



Parent/Student Handbook

2023-2024

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St. Anthony on the Lake School

Handbook and Policies

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WELCOME

This handbook and policy manual have been prepared to acquaint you with the mission, philosophy, goals, objectives, policies, and procedures of St. Anthony on the Lake Catholic School. It will serve as a practical guide and, thus, strengthen the bonds between the home and school.

Please familiarize yourself with the contents of this handbook, discuss with your student the importance of complying with policies, and keep it handy for reference throughout the school year. Structure during the school day is conducive to learning, and joint success as educational leaders is dependent upon student, parent/legal guardian, and teacher adherence to school policies and guidelines. Whenever a policy is number coded, it is taken directly from the Archdiocese of Milwaukee Policies and Regulations Handbook.

This is the official title of the Policy Handbook that guides our Catholic schools and cannot be changed. All other policies are created by the School Committee and are reviewed on an annual basis.

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

MISSION

Live the Gospel Values
Seek the Lost
Commit to our Faith and Academic Excellence
Serve Others

VISION

St. Anthony on the Lake Catholic School strives for excellence, powered by faith. Guided by Christ's commandment to love God and neighbor, we will...

- Cultivate an atmosphere of high expectations that challenges each person to reach his or her full potential.
- Integrate our Catholic faith and values into all we do.
- Enrich the core curriculum with the most current technology, the arts, and service learning.
- Celebrate the uniqueness and abilities of each person as Gifts from God, thereby creating life-long learners, distinguished by how they live their faith.

VALUES

St. Anthony on the Lake Catholic School values our community of faith and believes home, school, and church are intricately intertwined in the development of the whole person as believers, scholars, and disciples. St. Anthony on the Lake Catholic School values the student and learner in all members of our community.

As described in detail in our Graduate Profile, St. Anthony on the Lake Catholic School values the learning process and faith required to maximize each student's potential as a:

- Confident, Authentic Believer in God
- Scholar with Skills for Life-long

Learning

- Committed Christian and Servant

Leader

- Effective Communicator

As Believers, Scholars, and Disciples, our children learn, live, and love through Jesus.

Rights and Responsibilities of Parents

The Catholic Church recognizes and acknowledges the role of parents to be the primary educators of their child. As such, schools partner with parents in the formal education of the child.

Schools in the Archdiocese of Milwaukee should demonstrate respect and support for parents in the education of their child.

Inherent in the parents' choice of a Catholic school for their child is the understanding and expectation that they will support the school's mission and its commitment to the principles of Catholic values and faith formation. Parents are also expected to support and adhere to the policies and procedures outlined in the school's handbooks and demonstrate behaviors aligned with good moral and ethical principles. Parents are not permitted to interfere with the operation of the school nor display distrustful, disruptive, or harassing behaviors toward parish/school staff.

Schools may develop local policies to identify potential corrective actions if parents do not support and adhere to policies and procedures outlined in the school's handbooks. Such corrective action may include the termination of the enrollment of the parent's child/children.

Canon 22.6.2. Because they have given life to their children, parents have the most serious obligation and enjoy the right to educate them; therefore, Christian parents are specially to care for the Christian education of their children according to the teaching handed on by Church.

Canon 793.1. Parents as well as those who take their place are obliged and enjoy the right to educate their offspring; Catholic parents also have the duty and the right to select those means and institutions through which they can provide more suitably for the Catholic education of the children according to local circumstances.

Canon 793.2. Parents also have the right to make use of those aids to be furnished by civil society which they need in order to obtain Catholic education for their children.

Canon 796.1. Among educational means the Christian faithful should greatly value schools, which are of principal assistance to parents in fulfilling their educational task.

Canon 796.2. It is incumbent upon parents to cooperate closely with the schoolteachers to whom they entrust their children to be educated; in fulfilling their duty, teachers are to collaborate closely with parents who are to be willingly heard and for whom associations or meetings are to be inaugurated and held in great esteem.

Canon 774.1. Under the supervision of legitimate ecclesiastical authority this concern for catechesis pertains to all the members of the Church in proportion to each one's role.

Canon 774.2. Parents above others are obliged to form their children into the faith and practice of the Christian life by work and example; godparents and those who take the place of parents are bound by an equivalent obligation.

Child Custody

The parish/school shall communicate with the parents of a child in a divorce action according to the directives of the court.

When parish/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. Alternately, a letter from an officer of the court stating the requirements of the court in this manner will suffice.

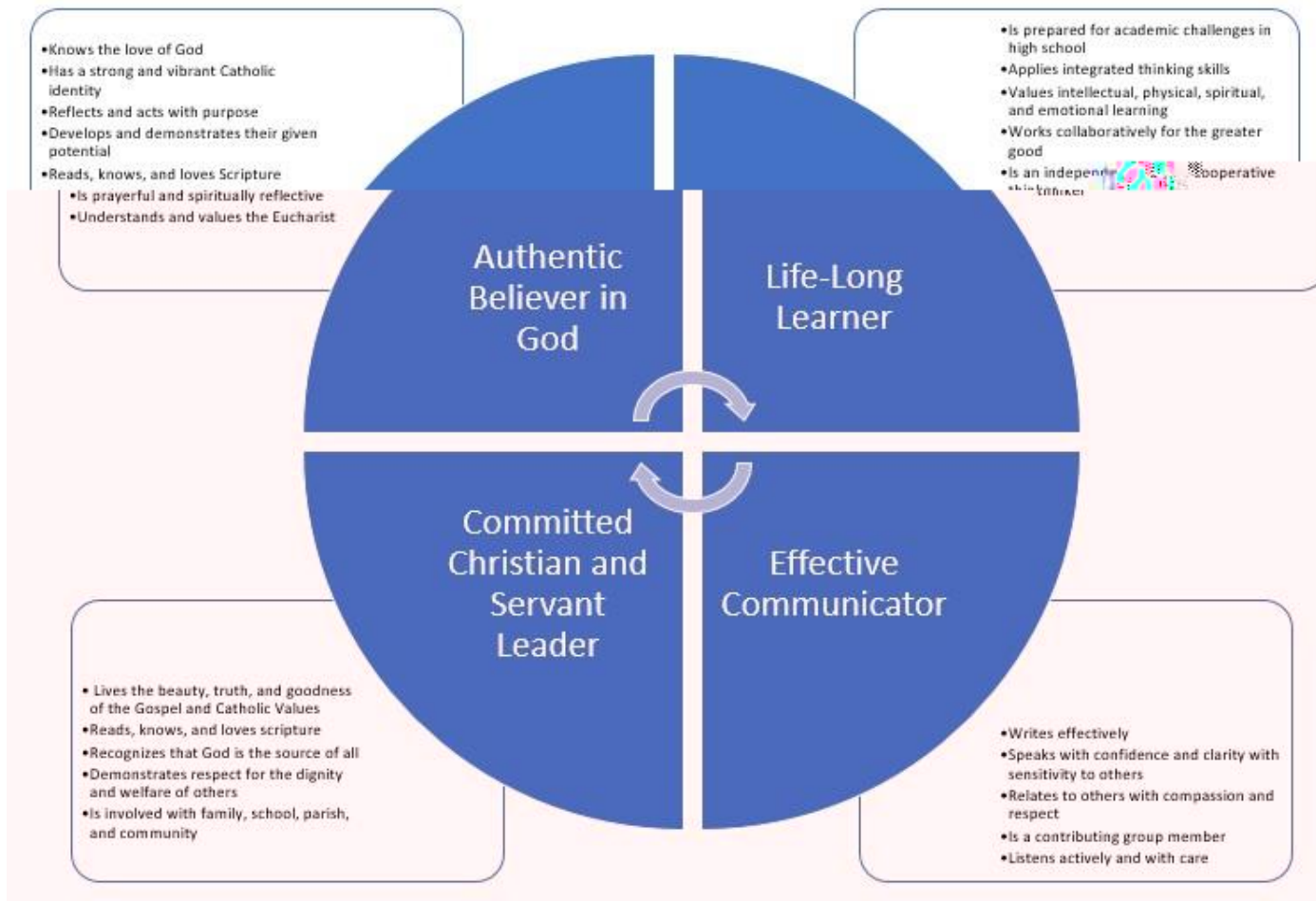
If a court has issued an order affecting the physical placement of a child pursuant to Wis. Stat. 767.24 (or a comparable statute of another state), copies of the student progress reports shall be issued to both parents in conformity with Wis. Stat. 118.125 (2) (a) unless one parent has been denied periods 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). (Archdiocese of Milwaukee Policy 5124.2)

Gender Identity

All required school documentation 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 will be required to use the bathroom and locker room which 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, with the purpose of a potential or actual "gender assignment."

(A policy number has not yet been provided by the Archdiocese of Milwaukee)

GRADUATE PROFILE



GENERAL SCHOOL INFORMATION

ADMISSION

Families are admitted into the school community when, on the basis of a personal interview, the pastor or principal judges the interest and motivation to be in accord with the highest order of Catholic education. The principal is the final authority on the admission of a student into the school. This decision is not subject to appeal to the School Advisory Commission.

All students are on probation during the first calendar year of their attendance at a Catholic school. Schools are to develop a screening process for all new students entering the school. During the first calendar year probationary period, the school shall determine through this process whether or not it can meet the needs of the students. The principal shall make the final decision regarding the continued enrollment of the student. This decision is not subject to appeal to the School Advisory Commission.

Students who enter the Catholic school from a home-school program shall be placed in a grade level following an academic assessment determined by the administration.
(Archdiocese of Milwaukee Policy 5111)

New student registration will begin at the Open House. New students will be notified of their acceptance no later than March 1 based on the priority of admission as described below:

1. Families who have had students in the school, are in good financial standing with the church, have completed all required volunteer time from the previous school year, and participated in church/school organizations.
2. Families who are employed by St. Anthony on the Lake Parish or School.
3. Families who are committed to long term participation in the school and parish.
4. Longevity as a parish member in good financial standing and participation in church/school organizations.
5. New families in the parish who are willing to contribute time, talent, and treasure to the church/school.
6. Families who are parish members but have not contributed their time, talent, and treasure within the previous 12 months to the church/school.
7. Families who are not members of St. Anthony on the Lake Parish.

Continuing students will be accepted from those families who contribute time, talent, and treasure to the church expenses, have completed all required volunteer time from the previous academic year, and participate in church/school organizations. Students must be in good academic standing and continue to exhibit the values of St. Anthony on the Lake Catholic School.

Current families must have their registration paperwork returned prior to the Open House.

A waiting list will be established after capacity in each class has been reached. Capacity is 20 students in 3K, 24 in 4K, and 28 students in grades 5K through 8. The principal reserves the right to determine capacity at each grade level based on the unique composition of each individual class. To be considered on a waiting list, registration forms must be completed, and fees paid before the deadline. Final class size is determined by the principal.

As per state law, no student may be admitted to 5K unless he or she is 5 years old on or before September 1st in the year he or she proposes to enter school. The same rule applies for 3K (age 3 on or before September 1) and 4K (age 4 on or before September 1). Wis. Stat 118.14

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

St. Anthony on the Lake Catholic School does not discriminate against applicant students based on race, color, gender, religion, or national or ethnic origin.

Parents must meet all volunteer requirements and expectations in order for their student(s) to remain in good standing at SAL. Additionally, financial requirements, or an agreed upon payment plan, must be met or put in place.

BUSES

The buses drop off and pick up students on the driveway in front of the school. Buses have the right of way for students being dropped off and picked up at school. Parents who pick up students after school should use the upper lot and follow the car rider guidelines.

An End of Day Change form is required for any changes with after school transportation, such as:

- A regular bus rider will be picked up by car
- A regular bus rider will be getting off the bus at a spot other than his or her designated stop

CAR RIDER DROP-OFF/PICK-UP PROCEDURE

All drivers are asked to enter the parking lot through the entrance on SS.

In the interest of student safety and school security, all students transported by car at the beginning or end of the school day should use the front/upper lot. Buses use the same upper lot and will have priority for student drop off and pick up.

In the morning, if a bus is present, parents/legal guardians are asked to wait until the bus clears. Car riders should arrive no earlier than 7:05 am. The school entrance will be locked at 7:25 am. Students and parents/legal guardians must enter through the main parish office entrance to gain access after that time.

Drop off - We ask that students not be dropped off before 7:05am. The first bell rings at 7:20am, the tardy bell at 7:25am. Doors lock at 7:25am. After 7:25am ALL students must enter through the office doors.

All students will exit their vehicle on the passenger side (right side) and stay on the sidewalk until they enter the building.

Parents with children who require assistance in unbuckling their seatbelts should pull as far forward as possible when unloading, while those parents with students who can independently exit from their vehicle should not pull past the main entrance to the parish offices to unload if other cars are unloading/waiting to unload in front of them. Parents should exit via Oakton Dr.

End of Day Pickup- Buses will be the only vehicles in front of the school doors. All other parents should enter via SS and park facing the school. Once the buses have left, car riders will be dismissed to parents. Please pull forward exiting on Oakton Dr. To avoid parking issues.

EXTENDED DAY CARE (EDC)

Extended Day Care (EDC) is provided for an additional hourly charge on every regular school day, unless specially noted, from dismissal until 6:00pm. Families must register for EDC through the office at the beginning of each school year. EDC sign-up forms per family are due to the office every Thursday for the following week. This allows the school to ensure EDC is properly staffed. Students attending EDC are expected to bring a “nut-free” snack for after school. EDC does not provide snacks. Pick up for EDC is in the lower parking lot.

LUNCH

St. Anthony on the Lake Catholic School offers hot lunch and milk during school days, unless specially noted.

A monthly menu is posted and available for viewing online. The school outsources the lunch program to Kettle Moraine School District. Hot lunch volunteers are always needed; sign up is posted in the weekly school newsletter.

Grade	Lunch	Recess
1, 2, 3	12:00-12:30	11:30-11:55
4, 5, 6, 7, 8	11:30- 11:55	12:00-12:20
3K, 4K, 5K	12:00-12:30	12:30-12:45

RECESS/PLAYGROUND RULES

Morning recess for grades 3K through 1 is 9:30 to 9:45 am. Grades 2 – 5 will have recess from 9:45 to 10:00am. All students have recess during lunch (see recess schedule during lunch in the above section). Morning and lunch recess are outside, weather permitting, and if wind chill is above 0 degrees. Children are expected to bring labeled, weather appropriate clothing to change into prior to going outside, including boots, hats, gloves, and snow pants. Volunteers for lunch recess are always needed; and is part of the parents' mandatory contributions.

Recess times may be adjusted to meet present needs.

