



## Parent/Student Handbook **2020-2021**

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# St. Anthony on the Lake School

## Handbook and Policies

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# WELCOME

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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.

# MISSION

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

# VISION

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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

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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 school teachers 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.

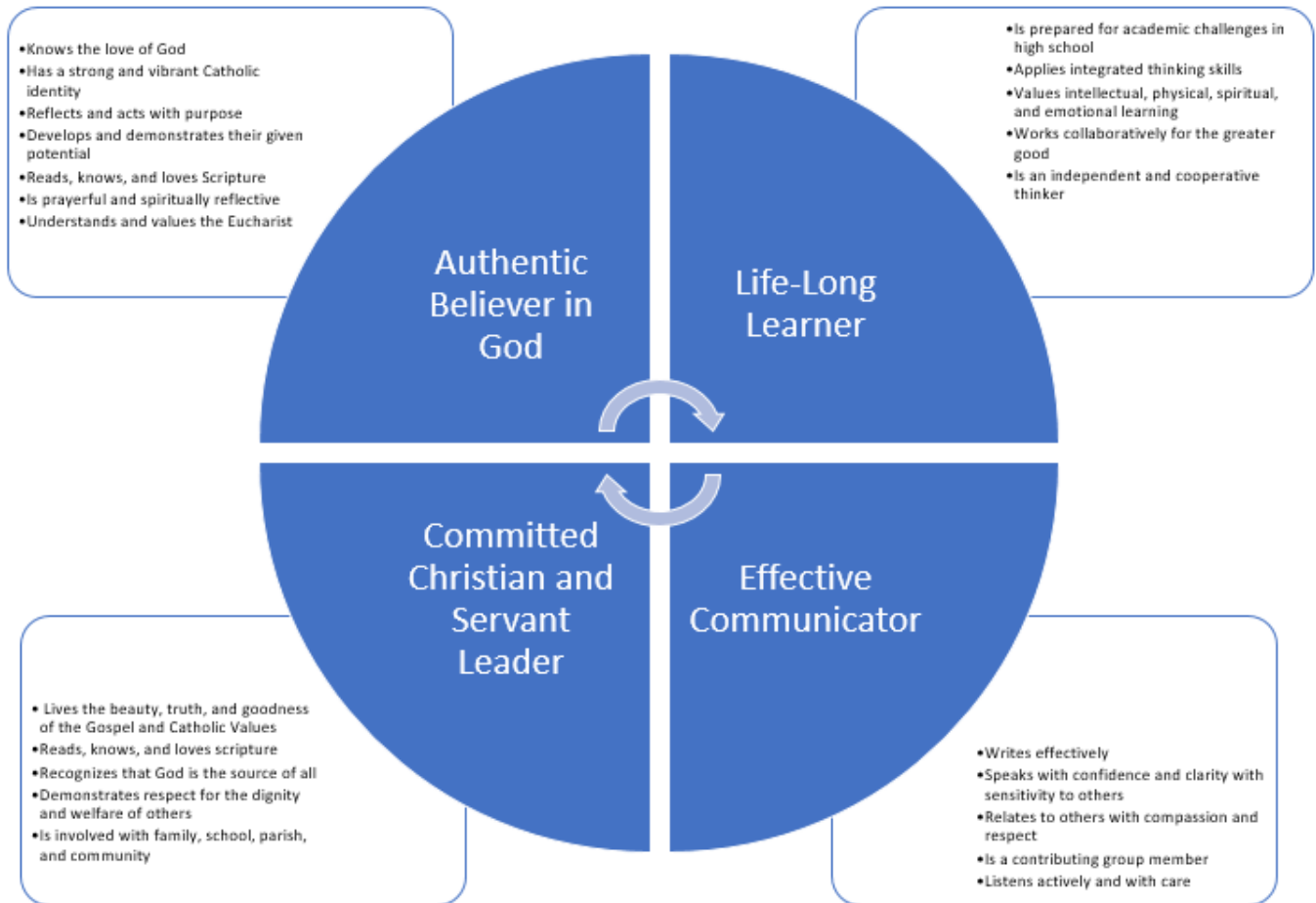
Canon 774.2. Parents above others are obliged to form their children into the faith and practice of the Christian life by work and example; godparents and those who take the place of parents are bound by an equivalent obligation.

