified in unusual circumstances. Before 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 administration will determine the length of the separation for suspension. Factors determining the separation length will reflect the seriousness of the discipline problem and the student's age. The 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 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. Expulsion will be used only as a very last measure. Expulsion results from a blatant and repeated refusal to obey school rules or behavior which endangers others' property, health, or safety 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 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 of members chosen according to the archdiocesan guidelines. The committee consists of 2-5 individuals. The committee members are advisors to the administration. The administration at the high school level and the pastor at the K4-8 level have the ultimate decision-making power in expulsions. The decision is delivered to parents within 24 hours of the hearing. Parents maintain the right to withdraw a student voluntarily in writing until the final approved disciplinary action takes effect. The parents have the right to appeal the 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.

Parents must first contact their child's teacher for a face-to-face conference when a concern or conflict arises in school. This direct communication often clarifies a problem and provides common ground for 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 school's pastor and president.

ATTACHMENT #6: GENERAL CONSENT FORM FOR CHILD PHOTO, VIDEO, AND AUDIO USE

ARCHDIOCESE OF MILWAUKEE FORM 1112

I hereby consent that any still or electronic image and/or audio recording, in which my child or I may appear may be used by St. Anthony School and/or by the Archdiocese of Milwaukee. I understand that these materials are being used to promote St. Anthony School and/or the Archdiocese of Milwaukee. The images and/or recordings may support recruitment, fundraising, evangelization, and other communication efforts. I release the staff and volunteers and understand and agree that using my picture is not an invasion of privacy. Neither I nor anyone claiming to be speaking on my behalf will later object to using this/these photographs.

Name of Student (Please Print)

Grade/Homeroom Teacher

Parent/Guardian Signature

Date

ATTACHMENT #7: 2023–2024 K–8 CALENDAR

ARCHDIOCESE OF MILWAUKEE POLICY 6111: SCHOOL TERM CALENDAR

Event	Description	Date
Family BBQ	Family Event	August 19, 2023
K-8 Parent Meet and Greet	Family Event	August 21, 2023
First Day of School		August 23, 2023
No School	Labor Day	September 4, 2023
Catholic Schools Walk	Family Event	October 14, 2023
Parent-Teacher Conferences	6th-8th Grade	October 26, 2023 November 1, 2023
No School	Teacher Professional Development	October 27, 2023
1st Trimester Ends		November 9, 2023
No School	Teacher Professional Development	November 10, 2023 November 13, 2023
Parent-Teacher Conferences	K4-5th Grade	November 16, 2023 November 21, 2023
No School	Thanksgiving Break	November 22-24, 2023
No School	Christmas Break	December 21, 2023 - January 1, 2024
No School	Teacher Professional Development	January 2, 2024
No School	Martin Luther King Jr. Day	January 15, 2024
Catholic School's Week		January 29-February 2, 2024
No School	Mid-Winter Break	February 16, 2024
No School	Teacher Professional Development	February 19, 2024
2nd Trimester Ends		February 27, 2024
No School	Teacher Professional Development	March 1, 2024
Parent-Teacher Conferences	K4-5th Grade	March 6, 2024 March 14, 2024
Parent-Teacher Conferences	6th-8th Grade	March 7, 2024 March 13, 2024
No School	Teacher Professional Development	March 15, 2024
No School	Easter Break	March 29-April 5, 2024
No School	Staff Retreat	May 10, 2024
No School	Memorial Day	May 27, 2024
3rd Trimester Ends		June 6, 2024
Last Day of School		

ATTACHMENT #8: 2023-2024 HS CALENDAR

ARCHDIOCESE OF MILWAUKEE POLICY 6111: SCHOOL TERM CALENDAR

Event	Description	Date
High School Orientation	9th-12th Grade Requirement	August 9, 2023 9 AM - 3 PM
Family BBQ	Family Event	August 19, 2023
9th Grade Bridge Day	9th Grade Requirement	August 21, 2023 9 AM - 12 PM
First Day of School		August 23, 2023
No School	Labor Day	September 4, 2023
Catholic Schools Walk	Family Event	October 14, 2023
Parent-Teacher Conferences	9th-12th Grade	October 26, 2023 November 1, 2023
No School	Teacher Professional Development	October 27, 2023
No School	Teacher Professional Development	November 10, 2023 November 13, 2023
No School	Thanksgiving Break	November 22-24, 2023
Semester 1 Finals		December 18-20, 2023
No School	Christmas Break	December 21, 2023 - January 1, 2024
No School	Teacher Professional Development	January 2, 2024
No School	Martin Luther King Jr. Day	January 15, 2024
Catholic School's Week		January 29-February 2, 2024
No School	Mid-Winter Break	February 16, 2024
No School	Teacher Professional Development	February 19, 2024
No School	Teacher Professional Development	March 1, 2024
ACT Test		March 6, 2024
Parent-Teacher Conferences	9th-12th Grade	March 7, 2024 March 13, 2024
No School	Teacher Professional Development	March 15, 2024
No School	Easter Break	March 29-April 5, 2024
No School	Staff Retreat	May 10, 2024
No School	Memorial Day	May 27, 2024
Baccalaureate Mass		May 29, 2024
12th Grade Graduation		June 1, 2024
Semester 2 Finals		June 4-6, 2024
Last Day of School		June 6, 2024