SCHOOL HOURS-

7:10am	Students move to lockers/designated areas
7:15am	PreK-Gr5 students are brought to classrooms
7:20am	First Bell Rings
7:25am	Tardy Bell (doors lock)
7:30am	Classes begin with prayer and Pledge of Allegiance
9:30am	Morning Recess
11:30am	Half-day students leave
11:30-12:40	Recess/Lunch
2:25pm	Final Bell Rings – Bus & EDC are dismissed
2:30pm	Dismissal

Any issues with early arrival should be cleared in advance with the office. Any student not picked up by 2:35 will be sent to EDC at parent expense.

ACADEMIC PROGRAMS

CURRICULUM

St. Anthony on the Lake Catholic School provides instruction for children in grades Pre-K through grade 8. Core academic areas include religion, math, reading, language arts, science, and social studies. The instruction is guided and driven by the standards created by the Archdiocese of Milwaukee curriculum committees, and grade-level expectations are based on state and national subject area academic standards.

Children with Exceptional Educational Needs

Catholic schools/parishes in the archdiocese welcome children who have special needs and may be able to make reasonable accommodations for students with special needs in some circumstances.

Whenever a student seeks enrollment into the Catholic school, the school shall inquire as to whether the student has a history of or is presently eligible for special education and related services available under the Individuals with Disabilities Act (IDEA). A student eligible for placement under IDEA should be enrolled in the Catholic school only if a program and resources are available to meet the student's special needs.

Catholic school admission, instruction, and retention of students with disabilities or special needs shall be determined on an individual basis by the administrator in consultation with the school's Learning Support Team. A student accommodation plan will be developed in order to document the reasonable accommodations the school will provide to a student with special learning needs.

Parents must provide current, accurate information regarding the student's needs to assist the school in determining whether reasonable accommodations are possible. Proper documentation should be provided by the parents to support the student's need for accommodation. Those students who may require specialized academic instruction, modification of curriculum, or modification of assessments may complete the Child Find Process for the identification and intervention of 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 admission, instruction, and retention of any student rests with the principal. Administrators will give careful consideration to 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. (Archdiocese of Milwaukee Policy 6164.3)

GRADING POLICY

For a complete description of our grading policy, review the Standards-Based Grading Handbook here: [Standards Based Assessment](#) or found on the website under resources and forms.

HOMEWORK

Regular homework assignments are for the purpose of reviewing, practicing, and reinforcing learned skills. Parent/legal guardians are asked to provide a proper place and time for homework and are encouraged to allow students to independently complete assigned homework. Once assignments are completed, students benefit from a parent/legal guardian's review of the work to correct mistakes, gain knowledge of curriculum, assess student learning, and understand the quality of the student's work.

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

Additional homework information for 6th through 8th grade students:

- Long-term project reminders may be posted electronically on the school's electronic systems as well as in the classroom.
- The daily schedule will be posted on each classroom board.
- Daily assignments for absent students will be available after 2:30pm upon request to the school administrative assistant.

Please review the Attendance/Vacation Policy for information and procedures regarding make-up homework in the event of absence from school.

SCHOOL POLICIES AND PROCEDURES

ABSENCE AND LEAVING SCHOOL PROPERTY

When a student is absent:

- Call the school office (262-691-0460) by 7:30 am or email the administrative assistant; provide the student's name, grade, reason for the absence, and how homework should be received. If no answer, please leave a voicemail.
- Absences or late arrival due to any type of appointment require written permission from a parent/legal guardian prior to the day of the appointment, if possible.
- Longer absences due to trips require a vacation form to be submitted to the office two weeks prior to the trip. Vacations during scheduled school time are discouraged because they can disrupt the learning process. Absences and vacations are strongly discouraged during the weeks of MAP and standardized testing (Iowa test). Those weeks are published in the school calendar and are available online for reference. (See Attendance/Vacation Policy in next section)
- Absences due to illness of three days or longer may require a written statement from a medical professional (example: licensed physician, chiropractor, or psychologist) verifying the condition of the student and indicating how long the student may be absent.
- Students who arrive late for school (after 7:25 am) are considered tardy and their parent/ legal guardian must report to the school office to sign in. Written communication will be made to parent/legal guardians of students who are consistently tardy. Frequent tardiness may necessitate a meeting between the parent/legal guardian, the teacher and the principal.

When a student leaves school premises:

The principal may release a pupil during the day upon written request of the legal/custodial parent or guardian and after verifying that a valid request exists for the pupil to be released. As a further precautionary measure, the pupil's record is consulted to make certain that the adult requesting the pupil's release is the legal/custodial parent or guardian. Such absences must be recorded as an absence in the official school records.

- No student may intentionally leave the grounds during the school day without the written permission of a parent/legal guardian. St. Anthony on the Lake Catholic School is not responsible for any student who leaves the premises without permission.

- Early dismissal for any reason must be requested in writing by a parent/legal guardian and submitted to the teacher/school office before the student may be dismissed. No student will be released unless the school knows the reason for the release and to whom the student is being released. Parents/legal guardians should report to the main office entrance before picking up their student to sign them out.

- If a student becomes ill or is injured while at school, the parents/legal guardians will be informed and asked to pick up the student as soon as possible. If the parents/legal guardians are unable to pick up the student, they are asked to make other arrangements. If necessary, and in cases where a parent/legal guardian cannot be contacted, the student will be taken directly to the hospital via emergency vehicle if the seriousness of the accident or illness warrants immediate medical treatment. It is imperative that all emergency numbers be kept up to date.

- A student is not allowed to be re-admitted to school unless they have been fever-free and vomit-free for a period of 24 hours without medication or have been released by a physician to return to school with appropriate medication. If your child is well enough to be in school, they are expected to participate in normally scheduled activities including recess and physical education.

Updated Covid Protocol:

St. Anthony on the Lake acknowledges the continued risk and spread of COVID-19 and variant strains. As always, policies are made thoughtfully and prayerfully with the health and safety of all in our community in mind. Our policy will be reviewed on a regular basis and revised as necessary if new variants or directives are issued.

We encourage you to continue to monitor the daily health of yourself and your child(ren). It is important to stay home or to keep your child(ren) home when they are not feeling well. Close contacts may come to school/Family Program unless they develop symptoms and/or test positive for COVID-19. Anyone who is a confirmed case of COVID-19 must isolate for 5 days upon the onset of symptoms.

ATTENDANCE/VACATION POLICY

The process of education requires regular instruction, classroom participation, learning experiences, and study time. Frequent absences from regular classroom learning experiences disrupt the instructional process and the ability of the student to learn and retain knowledge.

Whenever possible, family vacations should be taken when school is not in session. In circumstances that require a student to miss school for a family vacation, the parent/legal guardian must complete the vacation form and submit it to the school office two weeks prior to the absence. Parents/legal guardians should understand that such absences could affect the student's academic progress. All assigned homework will still need to be completed as scheduled once the student returns to school.

Homework during a planned absence, including vacations, will consist of reading and journaling, or as the teacher may so instruct, to meet all missed class requirements. All other homework will be completed upon return of the planned absence. Upon return to school, the student will have one day for each day of absence to complete the work. If the planned absence causes the student to return to school after the end of the trimester, the student is expected to complete all graded assignments prior to the planned absence.

Parents/legal guardians may pick up assigned work in the school office at the end of the school day or a sibling or friend may take the assigned work home for ill students. Students should coordinate directly with teachers regarding any tests that need to be made up after an absence.

It is the decision of the teacher as to when the homework will be given. It is the responsibility of the student and parent/legal guardian to see that the work is completed.

All homework, quizzes, and tests missed due to any type of absence must be completed by the end of the trimester.

Student attendance will be monitored by the school on a daily basis and students are required to attend unless there is a need to be absent for one of the following reasons:

1. Personal illness of the student
2. Serious illness of a member of the immediate family causing the student to be needed at home
3. Doctor or dental appointment
4. Sudden emergencies
5. Pre-planned absences due to family vacations
6. Educational opportunities approved by the principal

7. Attendance at a funeral or religious service

In the above situations the absence will be considered excused and full credit and time will be allowed for makeup work.

Examples of items that are not suitable excuses for an absence: working, babysitting, car trouble, oversleeping, running late, or missing the bus.

SAL reserves the right to develop and implement a plan of action to address chronic tardiness or

absence of a student. The satisfactory completion of said plan of action may be used as criterion for enrollment of the student in school for the remainder of the current school year or the succeeding school year.

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 are required to provide the school with the reason for their child's absence. It is the responsibility of the school attendance officer to record whether the excuse is to be considered excused or unexcused (truant).

Per this statute, **a student may be excused by a parent up to 10 days per school year.** The intent of attendance monitoring procedures is to assist students in developing good attendance habits early on.

- Process and potential consequences school may impose for excessive tardiness and/or absences
 - In accordance with 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 ten or more days in the school year.
 - There is no legal number of absences which, if exceeded, leads to automatic retention of a student.
 - A school may develop and implement a plan of action to address chronic tardiness or absence of a student. The satisfactory completion

of said plan of action may be used as a criterion for enrollment of the student in the school for 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 who is 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.

Compulsory School Attendance does not apply to any child who is temporarily not in proper physical or mental condition to attend school but who can be expected to return to his or her program upon termination of his or her illness or condition.

The certificate of a licensed physician, dentist, chiropractor, optometrist, or psychologist shall be sufficient proof of the physical or mental condition of the child and of the expectations for the child upon termination of the child's illness or condition. An excuse shall be in writing and shall state the time period for which it is valid not to exceed 30 days.

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ATHLETICS/EXTRACURRICULAR ACTIVITIES

St. Anthony on the Lake Catholic School provides a program of athletics and extracurricular activities for all students, emphasizing sportsmanship, teamwork, understanding of competition, and, above all, a positive base for Christian development. Students who take part in competitive sports or school-related extracurricular events must maintain an academic average commensurate with their ability.

If school is closed due to inclement weather, all after-school activities are canceled. It is up to the athletics committee to determine if the athletic event will be rescheduled.

To uphold the Code of Christian Conduct and the high academic standards of the school, the principal reserves the right to remove or suspend the privilege for a child to participate in extracurricular/sports activities.

The criteria below are followed:

- To participate in sports, Student Council, or any other extracurricular activities, (i.e., school musical) a student must be carrying passing grades (a 2 or above) in all subject areas. A failing grade in any subject area may cause a student to be placed on academic probation necessitating the temporary removal from athletics or extracurricular activities. The principal may make a case-by-case exception.
- Students must always demonstrate Christian values, respect, and responsibility to all coaches, adults, opponents, and teammates. Inappropriate behavior during the school day,

at any school-sponsored activity, or any family program activities may result in the inability to participate in activities.

- Students recognize that consumption of alcohol, tobacco, vape products, and/or drug use will automatically suspend them from athletics for the rest of the year and may also make them ineligible for participation in extracurricular activities.
- A student who is absent from school is normally not allowed to participate in after school or evening activities. The principal may, if circumstances warrant, waive the above requirements and allow the student to participate in an after school or evening activity.
 - Students must be prepared to practice on time all the time. Absences from practice will only be excused for illness, when a school or church related conflict is present, or a family obligation needs to be met.
 - If a player feels overwhelmed with schoolwork parents should reach out to the coach to discuss the possibility of their child being excused from a practice or game. This communication should occur in advance of the practice or game.
- Athlete Expectations
 - The athlete understands that they are responsible for promptly returning the sports uniform in good condition at the end of the season. If they fail to return the uniform, they will pay the cost of its replacement.
- Parent's Role
 - The parent is to be supportive of the coach, the teachers, the referee, and their decisions.
 - The parent is to encourage the athlete to contact the coach with questions or concerns.
 - The parent is to understand that they have a volunteer responsibility to the SAL Athletic Program, which is separate from the annual overall school volunteer requirement.

CELL PHONES

Cell phones, Apple watches (or similar), or other communication or photographic devices are allowed in school but must be kept in silent mode and stored in lockers or backpacks. **Student use of any of these devices at any time during the school day, including classes and recesses or after-school activities, without permission is prohibited.** While participating in after-school extra-curricular activities, students will be allowed access to personal electronics on an as-needed basis and should request permission to use the device from the teacher, member of the administration, or parent volunteer before usage. Please refer to Student Behavior Expectations and

Discipline/Parent Communication Plan Standards for discipline on unacceptable use of cell phones and other communication devices.

COMMUNICATION/TELEPHONE

A newsletter is provided electronically to inform the parents/legal guardians of school happenings and is the responsibility of parents/legal guardians to read all materials. Information may also be communicated via email, conferences, progress reports, report cards, the school website, telephone, and Wordware. Please review the section regarding Parent Meetings for additional communication.

The office telephone must be available for necessary school business calls. Students may make only emergency/necessary calls home from the school phone. The teacher and/or principal may decide if the call home or to a parent/legal guardian is necessary. Students should not call home for missing/forgotten work, lunch, instruments, etc. Incoming telephone calls for students during school hours are discouraged unless an extenuating circumstance exists.

COMPUTERS AND TECHNOLOGY

The school permits student access to computers and technology resources to further educational goals and objectives of the school. Reasonable care has been taken to assure the appropriateness and quality of the materials available using educational software and technology. However, parents/guardians are warned that school and the Archdiocese of Milwaukee do not have control over the internet and access to it. Parents/legal guardians should talk with students about internet appropriateness and acceptable use of school devices. Please refer to Student Behavior Expectations and Discipline/Parent Communication Plan Standards for discipline on unacceptable use of computers and technology.

COMPUTER NETWORK POLICY

Students are responsible for good behavior on school computer networks just as they are in a classroom or other school location. Communications and research assignments on the school network are part of regular classroom learning, and school rules for behavior will apply. Independent access to network services is provided to students who agree to act in a considerate and responsible manner. Parents/guardians and students sign an acceptable use form and agree to follow the guidelines of the school. Access to the network is a privilege and not a right.

Network storage areas are treated as school property, not the device user. Network administrators may review files and documents, search history and communications, and anything else stored on the device to maintain system integrity to ensure that students are using it responsibly. Students should not expect that files stored on the school servers will be private. Parents/legal guardians are encouraged to regularly monitor device and browser history. Please refer to Student Behavior Expectations and Discipline/Parent Communication Plan Standards for discipline on unacceptable use of computers and technology.

DEVICE DAMAGE POLICY

If a school-owned mobile device (including related accessories) is damaged and needs to be repaired or replaced, a summary sheet of the cost will be sent home with the student. Repair and/or replacement costs vary based on the severity of the damage and the number of incidents that have occurred.

All school-owned mobile devices are distributed with a case, charging cable, and wall charger. The family is responsible for the replacement costs of these accessories if they are lost or damaged.

If an iPad or Chromebook is missing, the family/student should report it missing immediately. If a device is lost or stolen, the family is responsible for the full replacement cost of the device.

GUIDELINES FOR STUDENT COMPUTER USE AND INTERNET ACCESS

Students, as members of the St. Anthony on the Lake School community, have the right and responsibility to use school technology for educational purposes. When available, students may use the technology to complete homework and educational research. Each year parents and students are required to read, sign, and agree to abide by the Milwaukee Archdiocesan Acceptable Use Policy for the Use of Computers and Telecommunications.