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# GRADUATE PROFILE

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# GENERAL SCHOOL INFORMATION

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## ADMISSION

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.

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. Longevity as a parish member in good financial standing and participation in church/school organizations.
4. New families in the parish who are willing to contribute time, talent, and treasure to the church/school.
5. Families who are parish members but have not contributed their time, talent, and treasure within the previous 12 months to the church/school.
6. Families who are not members of St. Anthony on the Lake Parish.

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. 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, sex, or national or ethnic origin.

Final decision on admission lies with the Principal. **All new students and families are on probation for their first year. Students must exhibit values that align with the school and achieve the academic excellence required to advance to future grades, and parents must meet all volunteer requirements and expectations.**

## **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 riding a bus other than the one he or she normally rides
- 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**

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 lot 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.

**NEW Procedure** - This year we will be suspending the car rider line – both before and after school. Busses will be the only vehicles to drop off in front of the building. This year all parents are asked to enter the parking lot through the entrance on SS. Park your car **FACING** the school building. Students should walk to their designated entrance with their face covering in place! Parents can walk kids to Ellen, to their designated door entrance, or drop off in lot (depending on age). Please use face covering when if you walk your child to their door. Parents should exit via Oakton Dr.

**Drop off** - We ask that students are not 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.

**End of Day Pickup-** Busses 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 busses have left, car riders will be dismissed to parents. Please pull forward exiting on Oakton Dr. To avoid parking issues, we ask that NO students be picked up between 2&2:30pm.

## **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 snack. Pick up for EDC is in the lower parking lot.

**COVID Update:** Students will have a temperature check with a no – contact thermometer before entering EDC. When picking up students, parents are asked to use the doorbell and students will be delivered to them. Any parents entering the building must wear a mask, have temperature check, and complete a health form.

## 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.

Lunch schedule:

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

## 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 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; sign up is posted in the weekly school newsletter.

**COVID Update:** Recess times may be adjusted to meet present needs. Recess is a mask-less time. Students will be assigned a designated area. Students should observe social distancing at recess.

## 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
11:40-12:40	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

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## 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.

## GRADING POLICY

For a complete description of our grading policy, review the Standards-Based Grading Handbook here: [SBG Handbook 2019-2020](#)

## 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 6<sup>th</sup> through 8<sup>th</sup> 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

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## **ABSENCE AND LEAVING SCHOOL PROPERTY**

When a student is absent:

- Call the school office (262-691-0460) by 7:30 am; 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. 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:

- 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.

### COVID Update:

If your child/ren is not feeling well, please do NOT send them to school.

- All students and staff will have their temperatures taken with a no-touch thermometer prior to entering the school building.
- Any child presenting symptoms (a fever of 100.4, cough, shortness of breath, fever, chills, muscle pain, headache, sore throat, new loss of taste or smell) associated with Covid 19 will be sent to an isolation room. Parents/guardians will be called to promptly (within 30 minutes) pick up their child from school.
- Any student who is ill (not Covid related) may not return to school until they are fever free without fever-reducing medicine for 36 hours.
- If a student has tested positive for Covid-19, they may not return to school until they are free of fever AND respiratory symptoms for at least three days (72 hours) without fever reducing medicine and ten days have passed since symptoms first appeared. Students must have written clearance to return to school from a physician or the Health Department.
- If a teacher has tested positive, the same protocols will be followed. A substitute teacher will be procured for the classroom.
- If there is a suspected or confirmed case of Covid 19 in your child's classroom, we will contact the Waukesha County Health Department (WHD). Parents will be notified of specific instructions. SAL uses the Call-Fire system to notify parents outside of school hours.
- St. Anthony on the Lake School requires parents to notify the administration if your child or other family member has been exposed to or tested positive for the Covid virus. Confidentiality will be maintained.
- Should a short-term closure be necessary (class or whole school), distance learning will begin immediately and continue for the time required by Waukesha Health Department.
- For further information on Covid 19, please refer to [www.cdc.gov](http://www.cdc.gov).