New technologies are changing the ways that information may be accessed, communicated, and transferred. Use of computers and the Internet are designed to serve students, faculty, staff, and volunteers of the parish/school.

Network and Internet access is provided to further the legitimate educational goals of this institution. All use of the parish/school computer system must be in accordance with the goals and purposes of the institution and conducted in an ethical and legal manner.

The equipment, software, network capacities, and electronic communications systems provided through the parish/school computer system are and remain the property of the parish/school. Access to the Internet and the use of the computer network, including independent use off parish/school grounds, shall be subject to this policy and accompanying regulations. The purpose of these regulations is to define guidelines for students, staff, and volunteers for the use of parish/school networked computer equipment, including those that provide Internet access.

Rules for Acceptable Use of Computers and Telecommunications

- Each individual student accepts responsibility to act in a moral and ethical manner when using the computer system and Internet. General parish/school rules for behavior and communication apply.
- Network storage areas and parish/school-issued or personal devices may be treated like school lockers or desks. Administrators have the right to review email, files, device content, and communications to maintain system integrity and ensure that users are using the system responsibly. They may also request access to these types of documents

maintained on third-party servers being used for educational purposes. Students should not expect that files will always be private.

- The following are not permitted:
 - Sending or displaying offensive messages or pictures
 - Using obscene language
 - Harassing, insulting, or attacking others
 - Tampering with or damaging computers, computer systems, or networks
 - Violating copyright laws and plagiarism
 - Using another's password
 - Trespassing in another's folders, work, or files
 - Wasting limited resources
 - Employing the network for personal financial or commercial gain

 - Circumventing security measures on parish/school or remote computers or networks

 - Disclosing, using, or disseminating personal identification information regarding minors without authorization

All student users of the parish/school computer system and telecommunications are required to read the rules for acceptable behavior, understand the rules, and agree to comply with the rules. Any person wishing to use the parish/school computer system is required to sign the Student Acceptable Use Form before being permitted access.

Violations may result in a loss of access to computer technology, as well as disciplinary, legal, and/or monetary consequences. The decision of the principal regarding inappropriate use of the computer system is final. Mandatory reporting guidelines apply to all use of the parish/school computer system.

Personal Electronic Devices

A personal electronic communication device means any device that a student is in possession of which electronically communicates, sends, receives, stores, reproduces, or displays voice and/or text communication or data. These include, but are not limited to cellular phones, pagers, smart phones, wearable devices, Wi-Fi enabled or broadband access devices, laptops, tablets, personal digital assistants, 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.

It is the user's responsibility to:

- View Internet sites that are allowed at the parish/school.

- Respect the privacy rights of others.
- Receive explicit consent to capture, record, or transmit the words (i.e., audio) and/or images (i.e., pictures/video) of any student, staff, or other person during any school/religious education/youth ministry activity.
- Make sure no unauthorized copyrighted materials enter the network.
- Make sure no unauthorized copyrighted materials enter the network.
- Ensure that the use of the device does not disrupt the learning environment. Unauthorized use of personal electronic devices includes but is not limited to the following:
- Possessing, viewing, sending, or sharing video or audio information having sexual, violent, or threatening content on parish/school grounds, at parish/school events, or on school buses shall be prohibited and may result in disciplinary action.
- Any files known to carry harmful malware.
- Use of device at any time in any parish/school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to locker rooms, shower facilities, restrooms, and any area where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The administration has the authority to determine other specific locations and situations where possession of a personal electronic device is prohibited.

The student user of a personal electronic device shall accept sole responsibility for its preservation and care. Student users understand:

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

Guidelines for Use of Social Media

Each user of the parish/school computer system has a conditional right to access the social media environment to facilitate educational and personal growth in technology and collaboration. While staff are allowed access to public social media outlets (e.g., Facebook, Twitter, LinkedIn, Instagram, etc.) for parish/school-related activities, students will not be granted access to these sites from parish/school owned computers without approval from an administrator or designee as there is no way to filter the content available on these sites.

The school reserves the right to establish online accounts for students under the age of 13 for educational use with proper parent consent to be in compliance with Federal Child Online Privacy Protection Act (COPPA) regulations.

Rules for Acceptable Use of Social Media:

- Parents must be made aware, in writing, of the parish/school's intended use of a social networking site. Parents must be invited to have access to this site.
- Students should not initiate a request to staff to join a social network being used for personal purposes.
- The user is responsible for adhering to the media release request of each student prior to posting any photos of students on any social media website for educational purposes.
- Principals and/or network administrators will regularly review and regularly monitor all comments and posting on school media sites. Any inappropriate content on a school media site should be deleted immediately.
- Users will treat information, sources, subjects, colleagues, and information consumers with respect. Gathering and expressing information should never cause harm or threaten to be harmful to any person or group of people.

Violations may result in a loss of access to computer systems and networks, as well as disciplinary, legal, and/or monetary consequences. The decision of the principal regarding inappropriate use of social media is final.

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Virtual Learning Expectations – In the event that a classroom or entire school needs to shut down, the following behaviors are expected.


- Classrooms will be equipped with cameras and microphones to allow students access to live instruction
 - Students are expected to virtually attend class according to the daily schedule
 - Students who are ill may have access to recorded in-class instruction
 - Should virtual instruction be required, students should have access to printing and scanning of documents at home
 - Dress appropriately following out-of-uniform policy in the handbook
 - Snacking is allowed at the teacher's discretion. Please avoid eating full meals during instruction.
 - Use a designated workspace with a chair and flat surface. Students should not attend class in bed or on the floor
 - Being late for virtual learning class time will be marked tardy
 - Do not use additional technology during class time such as cell phones or tablets.
Distractions, such as pets, toys, siblings, and televisions, should be avoided
 - Follow the same expectations and guidelines for Chromebook or school-issued devices
 - Communicating any technology difficulties or student absences to the teacher is the responsibility of the students and/or parents
 - Focus the camera on the student's faces during instruction
 - Be prepared with materials and writing utensils before instruction
 - Use the restroom before instruction begins
 - Follow the handbook policies regarding behavior. Yellow and orange slips may be issued for disciplinary reasons
 - Use appropriate language and exhibit acceptable body language at all times
 - Use the device's camera feature unless the teacher instructs students to turn it off during instruction

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DRESS CODE: UNIFORM POLICY

We believe that a student's appearance should be neat and clean while reflecting the Christian values of modesty and positive self-image. The uniform policy will provide fewer distractions in the classroom settings and reduce any sentiments of competition among students. St Anthony on the Lake Catholic School students in grades 4K-8th must follow the uniform policy stated below. The primary responsibility for enforcing the uniform policy rests with the parents before the student leaves for school in the morning. Interpretation of proper attire is at the discretion of the staff. A color swatch/guide for the intended colors listed in this policy will be available for review in the school office.

Uniform Clothing Item	BOYS	GIRLS	NOTES
Shirt	Solid Only: Navy Blue, Red, or White	Solid Only: Navy Blue, Red, or White	Style: Long or short sleeve, collared, blouse, polo, or oxford Fabric: Cotton or Cotton Knit, Tech/Dry Wick Logo: St. Anthony Logo only (no Nike, Under Armor, etc.)
Pants	Navy Blue	Navy Blue	Style: No rivets or external pockets, No skinny, hip waisted/low rise or cargo pants Fabric: Cotton Twill Pants must be clean, free of holes, and fit appropriately.

Jumpers/Skirts/Skort	N/A	Hunter/Classic Navy Plaid ONLY (Lands' End recommended but not required) 	Length: No higher than 4 inches above floor when kneeling. Tights, bicycle shorts or leggings are expected to be worn under jumpers or skirts.
Uniform Clothing Item	BOYS	GIRLS	NOTES

Shorts	Navy Blue	Navy Blue	Fabric: Cotton Twill Length: No higher than 4 inches above floor when kneeling. May be worn May 1st through October 1st and dates approved by the principal
Leggings	N/A	Black, Navy, or White	Fabric: Knit May only be worn under jumper or skirt. No embellishments on leggings such as polka dots, stripes, lace, etc.)
Sweater, Vest, or Jacket Must be worn over appropriate uniform shirt	Navy Blue, Red, or White	Navy Blue, Red, or White	Fabric: Knit Spirt wear jacket or sweatshirt is allowed.
Belts	Black, Brown, or Navy	N/A	Required for grades 5-8
Socks	Black, Navy, or White	Black, Navy, or White	Style: Anklets (as long as sock can be seen), crew, knee highs, tights or nylons Socks must always be worn No footies or no-show socks
Shoes	Comfortable shoes made for the safety of the child's feet.	Comfortable shoes made for the safety of the child's feet.	No light-up, open back, open toed, sandals, clogs, or backless slip-ons. Including 3K.
	Shoes require some type of closure (straps, laces, etc.)	Shoes require some type of closure (straps, laces, etc.)	Boots of any kind (UGGS, Fashion, Winter, Ankle Boots, etc.) are not permitted in the classroom.

3K attire:

The 3K program does not have a uniform code; however, we ask that students adhere to the following guidelines:

- Clothes should be comfortable play clothes. Our 3K students spend a lot of time on the floor. No light-up, open back, open-toed, sandals, clogs, or backless slip-ons.
- Shorts, tights, or leggings **are expected** to be worn underneath dresses.

- Shorts may be worn from May 1st through October 1st and on dates approved by the principal.
- Shoulders must be covered at all times. Tank tops or spaghetti straps are not permitted.
- Students should wear tennis shoes only – boots of any kind (UGGS, fashion, winter, ankle boots), jellies, crocs, or open-toed sandals are not permitted in the classroom.
- Socks should always be worn.

Out of Uniform Attire:

Parents and students should use discretion when choosing clothing, keeping in mind the shared uniform value statement above. Shirts must be of a length that allows them to be tucked in. Shorts and skirts must be close to knee length (no higher than 4” above the floor when kneeling). On non-uniform days, jeans or sweats may be worn. Tights or leggings are not allowed on these days unless under a skirt. Shirts should not expose shoulders or midriffs. If a student comes to school in attire that does not reflect modesty or Christian values, the student may be asked to change into a uniform for the day.

Spiritwear Day

Each month we have designated Spiritwear days. On SPIRITWEAR day students must wear SAL Spiritwear (purchased through Burghardts). Students are allowed to wear sweatpants or jeans on Spiritwear Days. Tights or leggings are not allowed on these days unless under a skirt.

Mission Shirt Days

The 1st Wednesday of every month is Missionwear day. Students should wear their mission shirt and uniform bottoms.

Cold-weather attire:

All students are expected to dress for warmth. Outside recess will occur if the windchill temperature is above zero. Students with snow pants and outdoor boots will be allowed to play in the snow. When the play area is wet, muddy, or snow-covered, students will be expected to wear separate, outdoor boots. Those without boots will be asked to stand near the building. The decision to wear boots on the playground will come from the school office. Snow gear may be kept at school.

Scouting:

Students may wear Scout uniforms on the day of a Scout meeting or an after-school Scout activity.

Hair Color/Makeup/Piercing:

Hair that is colored or styled in a manner that distracts others is not permitted. Light/minimal make-up is permitted for middle school. Piercing must be limited to the earlobe and there are no piercings allowed for boys. No dangling or hoop earrings. No visible temporary or permanent tattoos or body art. Nails must be kept short, clean, and well-manicured.

Labeling of clothing:

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

Violation of the Uniform Policy:

Those in violation of the uniform policy may be sent to the school office and parents will be contacted. The teacher and principal shall make the final determination for the acceptability of any item. Students may be asked to change into appropriate clothing.

DRESS CODE: PHYSICAL EDUCATION (PE)**Shoes:**

Each child must have a separate pair of clean, activity-appropriate PE shoes, which can be left at school. Tennis, cross training, running, and basketball shoes are all examples of acceptable and safety-focused shoes.

Socks:

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

Sweatpants or Active Wear Pants:

When outside during cooler temperatures, sweatpants or active wear pants are allowed.

PE Uniforms

Students in grades 6-8 are expected to change and wear St. Anthony PE clothing for class. These T-shirts and shorts are ordered on Back-to-School Night and are delivered within a few weeks. Until delivery, please bring a change of clothing for PE. Shorts must be no more than 4 inches above the knee, no sleeveless shirts or tank tops.

Personal Hygiene:

Students in 4th grade and up are strongly encouraged to use deodorant.

EMERGENCY INFORMATION

The emergency/illness form is one of the most important records requested by the school. Current information is vital to the proper care of each student in case of illness or injury during school hours. The emergency contact should be available with transportation during the school day. When possible, two emergency contact names should be provided.

An updated Emergency Contact Form is required at the beginning of each year and shall be reviewed/completed on Back-to-School Night.

EMERGENCY SCHOOL CLOSING

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

The following stations will carry the announcements, which usually begin about 6:00am: WTMJ 620 AM, WKTJ 94 FM, and TV Channels 4, 6, and 12. A phone message, text, or email from the principal to all parents will be sent.

It may become necessary to dismiss school early because of serious weather conditions or other emergencies. Each family should have a plan to cover such situations so that students who arrive home before the usual time will not be left alone or locked out of the home.

FIELD TRIPS

Field trips are meant to be educational and are directly related to the curriculum. Normally, trips are arranged by the teacher with the consent from the principal, and transportation is provided by a licensed public carrier. Field trip costs are included in school tuition and fees.

Permission slips are always obtained from the parents/legal guardians for these activities. Generally, volunteer chaperones are recruited from the parents/legal guardians of the specific group. All field trip chaperones must have received Safe Environment Education training (contact the school office or the Archdiocese website for information on this training). If enough qualified chaperones have not volunteered, the field trip may be canceled.

On rare occasions, when private cars are used to transport students to school events, insurance coverage carried by the school/parish is secondary to the insurance carried by the car owner. Volunteer drivers, who are 21 years or older, must have adequate liability coverage, at a minimum of \$100,000/\$300,000 for their privately-owned vehicle to protect themselves and other occupants. The parish insurance program includes non-owned automobile coverage with sufficient limits to protect those parties not responsible for the accident. A Volunteer Driver Information Sheet must be completed each year and returned to the school office before driving on any field trip. (Information can be found online or through the school office)

When private vehicles are used for school activities, all passengers must use seat belts or be in proper restraints as required by law.

FUNDRAISING

The principal reserves the right to approve or deny any planned school fundraising or stewardship activities. Activities which are inconsistent with the educational or spiritual development of the students are prohibited.

LITURGY

St. Anthony on the Lake Catholic School provides the students with daily prayer experiences. Prayers are recited each day in the classroom. The day begins with an all-school prayer. The students in grades 3K-8 ordinarily attend liturgy at least once a week, with special liturgies and prayer services included throughout the year.

PARENT/TEACHER MEETINGS

Parent/Teacher/Student conferences are mandatory during the first and second trimester. Two late afternoons/evenings are set for this purpose. Conferences will be hosted virtually unless other arrangements have been mutually agreed upon. Please see the school calendar for specific dates.

The preferred and first means of contacting teachers is via email. All addresses are listed on the website www.stanthony.cc. If a parent/legal guardian needs to be in touch with or meet with a teacher other than via email or during scheduled conference times, please call the office to make arrangements.

PETS IN SCHOOL

For health and safety reasons, family/household pets are not allowed in the school building. This does not include classroom animals. The principal, for special educational events such as St. Francis Blessing of the Animals or High Interest/Career Day, may grant exceptions. When possible, parent/legal guardians will be notified if there are planned pet visits.

PHYSICAL EDUCATION

All students are required to participate in the physical education program. Students in grades 3K-8 have two class periods per week under the direction of a licensed and certified physical education instructor. Grades are issued. Students will not be excused from physical education classes unless they present a doctor's excuse, or a parental excuse signed by the principal.

Please see "Dress Code - PE" for information regarding attire for physical education classes.

PROGRESS REPORTS/REPORT CARDS

Grades are designed to represent the academic performance of a student at a given point in time. Accurate and timely notification of student progress are cornerstones of an effective reporting system.

Students and parents should have easy access to grades and parents should feel free to contact the respective teacher at any time regarding student progress. Parent/Teacher/Student conferences are scheduled at the end of each trimester. However, one does not have to wait until the end of a term to discuss something that would be of benefit sooner.

Student report cards are issued at the end of each trimester and contain marks for academic (based on Standards) and behavioral (Success Indicators) performance. These reports are designed to invite interest and cooperation of students, parents/legal guardians, and teachers.

RESOURCE SPECIALIST

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

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

When a teacher, a parent/legal guardian, or the principal wants help in dealing with a student problem, the learning resource teacher can provide testing to help identify the problem. Teachers, parent/legal guardians, or the principal may refer a student for testing to the resource teacher.

SACRAMENTS

The preparation of the student for the reception of the sacraments is the responsibility of the parish and the parents/legal guardians. The students attending the parish school have daily opportunities to grow in understanding the doctrine and traditions of our faith. Penitential celebrations are held regularly with the parish community. The students in second grade are formally prepared for the reception of First Eucharist and First Reconciliation.

SCHOOL ADVISORY COMMISSION

The School Advisory Commission/Committee is a group of elected or discerned parishioners who, along with the pastor and principal, are dedicated to the promotion and welfare of Catholic education.

The School Advisory Commission (SAC) is a standing commission of the Parish Pastoral Council. The School Advisory Commission is an advisory body to the school principal and:

- Assists leadership in ensuring that the school will thrive and remain viable for the future.
- Assists leadership in ensuring excellence in
 - Catholic Culture
 - Academics
 - Whole Child Education
 - Stewardship of Resources

- Supports the school in its efforts to collaborate with the parish.
- Acts as a liaison between parents and leadership by bringing forward questions and concerns regarding students, parents, teachers, and others.

The principal views the SAC as an integral part of the school community and uses the SAC as a consultative body to further the mission of the school.

SCHOOL PROPERTY

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

SERVICE HOURS

Students in grades 6, 7, and 8 are required to perform service. Please refer to the Middle School welcome video for specific information regarding service hours.

STANDARDIZED TESTING

Iowa Assessments will be administered to students in grades 3, 5, and 7 in the spring of each year. At the same time: Metropolitan, Iowa, or other tests may be administered to grades K4, K5 & 1. The results of these tests will be sent to parents/legal guardians in the late spring. In addition to the aforementioned tests, MAP testing will take place three times during the school year. Please refer to the school calendar for specific dates for all testing. **Absence from school during these testing periods is strongly discouraged.**

STUDENT WITHDRAWALS/TRANSFERS

The procedure for withdrawal or transfer is:

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

VISITORS

All visitors (including parents/legal guardians) are asked to report to the office upon entering the school building to sign in and obtain a visitor's badge. Teachers should not be approached or interrupted during a class period.

STUDENT BEHAVIOR EXPECTATIONS AND DISCIPLINE/PARENT COMMUNICATION PLAN STANDARDS

We believe that the primary obligation to follow St. Anthony on the Lake School mission to **Live-Seek Commit-Serve** rests with the home and the parents/guardians, and we are committed to a partnership in developing respectful, spiritual, and responsible students. When students come to St. Anthony on the Lake, they broaden their involvement as members of the parish community. Faith community is at the heart of Catholic education and is not a concept to be learned, rather a reality to be lived. To create this positive learning atmosphere, all St. Anthony on the Lake students are expected to demonstrate increasing maturity as they develop to **Live-Seek-Commit-Serve** the Lord and the community.

These standards and rules represent the school's expectations of all students. Every effort will be made to enforce these rules in a fair and consistent manner. The school reserves the right to interpret and apply these rules.

LIVE

Living the way of the Lord begins with you. Respect for self and others is central to becoming a full participating member of a community. A respectful person is one who believes in the dignity and worth of all individuals and who acts accordingly. All students have the right to learn and participate fully in a safe environment that maintains an atmosphere of mutual respect and courtesy. While involved in St. Anthony on the Lake's activities, whether at St. Anthony on the Lake or in other environments, we expect our students to:

- Be respectful and attentive to others' needs.
- Be mindful and sensitive in our attitudes towards others.
- Play safely on the playground in designated areas.
- Resolve mistakes made with others through talking about differences or problems and creating positive solutions.
- Show common courtesies and good manners toward teachers, other adults, and fellow students.

- Represent St. Anthony on the Lake in a positive way.

SEEK

Seeking God's love and how Jesus wants us to live is a commitment of St. Anthony on the Lake. All students have the right to learn and participate fully in a safe environment that maintains an atmosphere of mutual respect and courtesy. While attending St. Anthony on the Lake School, we expect our students to:

- Seek and celebrate the differences in others
- Be kind and respectful to all students and faculty
- Help classmates and others who are in need
- Actively include, instead of exclude, others in games, discussions, and events.
- Show common courtesies and good manners toward teachers, other adults, and fellow students.

COMMIT

Our belief in Jesus has drawn us to this faith community. Our beliefs are expressed in our actions, in our participation in prayer and prayer services and at our Liturgy. A person committed to the way of the Lord is one who lives his/her faith and accepts and relates well with others. Out of commitment for our own beliefs, we expect our students to:

- Have a quiet and reverent attitude during prayer, prayer services, and Liturgy.
- Treat religious symbols in a respectful, reverent manner. ○ Recognize and affirm goodness in others.
- Participate in special projects through service learning or additional volunteer hours for programs, groups, and individuals in need.

SERVE

As students mature, they are expected to demonstrate increasing personal responsibility and self-control. A person committed to serving others is one who confidently and competently responds to meeting personal, school, and community obligations while enjoying the personal satisfaction that comes from accomplishing tasks. To make school a positive learning experience for everyone, we expect students to:

- Complete schoolwork on time (assignments and homework).
- Follow directions with care and concern.
- Have all materials needed for classes.
- Handle with care - school property, desks, playground equipment, books, and all learning materials.
- Participate in class, raising their hands to be called upon, completing assigned work in a neat and timely manner, and maintaining eye contact with the teachers or class members, whenever appropriate.

CONFLICT RESOLUTION

Conflict arises when there are individuals who want different things, see things differently, and have differences of opinions. Conflict is a part of life. It can be a positive part of life and an instrument of growth. Having a conflict with someone doesn't necessarily mean that one person is right and the other is wrong. Sometimes conflict can be as simple as a difference of perspective. No matter what the source of a conflict, students need to learn how to deal with it in a positive way. Teachers and administrators at St. Anthony on the Lake work to provide students with the tools needed to help solve problems. Teachers and administrators take an active role in working with students when conflicts do arise.

STUDENT BEHAVIOR & DISCIPLINE

St. Anthony on the Lake School is proud of the positive behavior of its students which enables an environment where all students are valued and thrive. In order to foster an environment conducive to learning, students will always be expected to comply with school rules. Our most important rules are:

- Be Safe
- Be Respectful
- Be Responsible

St. Anthony on the Lake School's primary role is to instill Christian values so that discipline is not necessary. However, when students do not follow rules, or behave in a manner inconsistent with our expectations, there are consequences to their actions. Parental support and cooperation are essential for an effective disciplinary plan.

General Classroom Behavior Management:

Each classroom develops rules and behaviors appropriate for their class and age level. These rules are to be communicated with both parents and students. As students progress in age and maturity, the goal of the faculty and staff of SAL is to hold students increasingly responsible for their decisions in order to help them grow as individuals and to best prepare them for the next step in their journey.

Because our disciplinary practices are rooted in a progressive model, teachers will handle routine discipline in their classrooms. Examples of appropriate consequences are time outs, verbal reminders, loss of privileges, or other means to modify unacceptable behavior.

Once sequential, appropriate classroom interventions have been implemented, if a student continues to fail to comply with classroom expectations, he/she may be issued a Student

Reflection form (see below). A Student Reflection form may also be used if a single, more significant behavioral issue occurs. Reflection forms will be sent to the parents and to the principal. In rare cases, depending upon the severity or recurring nature of the offense(s), a collaborative Corrective Action Plan may be cooperatively developed by the school, student, and parent/guardian. This plan needs to include specific steps of action and a time frame for reevaluation. Follow-up on the part of all parties is expected.

If serious offenses occur, Archdiocesan Policy #5114 will be followed regarding probation, suspension, and expulsion.

Reflection Forms:

1. If typical classroom interventions have failed to yield results for minor infractions (e.g. excessive talking, failure to follow directives, disrupting the learning environment, etc.) a Yellow Reflection form may be issued. Orange Reflection forms are issued for repeated infractions or for major or more serious infractions (e.g. bullying, creating an unsafe environment for others, disrespect, etc.)
2. When an infraction occurs, a reflection form is to be completed prior to the close of the day and the adult issuing the form is to communicate with parents that a form is being brought home. The student is responsible for taking the reflection form home for parent signature and for returning it the following day to the adult who issued it.
3. Reflection forms may be issued by any supervising adult including teacher aides and EDC personnel.
4. A student receiving multiple Orange Reflection forms may be subject to more stringent disciplinary measures as determined by the SAL Principal.

STUDENT REFLECTION

Something happened today which goes against school rules.
Please discuss, complete, and return this sheet by the next school day. Thank you!

Student Name: _____
Date: _____ [] Minor infraction (yellow) [] Major infraction (orange)
Issuing Teacher: _____
Comment: _____

Completed by Student

This is what happened: _____

Completed by Parent and Student

This is how I will do better: _____

Student Signature: _____

Parent Signature: _____

Teacher Signature: _____

STUDENT GUIDELINES FOR THE SCHOOL YEAR

St. Anthony on the Lake School students are in the process of becoming responsible Christian adults. These, along with the directives given in the Parent Handbook, are guidelines which, if followed, will help students to attain their goals and make their years at St. Anthony on the Lake School run smoothly and successfully. Expectations for student behavior in various daily situations and locations follow below.

ACADEMICS - ST. ANTHONY ON THE LAKE STUDENTS SHALL:

- Be on time for school/classes.
- Be prepared for classes.
- Pay attention in class.
- Not leave class without permission.
- Use time well.
- Complete work on time.
- Use books, tools, and equipment carefully and appropriately.
- Not touch anything on any desk, but his/her own, without permission.
- Maintain quiet in halls when changing classes.
- Be prepared for book and locker inspection.
- Follow the instructions of anyone in a position of authority.

IN GYM AREA - ST. ANTHONY ON THE LAKE STUDENTS SHALL:

- Understand that school-issued gym clothes are mandatory for Grades 6 - 8 Physical Education Classes.
- Wear only clean athletic-type shoes on the gym floor.
- Not eat or drink anything in gym, locker room, or hallways.
- Observe bleacher rules; no stomping or jumping.
- Get permission to use equipment/return to the proper storage area.
- Follow the instructions of anyone in a position of authority.

LUNCH HOUR IN CAFETERIA OR CLASSROOM - ST. ANTHONY ON THE LAKE STUDENTS SHALL:

- Talk in a conversational tone of voice.
- Eat only in designated areas.
- Not throw food.
- Clean up on and under your table and chair space after eating.
- Deposit trash and recyclables in containers provided.
- Not take food or candy to playground.

- Leave quietly to go to the playground area.
- Not litter in halls or on stairs.
- Follow the instructions of anyone in a position of authority.

DURING OUTSIDE RECESSES - ST. ANTHONY ON THE LAKE STUDENTS SHALL:

- Be involved in a recreational, social, or school work-related activity.
- Remain within playground boundaries and stay on age-appropriate playground equipment.
- Stay away from shrubbery and garden.
- Use playground equipment appropriately.
- Not throw snowballs, rocks, or woodchips
- Follow the instructions of anyone in a position of authority.
- Have inclusive behavior to all classmates.
- Wear appropriate clothing for the weather/season.

GENERAL BEHAVIOR - ST. ANTHONY ON THE LAKE STUDENTS SHALL:

- Show courtesy and respect to all others by using appropriate language and avoiding inappropriate gestures or physical contact.
- Respect all property; keep hands, feet, books, and other objects to himself/herself.
- Expect to pay for or replace any property deliberately or carelessly damaged.
- Maintain a quiet, orderly atmosphere in the building without running, pushing, or shoving.
- Not go to lockers at unauthorized times.
- Bring money for necessary purchases only.
- Stay on the school grounds unless the student has specific permission from the office to leave.
- Sign in and sign out in the school office when arriving/leaving during the school day for any reason.
- When asked to participate in religious or patriotic activities, all students are expected to comply respectfully with the expectations of St. Anthony on the Lake School as directed by our Mission Statement.
- Be conscientious in bringing communications from parents to school and from school to parents.
- Present notes from parents to administration and to teachers affected two weeks prior to any planned absence.
- Dress within the dress code.
- If cell phones are brought to school, they must be turned off or silenced during the school day and kept in the student's locker or backpack. Any phone calls that need to be made during the school day should be made in the school office.
- Follow the instruction of anyone in a position of authority.

HOW DO “APPROPRIATE BEHAVIORS” LOOK

Your character is defined by what you do, not what you say or believe....

- Every choice you make helps define the kind of person you are choosing to be.
- Good character requires doing the right thing, even when it is costly or risky.
- You don't have to take the worst behavior of others as a standard for yourself. You can choose to be better than that.
- What you do matters, and one person can make a big difference.
- The payoff for having good character is that it makes you a better person and it makes the world a better place.

The staff, students, and parents at St. Anthony on the Lake School believe....