### **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 without penalty. 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 will have one day for each day absent to complete homework without penalty. 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.

#### COVID Update:

- Parents must submit vacation plans to the school administrator as soon as possible.
- Depending on the CDC recommendations, students may be asked to quarantine at home for 14 days after travel outside the state.
- Until further notice, any travel outside of the United States will REQUIRE a 14 day quarantine period.

### **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).



Each school or network of schools shall develop local, written policies and procedures regarding school attendance. These shall include, but not be limited to:

- Parameters for excused absences
  - Examples: personal illness (medical verification may be required); family emergencies or crises; attendance at a funeral or religious service; medical and/or legal appointments; severe weather when school is not officially closed
  - A school may recognize a family vacation as an excused absence but should develop guidelines regarding the length of the vacation, whether or not a parent/guardian accompaniment is required, expectations for notification to the school, expectations for missed school work, and principal approval.
- Parameters for unexcused (truant) absences
  - Examples: working, babysitting, car trouble, oversleeping, running late, or missing the bus
- Parameters clearly defined for when a tardy becomes an absence • Process for the parent or legal guardian to notify school of an absence
- 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 criteria 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 physical education 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 to their ability.

If school is closed due to inclement weather, all after-school activities are cancelled. 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:

- In order to participate in sports, Student Council, or any other extracurricular activities, (i.e. Student Ambassadors, Future City, school musical, etc.) 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. A student may also be placed on probation for carrying two 1's in any combination of subjects. The principal may make a case-by-case exception.
- Students must demonstrate Christian values, respect, and responsibility always. Inappropriate behavior during the school day, at any school-sponsored activity, or any family program activity may result in the inability to participate in activities.
- Students must be in attendance all day to participate in school-sponsored activities.

**COVID Update: All fall sports have been canceled for the 2020-21 school year.**

## **CELL PHONES**

Cell phones, Apple watches, 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, Standards, and TADS. 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. 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.

## 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-8<sup>th</sup> 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
<b>Shirt</b>	Solid Only: Navy Blue, Red, or White	Solid Only: Navy Blue, Red, or White	<p><b>Style:</b> Long or short sleeve, collared, blouse, polo, or oxford</p> <p><b>Fabric:</b> Cotton or Cotton Knit, Tech/Dry Wick</p> <p><b>Logo:</b> St. Anthony Logo only (no Nike, Under Armor, etc.)</p>
<b>Pants</b>	Navy Blue	Navy Blue	<p><b>Style:</b> No rivets or external pockets , No skinny, hip waisted/low rise or cargo pants</p> <p><b>Fabric:</b> Cotton Twill</p> <p>Pants must be clean, free of holes, and fit appropriately.</p>
<b>Jumpers/Skirts/Skort</b>	N/A	Hunter/Classic Navy Plaid ONLY (Lands’ End recommended but not required)  	<p><b>Length:</b> No higher than 4 inches above floor when kneeling.</p> <p>Tights, bicycle shorts or leggings are <b>expected</b> to be worn under jumpers or skirts.</p>
Uniform Clothing Item	BOYS	GIRLS	NOTES
<b>Shorts</b>  No shorts on Mass days	Navy Blue	Navy Blue	<p><b>Fabric:</b> Cotton Twill</p> <p><b>Length:</b> No higher than 4 inches above floor when kneeling.</p> <p>May be worn May 1st through October 1st and dates approved by the principal</p>