- That learning can best take place in a safe and orderly environment.
- That quality education occurs in a positive school climate of empathy and respect.
- That students should learn to be responsible for their behavior.
- That student behavior which interferes with any student's learning or violates another student's right to feel safe will not be tolerated.
- That clear expectations are necessary for success.

ST. ANTHONY ON THE LAKE SCHOOL RIGHTS AND RESPONSIBILITIES

Church and All-School Assemblies

I have the right to attend any presentation or performance that is part of our school program or curriculum. I have the responsibility to:

- Enter and exit in a safe and orderly fashion.
- Remain in my assigned area and help maintain an appropriate noise level.
- Be attentive and polite to the guest speaker, performers, and audience members.

Bathroom

I have the right to use the bathroom facility in my assigned area. I have the responsibility to:

- Use the bathroom with my teacher's permission.
- Respect others' right to privacy.
- Use an inside voice and make good choices in behavior.

Classroom

I have the right to learn in an atmosphere of mutual respect and courtesy. I have the responsibility to:

- Respect everyone.

- Be a good teammate in projects.
- Be a good classmate.
- Be patient and not disruptive in the classroom.
- Be on time.
- Complete assignments.
- Bring supplies to class.
- Be respectful and follow all classroom rules.

Field Trips

I have the right to enjoy a safe and educational field trip. I have the responsibility to follow all school rules while on the bus and at the destination.

Hall

I have the right to learn without distractions or interruptions caused by other students in the hallway. I have the responsibility to:

- Follow the walking pathways established by my teacher.
- Always walk in a quiet and orderly fashion
- Always remain quiet so that others are not disrupted.
- Use the stairs appropriately.

Lunchroom

I have the right to eat without distractions or interruptions caused by other students. I have the responsibility to:

- Use appropriate table manners.
- Maintain a calm noise level.
- Remain seated at the table to which you've been assigned until you are dismissed.
- Never throw food.
- Clean up on and under our table and chair space after eating. Deposit trash and recyclables in containers provided.
- Do not take food or candy to the playground.
- Respect and follow the rules of the lunchroom moderators.

Internet Usage

I have the right to use school-assigned electronic devices for educational purposes. I have the responsibility to:

- Use the internet for educational purposes only.
- Access and use the internet according to the rules and guidelines of St. Anthony on the Lake School.

Indoor Recess

I have the right to enjoy indoor recess. I have the responsibility to:

- Remain in the designated area (gym, classroom, SAH)

- Use an inside voice.
- Participate in an appropriate activity.
- Interact respectfully with peers and adults.

Playground

I have the right to enjoy recess time. I have the responsibility to:

- Use the restrooms before going outside.
- Exit and enter the building quietly and appropriately.
- Use school playground equipment. Electronic toys, games, radios, and trading cards must be left at home.
- Interact respectfully with all students and adults.
- Remain within playground boundaries.
- Solve problems peacefully. Get help when needed.
- Share school equipment with everyone.
- Leave all snow, ice, sand, woodchips, and sticks on the ground.
- Keep hands and feet to myself.
- Not throw snowballs.
- Respect snow forts and other kinds of snow sculptures. The work of others should not be destroyed.
- Stay off ice hills during winter.
- Be mindful of other children playing.

Extended Day Care

I have the right to enjoy Extended Day Care after school. I have the responsibility to:

- Use homework time to complete any assignments or projects given to me by my teacher.
- Not disrupt or distract other students from completing homework assignments.
- Clean up the tables and floor after snack time is over.
- Be mindful of other children playing.
- Interact respectfully with all students and adults.
- Share equipment with everyone.
- Solve problems peacefully. Ask for help when needed.
- Stay in the designated area.
- Pick up all games, equipment, toys, or other activities prior to leaving at the end of the day.

POTENTIAL RANGE OF CONSEQUENCES

At the beginning of each school year, each student and parent are asked to sign the student contract indicating that the material in the Handbook has been read and that the student agrees to adhere to the policies as stated.

Failure to behave in a manner that shows responsible, respectful behavior, the following consequences for behavior may be used:

- Verbal Warning
- Reflection Sheet
- Note or Call Home
- Time Separated from Activity
- Time in the Office
- Loss of Recess, Free Time, or Privileges
- Lunch in an Assigned Classroom or Office

Extreme inappropriate behavior could be defined as any behavior that is illegal or that infringes on another person's safety. Extreme inappropriate behavior may result in:

- Immediate Removal from the Situation
- Reflection Sheet
- Loss of Recess Privileges
- Loss of Participation in Assemblies or Extra-Curricular Activities
- In-school Detention
- In-school or Out-of-school Suspension
- Dismissal from St. Anthony on the Lake School (Expulsion)

Whenever a student's conduct is such that it demonstrates a repeated refusal to obey parish/school rules, endangers the property, health, or safety of others, or consistently disrupts the learning environment, action may be taken to restrict his/her privileges and rights of program attendance.

Probation, suspension, and/or expulsion (see below for definitions) procedures may be exercised in response to serious misconduct by a student.

- **Probation:** A conditional enrollment during a trial period. Responsibility of placing a student on probation rests with the principal and teacher(s). A conference will generally be held with the principal, teacher(s), parent/guardian, and the student to discuss the behavior and consequence. The principal also sets the conditions for which the student will be released from probation. As a

reminder, all students within their first academic year at St. Anthony on the Lake are on probation.

- **In-School Suspension:** A temporary restriction of activities, privileges, and interaction with other students for a specified length of time which may not exceed 3 days. Responsibility for the stipulated conditions and length of in-house suspension resides with the principal. Prior to any suspension, the parent/guardian and student will be promptly advised of the reason for the suspension.
- **Out-Of-School Suspension:** A temporary termination of enrollment until stipulated conditions are met. Responsibility for suspending a student resides with the principal. The parent/guardian of a suspended student will be given prompt notification of the suspension and the reasons for the action. Out-Of-School Suspension is the responsibility of the parent. State law directs that a maximum of 3 days can be imposed unless a written notice of expulsion hearing is scheduled. Such notice shall allow no more than a total of 7 consecutive school days to be served in suspension until the expulsion hearing is held.
- **Expulsion:** A termination of enrollment permanently or for an extended period. Expulsion is exercised only through procedures designated by the Archdiocesan Department of Education Policies.

****OFFENSES SUBJECT TO THE ABOVE INTERVENTIONS**

****This is not an exhaustive list as the SAL Principal has the right to determine appropriate discipline in all situations.**

- **Safety:** Since all individuals are entitled to work and study in conditions of safety, anyone whose actions threaten that safety will be at risk for dismissal from St. Anthony on the Lake School. Any action that endangers the safety of another person or their property is considered a serious offense. This includes behavior that negatively affects the morale of other students or member of school staff, language or behavior that is abusive, indecent, or of a harassing nature toward other students or a member of the school staff, and insubordination toward rules and regulations set down by school administration and staff. Fighting or other aggressive activities are prohibited.
- **Vandalism and Damage:** Any damage to the school building or its contents and equipment, even through recklessness, carelessness, or by accident, will result in charges sufficient to cover the cost of repair or replacement, including labor, and make the student liable for disciplinary action.
- **Pranks:** Pranks on school premises or directed at members of the school community off the school premises will not be tolerated. Students engaging in such activity make themselves

liable for disciplinary action. In the event a prank involves trespassing or property damage, the school reserves the right to report the incident to the police.

- **Theft:** Stealing will be dealt with most severely. Taking another person's property or school equipment will make the student liable for dismissal from St. Anthony on the Lake School. Items that are found should be immediately returned to the school office. Keeping something that is found is considered theft.
- **Cheating:** Cheating, including plagiarism and academic dishonesty, or allowing one's work to be used, will be considered a serious offense. When a student is reported to the principal for cheating, the following steps will be taken: 1) the student will receive an age-appropriate sanction, 2) the student's parents/guardians will be notified.
- **Disrespect:** Any action of disrespect, bullying, harassment, and defiance towards fellow students, faculty, staff members, or community visitors will be treated most seriously. In most cases of insubordination, students who talk back to faculty members, curse, ignore directives, or threaten faculty members may be issued a suspension(s) or possible dismissal from St. Anthony on the Lake School. Repeated harassment, teasing, or other forms of disrespect of peers will be dealt with in a similar manner. Students who are witness to such behavior should report it to a faculty member. Students who are involved in fighting (verbal or physical) may be sent home for the remainder of the day and/or are subject to further disciplinary actions. Repeated violations make a student liable for dismissal from St. Anthony on the Lake.
- **Student Bullying and Cyber-bullying:** Parents and students, in partnership with the school, need to provide a safe and respectful environment. Bullying and cyber-bullying disrupt both the student's ability to learn and the school's ability to educate in a healthy and positive climate. Bullying can take on many forms including, but not limited to: racial insults, exclusion from group activities, hazing, negative or 'put down' language, consistent teasing, and deliberate actions or name-calling. Sexual harassment will also not be tolerated on school grounds or off school property but involving the St. Anthony community. Sexual harassment includes, but is not limited to derogatory jokes, comments, or unwanted sexual advances; visual content such as posters, photography, drawings, or electronic images; and physical contact or threats of physical harm.
- **Drugs, Alcohol, Tobacco, and Weapons:** St. Anthony on the Lake is a drug-free environment for students. Any involvement with tobacco, alcohol, or controlled substances is harmful to a young person's physical, emotional, spiritual, and intellectual development. St. Anthony on the Lake School believes that all students should be drug-free. Use of substances by a student can display simply poor choices, or, in some cases, a need for professional intervention. St. Anthony on the Lake School encourages parents to report to the school any incidents involving drug, alcohol, vaping/nicotine, or tobacco use.

Possession and/or use of smoking materials (including vaping devices), alcohol, drugs, drug paraphernalia, or weapons before coming to school, in the school building, on school grounds, or while participating in a school sponsored event, will result in parent notification and will put the student at risk for disciplinary action. In addition, it may be strongly encouraged that

students participate in therapeutic activities ranging from educational seminars to formal professional treatment.

Students found to be in possession of weapons, including any “look-alike” instrument or weapon, at school or under the supervision of school authorities, are subject to disciplinary action at the discretion of the principal, including suspension and/or expulsion from school and/or legal action, in accordance with Wisconsin and federal laws. The student's parent(s)/guardians will be notified of such actions.

- **Electronic Equipment:** Possession of electronic equipment such as radios, iPods, electronic games, flashlights, laser pointers, and electronic equipment designated to operate or interfere with electronic equipment used in school is prohibited. Students found in possession of any such devices on any school or parish grounds or at school-sponsored functions are subject to confiscation of said devices. Devices may be returned directly to the parent at the discretion of the principal. Students possessing such items may also receive disciplinary sanctions.
- **Cell Phone and Communication Devices Policy.** If a student does not comply with this policy, disciplinary action may be taken, including having the parent pick up the device. If necessary, students will also be directed to leave their cell phone or device in the office each morning. Then, at the end of each day, students can pick up the device from the office.

The principal shall have the right to access any content, including text messages, photos or address books on cell phones confiscated from students. Any violation of these rules will result in temporary confiscation of the phone, at which time a parent will be required to claim the phone for the student.

Archdiocese of Milwaukee Policy 5145.2
St. Anthony on the Lake School is not responsible for lost or stolen items.

Depending on the severity of the action or behavior, St. Anthony on the Lake school can determine the appropriate consequence, up to and including expulsion, and does not have to follow the sequenced steps above.

Actions taken to suspend or expel students shall be preceded by internal school procedures and supported by defensible records. Expulsion can take place only after an expulsion hearing has been held. Parents/legal guardians shall be notified in writing five days before the hearing is to take place. The hearing committee should be the Grievance Committee.

The Grievance Committee will make a recommendation to the principal to:

- Not expel (other disciplinary suggestions should be provided) or
- Expel/Allow the student to voluntarily withdraw from school in lieu of expulsion.

The student may be represented at the hearing by counsel. If the decision to expel the student is made, parents/guardian are notified, in writing, of the action. The right to appeal is made known to the parents. The student or his/her parent or guardian, may, within five school days following notification of the expulsion, appeal to the principal of schools in writing with rationale for appeal. The principal will investigate that correct procedures were followed as defined by Archdiocesan policy. If they were not followed, the principal will refer the issue back to the parish/school with a recommendation about which step of the procedure needs to be further processed. The student, or his/her parent/guardian, may within five school days following notification of the expulsion, appeal to the Superintendent of Schools, in writing, with rationale for the appeal. The principal will only assure that correct procedures were followed as defined by the Archdiocese policy. *Milwaukee*

Archdiocese Policy #5114

Alternatives to Suspension and Expulsion

Schools should have alternatives to suspension and expulsion to ensure a safe, orderly, and effective educational environment which may include, but not be limited to the following:

- Counseling with a student or group of students
- Conferences with a parent or group of parents • Behavioral intervention plan or probationary contracts
- Modified/rearranged class schedule
- After school sessions which require a student to complete missing school work or engage in counseling/conflict resolution
- Loss of privileges, restricting extra-curricular or co-curricular activities
- Removal of a student from a single class for a period
- Assignment of hours of community service at the school, parish, or other non-profit organization with the approval of a student's parent (guardian)
- Removal of a student from school-sponsored or public school transportation
- Referral to outside program (e.g., anger management, social skills, substance abuse treatment)
- Restorative justice program

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FINANCIAL OBLIGATIONS

FEES

- A Registration Fee for students is payable at the time of registration and is non-refundable. This fee is put toward tuition.
- Additional fees are incorporated in the tuition fee.
- Each family will be required to register each year with Wordware, our financial software agency, for payment of tuition and additional expenses.
- Each parish family with students in school is asked to pay tuition based upon the tuition fee for the applicable school year. If the family is unable to meet this financial expectation, the family may apply for financial aid or assistance through St. Anthony on the Lake School, and the request will be reviewed by the principal and pastor. Nonparishioners are asked to pay the yearly fee established by the Parish Leadership Team.
- There is an annual milk fee for families seeking to provide milk to their students for the school year.
- Each family may establish a hot lunch account as a prepaid account for use by the students of the family. Notice will be provided if the balance in the account becomes low or negative.
- If a student is bringing any money to school for any purpose, it should be in a sealed envelope labeled with the student's name and purpose of the money.

TUITION COLLECTION AND PAYMENT

Payments of tuition for all new and continuing students will be collected through Wordware. The first payment is due in July preceding the school year with the next payment due based on the cycle chosen.

To facilitate the collection of tuition and fees, the following procedures are established: 1.

- Parents/Guardians will receive an email from St. Anthony on the Lake School that their contract is ready to be signed.
- Parents/Guardians may select the payment plan as provided on Wordware.
- In the case of late or non-payment, a late fee may be assessed. St. Anthony on the Lake is no longer able to waive late fees.
- Parents/Guardians should immediately inform the principal if they have a financial crisis that may affect their ability to meet their tuition obligation. The principal may be able to provide assistance.