<b>Leggings</b>	N/A	Black, Navy, or White	<b>Fabric:</b> Knit  May only be worn under jumper or skirt. No embellishments on leggings such as polka dots, stripes, lace, etc.)
<b>Sweater, Vest, or Jacket</b>  Must be worn over appropriate uniform shirt	Navy Blue, Red, or White	Navy Blue, Red, or White	<b>Fabric:</b> Knit  Spirt wear jacket or sweatshirt is allowed.
<b>Belts</b>	Black, Brown, or Navy	N/A	<b>Required</b> for grades 5-8
<b>Socks</b>	Black, Navy, or White	Black, Navy, or White	<b>Style:</b> 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
<b>Shoes</b>	Comfortable, solid shoes made for the safety of the child's feet.  Shoes with laces must be tied.	Comfortable, solid shoes made for the safety of the child's feet.  Shoes with laces must be tied.	No light-up, open back, open-toed, sandals, clogs, or backless slip-ons.  Boots of any kind (UGGS, Fashion, Winter, Ankle Boots, etc.) are not permitted in the classroom.

**COVID Update: Masks are required for all students in 3K-8.**

### **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.
- Shorts, tights, or leggings **are expected** to be worn underneath dresses.
- Shorts may be worn from May 1<sup>st</sup> through October 1<sup>st</sup> only. No shorts on Mass days.
- Shoulders must be covered at all times. Tank tops or spaghetti straps are not permitted.
- Students should wear tennis shoes only – no fashion boots, jellies, crocs, or open-toed sandals.
- Socks should always be worn.

### **Non-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).

Leggings or tight pants may be worn with a loose-fitting top, which must follow the 4” rule. Shirts should not expose shoulders or mid-drifts. 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.

**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 (no cracking or chipping of finish).

**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. Warnings will be given to the student; 1st is verbal, 2nd is written (see Parent Notification of Uniform Policy Violation), and 3rd is a meeting with the parent, teacher, and principal. The School Committee reserves the right to update or change the uniform policy.

## **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.

### **Sweat Pants or Active Wear Pants:**

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

### **PE Uniforms**

Students in 5th through 8th grade are expected to change and wear St. Anthony PE clothing for class. These t-shirts and shorts are ordered on Orientation Day/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.

**COVID Update: Until further notice, students will not change into gym clothes.**

### **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 Orientation Day/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, WKTI 94 FM, and TV Channels 4, 6, and 12. A phone message, text, or email from the principal to all parents will be sent through Constant Contact.

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.

If a student, for any reason (including behavioral or academic reasons), is unable to participate in a field trip, that student will be sent to another room to complete class assignments and to study. Missing a field trip is not considered a free day.

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

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 a 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.

**COVID Update: Field Trips for 2020-2021 school year are canceled until further notice.**

## **FUNDRAISING**

The principal, with the input of the School Committee, 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.

**COVID Update: All school masses will take place in the classrooms.**

## **PARENT/TEACHER MEETINGS**

Parent/Teacher/Student conferences are mandatory during the first and second trimester. Two late afternoons/evenings are set for this purpose. Please see 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](http://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 Star of the Day, St. Francis Blessing of the Animals, High Interest/Career Day, or "Care for Critters," 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**

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

- Feel free to contact the respective teacher at any time regarding your student's progress. Parent/Teacher/Student conferences are scheduled at the end of each trimester. However, do not wait until then to discuss something that would be of benefit sooner.
- Samples of your student's work will be sent home.
- Student report cards are issued at the end of each trimester. These reports are designed to invite interest and cooperation of students, parents/legal guardians, and teachers.

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

## **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 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. 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 website to review the service hours explanation and print a service hours log sheet.

## **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.

## **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.

**COVID Update: All volunteer entering the building must submit to a temperature check, complete, and sign a health screening form.**

**Playground volunteers should report directly to the playground.**

**Kitchen volunteers should report directly to the kitchen via the playground.**

# STUDENT BEHAVIOR EXPECTATIONS AND DISCIPLINE/PARENT COMMUNICATION PLAN STANDARDS

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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 school work 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.