Withdrawal Refund Policy:

1. Prior to the start of school, if parents/guardians choose to withdraw their student/s and there is no one on the waitlist to fill the seat/s, the registration fee will not be refunded. However, if there is another student waiting to be accepted into school, the registration fee will be refunded.
2. For mid-year withdrawal, parents are required to cover the cost of the trimester they are currently in (August 24 - November 17 two-thirds of tuition is refunded, November 18-February 22 one-third of tuition is refunded, February 23 - June 1 there will be no tuition refunded). The registration fee will not be reimbursed. All unused monies in the family's hot lunch account will be returned. Any Extended Day Care charges are expected to be paid.

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

1. No student shall be dismissed during the first trimester for non-payment of the agreed-upon tuition.
2. Dismissal of a student during the second trimester for non-payment of the agreed-upon financial obligations shall be allowed only as a last resort when the parent/guardian has failed to demonstrate sufficient good faith in attempting to meet said obligations. Such decision shall be made by the principal or pastor. Following any such decision, a final notice will be sent to the parent/guardian thirty (30) days prior to dismissal.
3. Non-payment of an agreed-upon prior year's tuition will result in non-admission for the following school year. The principal or pastor is required to approve re-admission under such circumstances.

Non-parish families may be assessed the full non-parish supported tuition level for any students outside the parish who are enrolled. Such tuition amounts may vary and will be calculated by the principal or school committee each year prior to registration.

TUITION ASSISTANCE

Families who need financial aid or assistance should register with St. Anthony on the Lake school and complete the financial aid request which will be provided to the family. Final aid will be determined by available monies and consideration of the time, talent, and treasure given by each applicant for aid. While waiting for financial aid, monthly payments to the best of the family's ability should be made starting in July.

VOLUNTEER EXPECTATIONS

VOLUNTEERS

As mandated by the Archdiocese of Milwaukee, all school volunteers must have received Safe Environment Education training. Please see the school office for training details.

VOLUNTEER CONFIDENTIALITY

School volunteers are required to be trained in Safe Environment Education (mentioned above). As part of the Safe Environment Education, a volunteer confidentiality request for anyone working with our students is required to be signed (included in the signature page at the end of this manual). We encourage you to speak with **ONLY** the teacher when necessary about a student. The teacher will take the appropriate action. Volunteers may always contact the principal or the school office.

Consider each individual child's feelings and self-confidence. It is important that the students know they can trust all of us enough to ask for help academically or in any other way. Talking to other parents or adults is **NOT** appropriate. Children are easily wounded when they feel a target because of academic difficulties. Any private information obtained through volunteering activities is expected to remain private.

FAMILY COMMITMENTS

We have come to consider St. Anthony on the Lake as a "faith family" and you are part of that family now!

Like any family, all our members derive benefits, and we all have responsibilities. At times, this community will nourish and support you, at other times you will be called on to do the same for others. We are not simply about enrollment here. We are about engagement! This is why we spend the time to bring you into the fold intentionally (mentors, ambassadors, etc.). Our approach to stewardship is all-encompassing and we ask everyone to participate. Everyone can share from their giftedness in some way.

Many volunteers are needed to make all the school activities run smoothly. In an effort to spread the responsibility equally, all families are asked to complete at least 40 hours of service during the school year. Parish hours do count toward volunteer hours.

We use this service to assess offerings within our educational programs and extra-curricular activities. For assistance with available volunteer opportunities, please see the school office for suggestions. To accommodate many types of family schedules, there are a variety of opportunities for volunteering that can take place during the school day, at night, or on weekends.

All families are asked to sign up (through the Sign-Up Genius) for 3 duties per trimester (playground, lunch serving, or health room). A Sign-Up Genius will be sent out each trimester. If you are unable to come to school during the school day, you are still being asked to sign up and in turn, get a sub from the sub list.

Playground helpers (2) – will report directly to the office and sign in.

Lunch servers (1)- will report to the office and sign in.

Lunchroom helper (1) – will report to the office and sign in. Description here.

Health Room volunteer (1) - will report to the office and sign in.

All duties will take place from 11:15-12:45pm (12:00pm arrival for Health Room). Please note: ALL volunteers must participate in Safe Environment education before they may volunteer. Safe Environment Education – Anyone who is volunteering in any manner here at St. Anthony will need to participate in a one-time training titled “Safe Environment Education”. This training is mandated by the Archdiocese of Milwaukee.

To register please go to www.archmil.org and look at the bottom right corner for “Safe Environment”. Again, this training, along with a background check is a one-time training requirement for all adults.

HEALTH AND SAFETY

ACCIDENTS AND INJURIES

All cases of emergencies, serious accidents, or injuries must be reported to the school office. Serious injuries and illnesses, including any incident of head trauma to a student, will be reported to the parent/guardian. Serious accidents or injuries will be documented with a report to be kept in the school office. The report will state the circumstances around the accident or injury, including the first aid provided.

ADMINISTRATION OF MEDICINE

The school is prohibited from offering any student or person medication in any form without parental consent. If a student is sent to school with any medication including but not limited to aspirin, cough drops, inhalers, a “Parent/Guardian Medication Consent Form” is required. The medication will be administered as instructed on the consent form. The teacher and the school office should be notified of this need. All medications, except inhalers, will be kept in the office. Storage of other medications such as epi pens or insulin will be determined and agreed upon between the principal, teacher, and parents/guardians. The school is not allowed to diagnose any illness, injury, or administer any medicine of any nature by State Statute (118.29(2)).

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

1. Written instructions from the prescribing physician for the administration of the prescribed medication. Such instructions shall be signed by the prescribing physician. Use form "To Be Filled Out by Physician."
2. A written statement from the prescribing physician which:

- a. Identifies the specific conditions and circumstances under which contact should be made with him/her in relation to the conditions or reactions of the student receiving the medications, and
 - b. Reflects a willingness on the part of the physician to accept direct communications from the person administering the medication.
3. A written statement from the parent/legal guardian:
 - a. Authorizing school personnel to give the medication in the dosage prescribed by the physician.
 - b. Authorizing school personnel to contact the physician directly.

BIRTHDAYS

Celebrating a birthday is fun and students love to share their special day with their classmates. Taking into consideration our peanut-free classroom policy, sensitivity to students with food allergies, and encouraging more healthy food options during the school day, our plan is as follows:

- Students will receive a special blessing at mass during their birthday month, will hear their name on morning announcements, and will receive a birthday pencil from the principal.
- We ask that no edible birthday treats be sent to school.
- In place of food items, students may, on their birthday, bring in pencils, notepads, erasers, highlighters, stickers, magnets, or other low-cost school-related items to give to their classmates if they choose. We have also had students bring playground balls or games to gift to the classroom in honor of their birthday. Teachers may also find other ways to celebrate a student's birthday in the classroom, such as an extra recess, etc.

CRISIS INTERVENTION

The school maintains a Crisis Intervention Plan that establishes clear, consistent, and coordinated procedures to maximize the safety of students, faculty, and staff. The Crisis Intervention Plan will be executed in the event a crisis arises, such as natural disaster, fire, flood, or any other threatening event. The plan is reviewed on a regular basis by faculty, staff, and students and is in accordance with the Waukesha Sheriff's Office, the Pewaukee Fire Department, and other responsible agencies.

Mandatory Reporting of Child Abuse and Neglect

All children and youth have the right to live, learn, and play in an environment free from abuse and neglect. As individuals who care about children, it is the duty of any adult, employee or volunteer, in a school and/or parish to report abuse, neglect, or maltreatment of a child.

The Archdiocese of Milwaukee requires all adults, employees, or 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 it happened or where it happened. A volunteer in any program should discuss any concerns about sexual abuse, physical abuse, emotional maltreatment, or neglect of a minor with his/her immediate supervisor (such as a DRE or teacher) and collaborate in making a report to local law enforcement officials or to local child protective service agencies. If his/her immediate supervisor is unavailable and the

volunteer feels the child is in imminent danger, the volunteer is encouraged to make a report to the local law enforcement or to local child protective service agencies and then follow up with his/her immediate supervisor.

Paid personnel should directly report to local law enforcement officials or child protective service agencies. They should also notify their supervisor (such as a pastor or principal) that a report is being made. In accordance with state law and moral obligation, any pastoral or school administrator, teacher, counselor, or related professional who has reasonable cause to suspect a child under the age of 18 seen in the course of their duties has been abused or neglected or has been threatened with abuse or neglect that is likely to occur is obligated to report the case immediately (as soon as possible but not more than 24 hours later). Reports must be made by telephone or personal visit to the local Child Protective Services or local law enforcement.

Definitions of Abuse and Neglect • Child abuse is defined as any physical injury inflicted on a child by other than accidental means; sexual intercourse or sexual contact with a child; sexual exploitation of a child; permitting, allowing, or encouraging a child to be involved in prostitution; emotional damage inflicted on a child; or forcing a child to view sexually explicit activity. • Neglect is defined as failure, refusal, or inability on the part of a parent, legal guardian, legal custodian, or other person exercising temporary or permanent control over a child for reasons other than poverty, to provide necessary care, food, clothing medical/dental care, and/or shelter to the child.

Mandatory Reporters Wisconsin law lists many specific professionals who are mandated to report child abuse and neglect. Included among the list of mandatory reporters are the following: • School teachers, administrators, counselors, substitute teachers, school employees • Child-care worker or day care provider/center, childcare provider, in or out of the child's home • A member of the clergy must report if the member of the clergy has reasonable cause to suspect that child seen by the member of the clergy in the course of his or her professional duties is being abused or threatened with abuse or has reason to believe that another member of the clergy is abusing a child or threatening a child of abuse. • Mental health professionals, social workers, marriage and family therapists, professional counselors, alcohol or other drug abuse counselor • Administrators of social service agencies • Speech-language pathologist, audiologist • Physician, nurse, physical therapist, occupational therapist; dentist, chiropractor, optometrist, acupuncturist, dietitian • Police or law enforcement officer, emergency medical technician; first responder • Public assistance worker, including a financial and employment planner, mediator.

Whoever willfully violates Wis. § 48.981 (2), Stats of the Wisconsin Children's Code by failure to report as required may be fined not more than \$1,000.00 or imprisoned not more than six (6) months or both (Wis. § 48.981 (6)). Any person or institution which reports in good faith is immune from either civil or criminal liability.

All reports and records must be accorded confidential treatment by the authorities. • In the State of Wisconsin, the privilege of the priest/penitent relationship is not explicitly abrogated by this law; therefore, a confessor is not personally obligated to report such information obtained within the context of a formal structured sacramental confession. • Due to the seriousness of this matter, with the exception of the sacramental confession noted above, all priests and parish personnel are expected to comply with this statute. The archdiocese will take similar action if ever a matter of this

gravity is brought to the attention of the archbishop or his representative. (Archdiocese of Milwaukee Policy: 5140.1)

Reporting Procedure:

Any person who has been subjected to harassment should contact any adult on the school or parish staff. The person who has been notified of the incident must immediately report this information to the principal, pastor, or appropriate supervisor. An investigation shall be conducted immediately. If the allegation is confirmed, appropriate action will be taken. Appropriate action could include, but is not limited to:

- Written documentation of the incident
- Disciplinary action(s)
- Peer mediation
- Professional counseling
- Referral to outside agencies
- Probation/Suspension/Expulsion

To the extent a complaint of harassment involves sexual misconduct or the apparent infliction of physical or emotional damage, the appropriate civil authorities will be notified pursuant to Wis. Stat.48.981. According to Archdiocesan protocol, any case involving sexual misconduct also must be reported to the Coordinator of Safeguarding All of God's Children.

Search & Seizure

Parishes/schools reserve the right to search anything brought onto parish/school property. Lockers, desks, textbooks, and other materials or supplies loaned by the parish/school to students remain the property of the parish/school, and 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 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 any 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.

Officers of the law, appearing with duly processed search warrants, will be accorded the right to inspect as per the court's order. (Archdiocese of Milwaukee Policy 5145.2)

Suicide Prevention & Awareness

When any school staff has reason to believe, either by virtue of direct knowledge or a report from another person, that a student is in any danger of harming him/herself through an attempted suicide, or has attempted suicide, that person is to report this situation to the school administrator and the student's parents, 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 emergency room.

If there are repeated calls to parents with concerns of suicidality and the parents are not responding, this will be considered medical neglect and will be reported to Child Protective Services. (Archdiocese of Milwaukee Policy 6164.12)

Weapon-Free Zones

All schools will be maintained as weapon-free zones in protection of the safety of students, staff, and visitors and in accordance with Wisconsin State Statutes. (Archdiocese of Milwaukee Policy 6114.6)

SCHOOL SAFETY AND INCLIMATE WEATHER PLAN

Wisconsin law requires that fire drills be conducted. Fire drills take place once a month. The exits are visibly marked. Students will silently leave the building single file, and in proper order through the appropriate exits. Occasionally, the local Fire Department inspects the school and checks fire drill procedures. If an evacuation is necessary, each teacher has a listing of all students, their emergency contact numbers, and which families may take them home.

- Lockdown Drills are also conducted. In the event of a lockdown, all exterior doors are locked, visitors enter through a secured main entrance and must sign in before being allowed into the school building.
- Tornado Drills are conducted prior to the tornado season. Students silently file to their designated area of safety, kneel on the floor, and cover their heads with their arms.

FOOD ALLERGIES

ALL CLASSROOMS AND OTHER DESIGNATED AREAS ARE NUT FREE. All snacks must be nut free.

The school staff will do all that is reasonable to ensure the safety of the children with severe food allergies. The parent/guardian of the student with a severe food allergy must submit to the school a health care plan (refer to Archdiocesan Form 5140.2d). The health care plan will be kept on file with the school. For a student whose severe food allergy may result in anaphylaxis, an EpiPen must be provided by the parent/guardian to the school.

The school does not guarantee elimination of any and all food products that may cause the student to have an allergic reaction.

The school will send a letter of notification to parents/guardians in the affected grade levels requesting that snacks, lunches, and treats do not contain the allergen.

Parents need to notify the principal of any life-threatening food allergies and the recommended strategies for voiding them.

HEAD LICE

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

IMMUNIZATIONS

A record of the immunization history of each student is maintained for each student. The immunization requirements may be found in the Wisconsin Statutes at 254.04.

WELLNESS

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

○ School Health Policy — General

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

- **Nutritional Quality of Foods and Beverages Sold and Served**

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

- Fundraising Activities. To support children's health and school nutrition-education efforts, school fundraising activities will be encouraged to offer foods that meet the above nutrition and portion size standards for foods and beverages sold individually. The school will encourage fundraising activities that promote physical activity.
- Snacks and Celebrations. Snacks served during the school day or in after-school care or enrichment programs will generally be designed to make a positive contribution to children's diets and health, with an emphasis on serving fruits and vegetables as the primary snacks and water as the primary beverage. **NO NUTS.**
- Rewards. The school will not generally use foods or beverages, especially those that do not meet the nutrition standards for foods and beverages sold individually (above), as rewards for academic performance or good behavior, and will not withhold food or beverages (including food served through school meals) as a punishment.