## **RESPECT FOR OTHERS**

Rules at St. Anthony on the Lake exist to protect the rights of all individuals in the community. The best rule to follow is to always treat individuals and property with respect. Any student who violates this requirement in any way should expect to face consequences for that behavior.

In their efforts to learn to how to **Live – Seek – Commit – Serve**, students may make mistakes. Just as it is important to celebrate student's achievements toward following the guidance of the Lord, it is also important for students to learn when their behavior departs significantly from this path. If there are violations, fair and just consequences will be administered by St. Anthony on the Lake for student behaviors that interfere with the attainment of these goals. The faculty and staff in cooperation with the students and their parents are expected to promote the optimal development of every student. When a student's behavior deviates too far from the limits of acceptability, or his/her conduct is such that it endangers the property, health, or safety of others, action may be taken to restrict his/her privileges and rights of school attendance. This may be accomplished through:

- **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.

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*

## OFFENSES SUBJECT TO THE ABOVE PROCEDURES

- **Safety:** Since all individuals are entitled to work and study in conditions of safety, anyone whose actions threaten that safety will be liable 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.
- **Vandalism and Damage:** Any damage to the school building or its contents and equipment, even through recklessness, carelessness, or by accident, will result in fines sufficient to cover the cost of repair or replacement, including labor, and make the student liable for disciplinary action. This includes break-ins after school hours.
- **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, 3) the teacher, with the advice and consent of the principal, will impose a severe grading sanction. Depending on the seriousness and repetitiveness of the behavior, students may be liable for suspension or possibly dismissal from St. Anthony on the Lake School.
- **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) will be immediately sent home for the remainder of the day and 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, 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. Consequences for this bullying and harassment misconduct will be dealt with on an individual basis.

*For additional information on bullying and harassment, review the formal **Bullying and-Harassment Policy***

- **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, drugs, or weapons before coming to school, in the school building or on school grounds 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 the 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.*



## **BULLYING AND HARASSMENT**

It is imperative to maintain an educational environment that maximizes student growth and development. Respect for the dignity of oneself and others is essential to Catholic tradition. It is vital that each school and religious education program maintain an environment free of any form of harassment, bullying, or intimidation.

Bullying and harassment may be defined as a single incident or a pattern of behavior wherein the purpose or effect is to create a hostile, offensive, or intimidating environment.

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

Bullying and harassment encompass a broad range of physical or verbal behavior which can include, but is not limited to the following:

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

All staff members and parish/school officials who observe or become aware of bullying are required to report these acts to the principal. Any other person, including a student who is either a victim of the bullying or aware of the bullying or any other concerned individual, is encouraged to report the conduct to the staff or administration. Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously. A clear account of the incident is to be documented. A written record of the incident will be made by the victim and a copy of the report will be retained by St. Anthony on the Lake. There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

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

### **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 Safe Environment Education.

## **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.

## **DISCIPLINE/COMMUNICATION PROCEDURES FOR ELEMENTARY SCHOOL (GRADES 3K- 5)**

In order to foster an environment conducive to learning, students will always be expected to comply with school rules.

Teachers will handle routine discipline in the classroom. After sequential, appropriate classroom measures have been implemented and a student continues not to comply with classroom expectations, he/she may be issued a Student Reflection. This Reflection will be sent to the parents and to the principal. After each issuance of concern, the student, teacher, and parents/guardian must cooperatively develop a written Corrective Action Plan to help rectify the behavior or academic situation. This plan needs to include specific steps of action and a time frame for reevaluation. Follow-up on the part of the student, parent, and teacher is expected.

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

## **DISCIPLINE/COMMUNICATION PROCEDURES FOR MIDDLE SCHOOL (GRADES 6-8)**

### **Steps to becoming responsible citizens for Middle School Students**

As students reach Middle School, the goal of the faculty and staff of St. Anthony on the Lake School is to hold students responsible for their decisions and actions to help them grow in maturity. Consequences for actions that do not positively contribute to the **Live-Seek-Commit-Serve** mission of the school can range from a simple reprimand by a

teacher or administrator to dismissal from the school. All offenses will result in a Student Reflection. Depending upon the severity of the offense, a collaborative Corrective Action Plan may be necessary. This plan will include steps of action and a time frame for reevaluation and resolution. Through an effective parent/school communication system, students will understand the consequences of their behavior and academic performance in the classroom.