- **Nutrition and Physical Activity Promotion and Food Marketing**

Nutrition Education and Promotion. The school aims to teach, encourage, and support healthy eating by students. The school will provide nutrition education and engage in nutrition promotion. Teachers are encouraged to provide, verbally recognize, and reinforce the habits of healthy snack and lunch options students bring to school. The School Committee may develop a list of unacceptable items for lunches (including, for example, soda).

Physical Education (P.E.) 3K-8: All students will receive physical education as part of their curriculum throughout the entire school year. The P.E. instructor will be encouraged to have students spend at least 50 percent of physical education class time participating in moderate to vigorous physical activity.

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

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

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

- **Monitoring and Policy Review**

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

Archdiocese of Milwaukee 5140 (c)

CATHOLIC SOCIAL RESPONSIBILITY GUIDEBOOK

The Archdiocese of Milwaukee has created this guidebook to provide direction for staff as it pertains to addressing topics pertaining to social responsibility. Clearly identified guiding principles are in place for: culture, racism, civic participation for the common good, and economics. This document was finalized in September of 2021 and will be updated as relative topics present themselves.



ARCHDIOCESE of MILWAUKEE

CATHOLIC SOCIAL RESPONSIBILITY GUIDEBOOK FOR CATHOLIC SCHOOLS

I. Introduction

As Catholic school educators in the Archdiocese of Milwaukee, we are called to respond to contemporary social challenges as disciples of Jesus Christ, loving one another in deed and in truth. (1 John 3:18)

This *Catholic Social Responsibility Guidebook*, grounded in Catholic Social Teachings, Scripture, official Church documents, and the National Standards and Benchmarks for Effective Catholic Schools, is intended to serve as a positive, non-ideological, and foundational Catholic framework for educators in the Catholic elementary and secondary schools of the Archdiocese of Milwaukee who are engaged in the important work of forming students to integrate faith, culture, and life.

Specifically, the *Guidebook* focuses on four main contemporary challenges in light of their relevance for Catholic schools today: **culture, racism, civic participation for the common good, and economics**. It provides educators with clearly identified guiding principles for Catholic Social Responsibility, Catholic theological resources corresponding to each of the contemporary challenges, and demonstrated alignment of Catholic Social Teachings to current Archdiocesan curriculum, policies, and accreditation standards.

The work also contains carefully researched resources for prayer, professional development, curriculum, and instruction. It is our expectation that every Catholic school principal and teacher will use this framework to plan instruction and implement programming in keeping with the rich Catholic Social Responsibility tradition of the Church.

Finally, this *Guidebook* is a living document which can be expanded as needs arise. At its core is the goal of forming students to respond to contemporary social issues from a Catholic perspective in all areas of their lives--academic, social, and spiritual—in schools that model the essence of Catholic social action: love for God and neighbor. (Mt 22: 34 – 40)

Kathleen A. Cepelka, Ph.D.
Superintendent of Catholic Schools
September 14, 2021

II. Acknowledgements

Profound gratitude is extended to the following individuals whose contributions, review, and support made possible this *Catholic Social Responsibility Guide for Catholic Schools in the Archdiocese of Milwaukee*:

Archbishop Jerome E. ListECKi, Archbishop of Milwaukee

Bishop Jeffrey R. Haines, Auxiliary Bishop, Archdiocese of Milwaukee

Bishop James T. Schuerman, Auxiliary Bishop, Archdiocese of Milwaukee

Susan Nelson, Associate Superintendent of Schools

Stephanie Delmore, Victim Assistance Coordinator and Employee Support

Coordinator for Parishes and Schools, Archdiocese of Milwaukee

Edward Foy, Principal, Dominican High School, Whitefish Bay

Christine Gordon, Principal, St. Agnes School, Butler

Heather Grams, Principal, St. Sebastian School, Milwaukee

Kristine Klein, Principal, St. John XXIII School, Port Washington

Eamonn O'Keeffe, Principal, St. Mary's Springs Academy High School, Fond du Lac

James Schultz, Director of Mission Integration / Director of Admissions,

St. Anthony School, Milwaukee

III. Guiding Principles

As Catholic school educators in the Archdiocese of Milwaukee, participating in the evangelizing mission of the Church, we are committed to the following Guiding Principles in our efforts to teach all students to understand their responsibility to act as disciples of Jesus Christ, especially within the context of contemporary social challenges.

Guiding Principle 1

- **Catholic Social Teachings provide the foundation for the instruction and formation of our Catholic school communities regarding all social issues.**

Catholic Social Teachings, central to our identity as Catholic educators and reflective of Gospel values, will be taught at every grade level in our Catholic schools in developmentally appropriate ways.

Life and Dignity of the Human Person

The Catholic Church proclaims that all human life is sacred and that the dignity of the human person is the foundation of a moral vision for society.

Call to Family, Community, and Participation

Persons are sacred but also social. Marriage and the family are the central social institutions that must be supported and strengthened.

Rights and Responsibilities

Every person has a fundamental right to life and to those things required for human dignity. Corresponding to these rights are duties and responsibilities to one another, to our families, and to society at large.

Option for the Poor and Vulnerable

Catholic tradition recalls the story of the Last Judgment (Mt 25:31-46) and instructs us to put the needs of the poor and vulnerable first.

The Dignity of Work and the Rights of Workers

Work is a form of continuing participation in God's creation. If the dignity of work is to be protected, the basic rights of workers must be respected.

Solidarity

We are one human family, brothers and sisters created in the image of God, whatever our national, racial, ethnic, economic, and ideological differences may be. The Gospel calls us to be people of love and peace.

Care for God's Creation

We show our respect for the Creator by our stewardship of creation in all its forms.

Guiding Principle 2

- **Catholic schools participate directly in the evangelizing mission of the Church and, as such, are called to “make disciples of all nations” (Mt 28:19).**

Catholic schools in the Archdiocese of Milwaukee will welcome and be accessible to students of all backgrounds, abilities, and academic goals.

Guiding Principle 3

- **As central to their mission, Catholic schools will educate the whole student by effectively integrating faith, culture, and life.**

Students will be formed as authentic disciples of Jesus Christ, known by the ways in which they put their faith into action. With a Catholic worldview developed in all areas of school programming, they will be given the tools to make good decisions which will benefit themselves and others in this world, with eyes also fixed on the world to come. They will learn to not simply accept culture as it is, or reject it out of hand, but rather to transform it with faith-filled attitudes and actions.

Guiding Principle 4

- **Catholic schools will teach and model the essence of Catholic social action: love for God and neighbor (Mt 22:34-40).**

Catholic schools are communities based on cooperation between educators and families, bishops, and the larger Church. It is always within community that we grow. At the heart of the Catholic school community are the profound interactions between educators and their students which teach them, by word and example, to be effective communicators, compassionate problem-solvers, responsible citizens, reflective moral decision-makers, and disciples known by their ability to sacrifice, forgive, and serve. All instruction and formation toward these goals will be supported by the Gospel, the teachings of the Church, and active participation in the sacraments and other opportunities for prayer.

Guiding Principle 5

- **Respect for all people will be a fundamental expectation for every member of our Catholic school communities.**

Catholic school students, teachers, leaders, staff, and parents will be committed to the belief that every human being, from conception until natural death, is created in the image of God, redeemed by Jesus Christ, and intrinsically worthy of respect. All words, actions, teachings, and decisions in our Catholic school communities will be consistent with this fundamental expectation of respect.

IV. Catholic Theological Response to Contemporary Challenges Facing Catholic Schools

A. Cultural Challenges

Overview of Challenges for Catholic Schools

While contemporary society often exalts individualism, the Catholic tradition teaches that human beings achieve fulfillment in community and that culture should be subordinated to the integral perfection of the human person. Catholic schools preach the truth of the Gospel and promote a culture of peace often in opposition to the greater culture. We believe that every human being, from conception until natural death, is created in the image of God, redeemed by Jesus Christ, and intrinsically worthy of respect. In asserting the dignity of the human person, Catholic educators strive to inspire students to work for social justice and human solidarity. Essential to this effort are educational programs and experiences that help students to reflect on cultural challenges in light of the Gospel. Catholic schools are uniquely positioned to develop students' global awareness, foster their desire for social and cultural engagement, and challenge them to use their gifts to benefit society. Catholic schools educate the whole student by effectively integrating faith, culture, and life.

Catholic Theological Response

51. "All human activity takes place within a culture and interacts with culture. For an adequate formation of a culture, the involvement of the whole man is required, whereby he exercises his creativity, intelligence, and knowledge of the world and of people. Furthermore, he displays his capacity for self-control, personal sacrifice, solidarity and readiness to promote the common good. Thus the first and most important task is accomplished within man's heart. The way in which he is involved in building his own future depends on the understanding he has of himself and of his own destiny. It is on this level that *the Church's specific and decisive contribution to true culture* is to be found. The Church promotes those aspects of human behaviour which favour a true culture of peace, as opposed to models in which the individual is lost in the crowd, in which the role of his initiative and freedom is neglected, and in which his greatness is posited in the arts of conflict and war. The Church renders this service to human society *by preaching the truth about the creation of the world*, which God has placed in human hands so that people may make it fruitful and more perfect through their work; and *by preaching the truth about the Redemption*, whereby the Son of God has saved mankind and at the same time has

united all people, making them responsible for one another. Sacred Scripture continually speaks to us of an active commitment to our neighbour and demands of us a shared responsibility for all of humanity.”¹

59. “...The Church recalls to the mind of all that culture is to be subordinated to the integral perfection of the human person, to the good of the community and of the whole society. Therefore it is necessary to develop the human faculties in such a way that there results a growth of the faculty of admiration, of intuition, of contemplation, of making personal judgment, of developing a religious, moral and social sense.”²

62. “Although the Church has contributed much to the development of culture, experience shows that, for circumstantial reasons, it is sometimes difficult to harmonize culture with Christian teaching. These difficulties do not necessarily harm the life of faith; rather, they can stimulate the mind to a deeper and more accurate understanding of the faith.”³

116. “The history of the Church shows that Christianity does not have simply one cultural expression, but rather, ‘remaining completely true to itself, with unswerving fidelity to the proclamation of the Gospel and the tradition of the Church, it will also reflect the different faces of the cultures and peoples in which it is received and takes root’.[88] In the diversity of peoples who experience the gift of God, each in accordance with its own culture, the Church expresses her genuine catholicity and shows forth the ‘beauty of her varied face’.”⁴

20. “In order to build the civilization of love, dialogue between cultures must work to overcome all ethnocentric selfishness and make it possible to combine regard for one's own identity with understanding of others and respect for diversity. Fundamental in this respect is the *responsibility of education*. Education must make

¹ *Centesimus annus (1 MAY 1991): John Paul II*. Centesimus Annus (1 May 1991) | John Paul II. (1991, May 1). https://www.vatican.va/content/john-paul-ii/en/encyclicals/documents/hf_jp-ii_enc_01051991_centesimus-annus.html.

² *Pastoral constitution on the church in the modern world-gaudium et spes*. Vatican. (n.d.). https://www.vatican.va/archive/hist_councils/ii_vatican_council/documents/vat-ii_cons_19651207_gaudium-et-spes_en.html.

³ Op.cit.

⁴ *Evangelii Gaudium : Apostolic EXHORTATION on the proclamation of the gospel in today's WORLD (24 NOVEMBER 2013): Francis*. Evangelii Gaudium : Apostolic Exhortation on the Proclamation of the Gospel in Today's World (24 November 2013) | Francis. (2013, November 24). https://www.vatican.va/content/francesco/en/apost_exhortations/documents/papa-francesco_esortazione-ap_20131124_evangelii-gaudium.html.

students aware of their own roots and provide points of reference which allow them to define their own personal place in the world. At the same time, it must be committed to teaching respect for other cultures. There is a need to look beyond one's immediate personal experience and accept differences, discovering the richness to be found in other people's history and in their values.

Knowledge of other cultures, acquired with an appropriate critical sense and within a solid ethical framework, leads to a deeper awareness of the values and limitations within one's own culture, and at the same time it reveals the existence of a patrimony that is common to the whole of humanity. Thanks precisely to this broadening of horizons, *education has a particular role to play in building a more united and peaceful world*. It can help to affirm that integral humanism, open to life's ethical and religious dimension, which appreciates the importance of understanding and showing esteem for other cultures and the spiritual values present in them.”⁵

⁵ Pope John Paul II. (2001, January 1). *Dialogue between Cultures for a Civilization of Love and Peace*. Message of His Holiness Pope John Paul II for the Celebration of the World Day of Peace. Retrieved from https://www.vatican.va/content/john-paul-ii/en/messages/peace/documents/hf_jp-ii_mes_20001208_xxxiv-world-day-for-peace.html.

B. Racism Challenges

Overview of Challenges for Catholic Schools

Our Church teaches that racism is a sin that divides the human family and violates the fundamental human dignity of the Children of God. The existence of racism in our world requires Catholic schools to respond with action and with love for our neighbor. As all human life is sacred and created in the image of God, Catholics reject racist ideas, personal acts of racism, and systemic racism found in social structures that perpetuate injustice. Thus, Catholic schools provide a safe and loving environment rich in resources for helping students understand and appreciate their own inherent dignity and that of all people. As students encounter Jesus, they learn to love as Jesus loves. Catholic educators teach and model the essence of Catholic social action: love for God and neighbor.

Catholic Theological Response

“Racism is a sin; a sin that divides the human family, blots out the image of God among specific members of that family, and violates the fundamental human dignity of those called to be children of the same Father. Racism is the sin that says some human beings are inherently superior and others essentially inferior because of races. It is the sin that makes racial characteristics the determining factor for the exercise of human rights. It mocks the words of Jesus: ‘Treat others the way you would have them treat you.’ Indeed, racism is more than a disregard for the words of Jesus; it is a denial of the truth of the dignity of each human being revealed by the mystery of the Incarnation.”⁶

“The new forms of racism must be brought face-to-face with the figure of Christ. It is Christ’s word that is the judgment on this world; it is Christ’s cross that is the measure of our response; and it is Christ’s face that is the composite of all persons but in a most significant way of today’s poor, today’s marginal people, today’s minorities.”⁷

“John Paul II in turn reaffirmed: ‘Man’s creation by God ‘in his own image’ confers upon every human person an eminent dignity; it also postulates the fundamental equality of all human beings. For the Church, this equality, which is rooted in man’s being, acquires the dimension of an altogether special brotherhood through the Incarnation of the Son of God.... In the Redemption effected by Jesus Christ the Church sees a further basis

⁶ U.S. Catholic Bishops. (1979). *Brothers and sisters to us*. USCCB. <https://www.usccb.org/committees/african-american-affairs/brothers-and-sisters-us>.