Parents/guardians will be given timely feedback for their child's performance at school. St. Anthony on the Lake School will be looking for home support in addressing any violations of school standards. Progressive disciplinary action will be taken, up to and including expulsion.

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

## **STUDENT BEHAVIOR PLAN**

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. Our behavior plan encourages the development of self-control, social responsibility and the acceptance of consequences for one's actions.

Above all, 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, behave in a disrespectful manner, etc., there are consequences to their actions. Parental support and cooperation are essential for an effective disciplinary plan.

Each classroom develops rules and behaviors appropriate for their class. These rules will be posted in each classroom and reviewed with parents and students. Each teacher handles discipline problems that occur in school. Examples of appropriate consequences are time outs, verbal reminders, loss of privileges, or other means to modify unacceptable behavior. When these methods fail to produce the desired results, the following procedures will be implemented.

## **BEHAVIOR CONSEQUENCES (ALL GRADES)**

1. Yellow Reflection sheets are issued for minor infractions. Orange Reflection sheets are issued for major or more serious infractions.
2. Teacher/supervisor issues a Reflection sheet that is filled out by the student before the end of the day. The teacher issuing the Reflection sheet will send an email notifying parents that a Reflection sheet is coming home. The Student is to take the Reflection sheet home for parent

signature and return it the following day to the Teacher who issued it. The Reflection sheet and student will explain the infraction to the parent.

3. Reflection sheets may be issued for behavior on the bus or EDC at the discretion of the principal.
4. Any major infraction of school rules, as determined by the principal, can result in immediate detention, suspension, etc. Examples include, but are not limited to physical/aggressive behavior, vandalism, endangering others, noncompliance with the St. Anthony on the Lake School technology Acceptable Use Policy.
5. When a student receives three or more Orange Reflections sheets, the following actions will occur:

<b>Three Orange Reflection Sheets</b>	<b>Five Orange Reflection Sheets</b>	<b>Seven Orange Reflection sheets</b>
Student serves detention during lunch	Student serves 2 lunch detentions Student meets with the teacher and the principal	Student serves 3 lunch detentions Student meets with teacher, principal, and parent(s). (An individual behavior plan may be drafted and implemented)

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

6. Yellow/Orange Reflection sheets will be restarted each trimester.

## **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 available 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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**COVID Update: 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 quarantined 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

## **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 5 - 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.
- 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 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. Do not carry large sums of money to school.
- 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.
- Not bring skateboards, radios, or any electronic equipment to school.
- Not carry or chew gum anywhere on grounds or in buildings.
- Eat only in the assigned areas.
- 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. Phones that ring during the day will be sent to the school office and parents are required to pick them up.
- 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 or classroom)
- Use an inside voice.
- Participate in an appropriate activity (not with outdoor equipment).
- 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. Label any appropriate playground equipment brought to school to share.
- 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.

## **WHAT ARE THE 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.

If I fail to behave in a manner that shows responsible, respectful behavior, the following consequences for my behavior may be used:

- Verbal Warning
- Yellow 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

An 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
- Orange 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

## **DISCIPLINE**

A successful Catholic school seeks to educate the whole child by providing an excellent education that reflects the gospel values of love of God and neighbor. Positive concepts of discipline should reflect the dignity of each person and foster social justice within the school environment. Schools must actively promote positive student discipline that contributes to the overall success of each child.