⁷ Op. cit.

of the rights and duties of the human person. Hence every form of discrimination based on race...is absolutely unacceptable’.”⁸

“Equality does not mean uniformity. It is important to recognize the diversity and complementarity of one another’s cultural riches and moral qualities. Equality of treatment therefore implies a certain recognition of differences which minorities themselves demand in order to develop according to their own specific characteristics, in respect for others and for the common good of society and the world community. No human group, however, can boast of having a natural superiority over others, or of exercising any discrimination that affects the basic rights of the person.”⁹

“To press forward without fear means “to walk humbly with God” in rebuilding our relationships, healing our communities, and working to shape our policies and institutions toward the good of all, as missionary disciples. Evangelization, which is the work of the Church, “means not only preaching but witnessing; not only conversion but renewal; not only entry into the community but the building up of the community.”³¹ Racism is a moral problem that requires a moral remedy—a transformation of the human heart—that impels us to act. The power of this type of transformation will be a strong catalyst in eliminating those injustices that impinge on human dignity. As Christians, we know this to be true, for with ‘God all things are possible’ (Mt 19:26).”¹⁰

“To work at ending racism, we need to engage the world and encounter others—to see, maybe for the first time, those who are on the peripheries of our own limited view. Knowing that the Lord has taken the divine initiative by loving us first, we can boldly go forward, reaching out to others. We must invite into dialogue those we ordinarily would not seek out. We must work to form relationships with those we might regularly try to avoid. This demands that we go beyond ourselves, opening our minds and hearts to value and respect the experiences of those who have been harmed by the evil of racism. Love also requires us to invite a change of heart in those who may be dismissive of other’s experiences or whose hearts may be hardened by prejudice or racism. Only by forging authentic relationships can we truly see each other as Christ sees us. Love should then move us to take what we learn from our encounters and examine where society continues to fail our brothers and sisters, or where it perpetuates inequity, and seek to address those problems.”¹¹

⁸ Op. cit.

⁹ Contribution to world conference against racism, racial discrimination, xenophobia and related intolerance. 1989.
https://www.vatican.va/roman_curia/pontifical_councils/justpeace/documents/rc_pc_justpeace_doc_20010829_comunicato-razzismo_en.html.

¹⁰ U. S. Catholic Bishops. (2018, November). Open Wide Our Hearts: The Enduring Call to Love - A Pastoral Letter Against Racism. Retrieved from <https://www.usccb.org/issues-and-action/human-life-and-dignity/racism/upload/open-wide-our-hearts.pdf>.

¹¹ Ibid.

“Finally, too often racism comes in the form of the sin of omission, when individuals, communities, and even churches remain silent and fail to act against racial injustice when it is encountered.”¹²

“Love compels each of us to resist racism courageously. It requires us to reach out generously to the victims of this evil, to assist the conversion needed in those who still harbor racism, and to begin to change policies and structures that allow racism to persist. Overcoming racism is a demand of justice, but because Christian love transcends justice, the end of racism will mean that our community will bear fruit beyond simply the fair treatment of all.”¹³

“Racism can often be found in our hearts—in many cases placed there unwillingly or unknowingly by our upbringing and culture. As such, it can lead to thoughts and actions that we do not even see as racist, but nonetheless flow from the same prejudicial root. Consciously or subconsciously, this attitude of superiority can be seen in how certain groups of people are vilified, called criminals, or are perceived as being unable to contribute to society, even unworthy of its benefits. Racism can also be institutional, when practices or traditions are upheld that treat certain groups of people unjustly.”¹⁴

¹² Ibid

¹³ Ibid

¹⁴ Ibid

C. Challenge of Civic Participation for the Common Good

Overview of Challenges for Catholic Schools

Contemporary political dialogue has become more contentious and polarized. This divisive approach to political discourse has influenced all aspects of society, including Catholic schools. The Catholic Church's role in guiding its faithful into active political life is to instruct and illuminate the consciences of the faithful, so that their actions may promote the dignity of all human persons and enhance the common good. Catholic schools are called to equip our students with the knowledge, understanding, and skills to interpret and respond to contemporary social circumstances in light of the Gospel and the truth of our Catholic Church and Tradition. Catholic schools, while respecting the human dignity of every person, realize that not all points of view are equally valid and therefore place a high value on the development of conscience, positive communication skills, reflection, negotiation and problem solving in the context of the Catholic faith. Catholic schools form faithful citizens who act with courage to build common ground and make peace even in deeply fractured communities.

Catholic Theological Response

73. "There is no better way to establish political life on a truly human basis than by fostering an inward sense of justice and kindness, and of service to the common good, and by strengthening basic convictions as to the true nature of the political community and the aim, right exercise, and sphere of action of public authority. The political community exists, consequently, for the sake of the common good, in which it finds its full justification and significance, and the source of its inherent legitimacy."¹⁵

75. "All Christians must be aware of their own specific vocation within the political community. It is for them to give an example by their sense of responsibility and their service of the common good. In this way they are to demonstrate concretely how authority can be compatible with freedom, personal initiative with the solidarity of the whole social organism, and the advantages of unity with fruitful diversity. They must recognize the legitimacy of different opinions with regard to temporal solutions, and respect citizens, who, even as a group, defend their points of view by honest methods. Political parties, for their part, must promote those things which

¹⁵ *Pastoral constitution on the church in the modern world-gaudium et spes*. Vatican. (n.d.).

https://www.vatican.va/archive/hist_councils/ii_vatican_council/documents/vat-ii_cons_19651207_gaudium-et-spes_en.html.

in their judgement are required for the common good; it is never allowable to give their interests priority over the common good.”¹⁶

76. “The Church, by reason of her role and competence, is not identified in any way with the political community nor bound to any political system. She is at once a sign and a safeguard of the transcendent character of the human person.”¹⁷

4. “In this context, it must be noted also that a well-formed Christian conscience does not permit one to vote for a political program or an individual law which contradicts the fundamental contents of faith and morals. The Christian faith is an integral unity, and thus it is incoherent to isolate some particular element to the detriment of the whole of Catholic doctrine. A political commitment to a single isolated aspect of the Church’s social doctrine does not exhaust one’s responsibility towards the common good.”¹⁸

6. “The Church’s Magisterium does not wish to exercise political power or eliminate the freedom of opinion of Catholics regarding contingent questions. Instead, it intends – as is its proper function – to instruct and illuminate the consciences of the faithful, particularly those involved in political life, so that their actions may always serve the integral promotion of the human person and the common good. Living and acting in conformity with one’s own conscience on questions of politics is not slavish acceptance of positions alien to politics or some kind of confessionalism, but rather the way in which Christians offer their concrete contribution so that, through political life, society will become more just and more consistent with the dignity of the human person.”¹⁹

¹⁶ Op. cit.

¹⁷ Op. cit.

¹⁸ *Doctrinal note on some questions regarding the participation of Catholics in political life*. Vatican. 2002. https://www.vatican.va/roman_curia/congregations/cfaith/documents/rc_con_cfaith_doc_20021124_politica_en.html.

¹⁹ Op. cit.

D. Economic Challenges

Overview of Challenges for Catholic Schools

The dignity of the human person, realized in community with others, is the criterion against which all aspects of economic life is measured. The Church teaches that we all are responsible to one another, to our families, and to society at large and instructs us to put the needs of the poor and vulnerable first. If all persons are to be recognized as members of the human community, then the community has an obligation to help fulfill those basic needs. As we are meant to love God with our whole being, which overflows into love of neighbor, Catholic schools should be accessible to students of all backgrounds, abilities, and academic goals. Catholic education shall reflect the Church's preferential engagement with Christ, found always dwelling with society's poor and underserved.

Catholic Theological Response

28. "The basis for all that the Church believes about the moral dimensions of economic life is its vision of the transcendent worth—the sacredness—of human beings. *The dignity of the human person, realized in community with others, is the criterion against which all aspects of economic life must be measured.*(1) All human beings, therefore, are ends to be served by the institutions that make up the economy, not means to be exploited for more narrowly defined goals. Human personhood must be respected with a reverence that is religious. When we deal with each other, we should do so with the sense of awe that arises in the presence of something holy and sacred. For that is what human beings are: we are created in the image of God (Gn 1:27). Similarly, all economic institutions must support the bonds of community and solidarity that are essential to the dignity of persons. Wherever our economic arrangements fail to conform to the demands of human dignity lived in community, they must be questioned and transformed. These convictions have a biblical basis."²⁰

70. "*Distributive justice requires that the allocation of income, wealth, and power in society be evaluated in light of its effects on persons whose basic material needs are unmet.* The Second Vatican Council stated: 'The right to have a share of earthly goods sufficient for oneself and one's family belongs to everyone. The fathers and doctors of the Church held this view, teaching that we are obliged to come to the relief of the poor and to do so not merely out of our superfluous goods.'(26) Minimum material resources are an absolute necessity for

²⁰ U. S. Catholic Bishops. (1986). *Economic Justice for All: Pastoral Letter on Catholic Social Teaching and the U.S. Economy*. https://www.usccb.org/upload/economic_justice_for_all.pdf.

human life. If persons are to be recognized as members of the human community, then the community has an obligation to help fulfill these basic needs unless an absolute scarcity of resources makes this strictly impossible.”²¹

90. “*The fulfillment of the basic needs of the poor is of the highest priority.* Personal decisions, policies of private and public bodies, and power relationships must all be evaluated by their effects on those who lack the minimum necessities of nutrition, housing, education, and health care. In particular, this principle recognizes that meeting fundamental human needs must come before the fulfillment of desires for luxury consumer goods, for profits not conducive to the common good, and for unnecessary military hardware.”²²

91. “*Increasing active participation in economic life by those who are presently excluded or vulnerable is a high social priority.* The human dignity of all is realized when people gain the power to work together to improve their lives, strengthen their families, and contribute to society. Basic justice calls for more than providing help to the poor and other vulnerable members of society. It recognizes the priority of policies and programs that support family life and enhance economic participation through employment and widespread ownership of property. It challenges privileged economic power in favor of the well-being of all. It points to the need to improve the present situation of those unjustly discriminated against in the past. And it has very important implications for both the domestic and the international distribution of power.”²³

²¹ Op. cit.

²² Op. cit.

²³ Op. cit.

FORMS

COMMITMENT TO SCHOOL

Tuition and Policy Information

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

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

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

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

- Attend Mass with your student/s on a regular basis.
- Participate in parish activities.
- Volunteer at least 40 hours per family per year for school activities by helping either at home or at school.
- Contribute to the parish over and above the amount of your school tuition.

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

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

St. Anthony Mobile Device Policy Responsibilities and Terms for Use

Responsibilities and Terms:

Your mobile device(s) should be used for EDUCATIONAL PURPOSES ONLY. In Order to use the device, you must be willing to accept the following terms and responsibilities:

- I will follow the St. Anthony (STA) Acceptable Use Policy to ensure the safe, efficient, and ethical operation of the school's device.
- I will ensure that my device is charged and ready to use in the classroom.
- I will never leave my device unattended.
- I will always know where to find my device.
- I will not loan my device to others.
- I will keep food and beverages away from my device since these may cause damage to the device.
- I will not disassemble any part of my device.
- I will only use the provided power cord and/or approved external items with my device.
- I will only use my device and its features in ways that are appropriate and educational.
- I will not decorate or deface my device or the carrying case.
- I will keep my device securely on a working surface (i.e. table or desk)
- I will make sure my device is not subject to careless or malicious damage.
- I will not place anything on the device that could scratch or put pressure on the screen.
- I will use only the pad of my fingers or an approved stylus if the device has a touchscreen.
- I will make sure my device is securely stored when not in use.
- I will place my device in the carrying case and keep it closed when transporting the device.
- If my device uses a protective case/covering, I will not remove it without permission.
- I understand that my device is subject to inspection at any time without notice.

Consequences for violation of device Rules:

Violations may consist of infractions of the "Responsibilities and Terms" mentioned above and/or the STA Acceptable Use Guidelines. Depending on the severity of the infraction, the following steps may or may not use be used:

- Loss of device privileges for the remainder of the class, day, week or indefinitely.
- Serious infractions including, but not limited to hacking, by-passing school filters, and /or blatant misuse of the device, may result in immediate loss of privilege.
- All devices are property of the school. Any damage accidental or intentional is subject to fines up to and including replacement cost of the device, case or accessories.

Print Individual's Name: _____

Device ID: _____

Signature: _____

Date: _____

If the device user is a student, a parent signature is required

Print Parent's Name: _____

Signature: _____

Date: _____

ARCHDIOCESE RELEASE OF INFORMATION



Form
1112

RELEASE OF INFORMATION PHOTOGRAPHY & VIDEO CONSENT FORM

I, (Parent/Legal Guardian Name): _____,		
hereby consent that any still or electronic image and/or audio recording, in which I or my child may appear, may be used by		
Name of Parish/School: _____		
parish/school and/or by the Archdiocese of Milwaukee. I understand that these materials are being used for promotion of		
Name of Parish/School I and/or Promotional Event/Function: _____		
parish/school and/or the Archdiocese of Milwaukee. The images and/or recordings may be used to support recruitment, fundraising, evangelization and other communication efforts.		
I release the staff and volunteers and I understand and agree that the use of my picture is not an invasion of privacy. Neither I, nor anyone claiming to be speaking on my behalf, will later object to the Archdiocese's use of this/these photographs.		
I give permission to have my/my child(ren)(s) address and phone number published in the school directory.		
NAME OF PARENT/ LEGAL GUARDIAN:		DATE SIGNED:
NAME OF CHILD:		
HOME PHONE:	CELL PHONE:	
ADDRESS:		
CITY:	STATE:	ZIP:
SIGNATURE OF PARENT/ LEGAL GUARDIAN:		

By entering my full name, I attest that this constitutes my legal electronic signature on this form.

COVERED BY SIGNATURE PAGE

PARENT/STUDENT SIGNATURE PAGE

We are aware of the contents of the 2023-2024 Parent/Student Handbook including:

COMMITMENT TO SCHOOL

☐ Accepted

☐ Not Accepted

AGREEMENT FOR THE USE OF COMPUTERS & TELECOMMUNICATIONS

☐ Accepted

☐ Not Accepted

ARCHDIOCESE RELEASE OF INFORMATION

☐ Accepted

☐ Not Accepted

VOLUNTEER CONFIDENTIALITY

☐ Accepted

☐ Not Accepted

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

Parent/legal guardian signature

Date

Parent/legal guardian signature

Date

Student signature

Date

Student signature

Date

Student signature

Date

Student signature

Date

SIGNED FORM DUE TO Mr. Van Hulle by: Sept. 22, 2023.

Print, sign, and return this page, or sign electronically: [Online Parent/Student Signature Page](#)