### **Disciplinary Plans**

The local discipline plan or program shall be guided by the following principles:

- Engaging instruction and consistent classroom management are the foundation of effective discipline.
- School discipline is best accomplished by preventing misbehavior before it occurs and using effective interventions after it occurs.
- School safety and academic success are formed and strengthened when all school staff and personnel build positive relationships with students and are actively engaged in their lives and learning.
- Administrators, faculty, and staff should promote and model high standards of Christian behavior and service and should monitor and correct misbehavior in a fair and consistent manner as needed.
- School discipline that is paired with meaningful instruction and guidance offers students the opportunity to learn from their mistakes and contribute to the school community.
- Effective school discipline maximizes the amount of time students spend learning and minimizes the amount of time student are removed from their classrooms due to misbehavior.
- Consequence for misbehavior should reflect the age and developmental stage of the child, the capacity of the student to understand what is expected of them, the seriousness of the offense, and the impact of the behavior on others. • Corporal punishment is never acceptable or allowed for any purpose.
- Parents/guardians and students are partners in effective discipline plans and shall receive a school handbook annually that outlines expectations and consequences for behavior.

## **PROBATION, SUSPENSION, AND 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 procedures may be exercised in response to serious misconduct by a student, including but not limited to the following behaviors:

- Possession or use of weapons, “look alike” weapons, or any object deemed potentially harmful to others • Possessing, using, purchasing, selling, or distributing illegal drugs, drug paraphernalia, or alcohol
- Possession or use of tobacco products, tobacco-related devices, imitation tobacco products, lighters, or electronic cigarettes
- Vandalism • Fighting, physical or verbal harassment, assaults, or behavior intended to cause harm or fear
- Bullying, cyber bullying, or any aggressive behavior that includes threats, intimidation, social exclusion and isolation, extortion, and the use of a computer or telecommunication to send embarrassing, slanderous, threatening, or intimidation messages
- Hazing or hazing-type initiations
- Any severe or inappropriate conduct on school premises or at school related activities that endanger the life or safety of another

- A pattern of behavior (e.g., neglect of duties, truancy, or opposition to authority) that shows persistent resistance to making the changes which would enable the student to prosper from the instruction available.

The actions and procedures for probation, suspension, and expulsion must be published in the school handbooks.

## **Probation**

A student may be placed probation if in the judgement of the administration he/she has experienced chronic behavioral problems and/or is new to the school. During the probation time, no serious misconduct will be tolerated, and the student is expected to show positive behaviors and attitude. At the end of the probationary period, a student may be removed from probation, may have the probationary period extended, or may be dismissed from the school.

All students new to a school are considered on probation for a minimum of one semester.

## **Suspension**

Suspension is considered a temporary removal from the classroom/school for serious misconduct or repeated occurrences of less serious infractions. Factors that must be considered in a decision to suspend include issues such as any previous disciplinary action, the age of the student, family and personal circumstances, recognized disability, the behavior in question, and its impact on others.

Suspensions from attendance at classes or school as determined by the school administrator must include:

- An investigation by school officials prior to any suspension
- Notice verbally or in writing to the student and parent/guardian listing the reasons for the suspension and offering a meeting with school officials within a reasonable period of time
- An opportunity for the student to attend a meeting with a school administrator which provides, at minimum, a recitation of the infraction, and if the student denies the charges, a summary of evidence; an opportunity for the student to tell his/her side of the story, to present new evidence, and to question the reasons for the intended suspension. Parents may attend the meeting at their request or if the administrator requests their presence.
- Notification to the parent prior to sending a student home from school
- Notification of the conditions of the suspension, including removal from school activities or events while suspended

A maximum of five days of suspension can be imposed unless a written notice of an expulsion hearing is scheduled. Such notice shall allow not more than a total of fifteen consecutive school days to be served in suspension until the expulsion hearing is held. Such a suspension is for investigative purposes. Suspended students remain the responsibility of the school.

The final decision regarding suspension rests with the principal/administrator.

## **Expulsion**

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

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

Students asked not to return the following year for behavior reasons are considered to be expelled.

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

## **Expulsion Procedures**

Expulsion can take place only after an investigation by school officials and an expulsion hearing has been held. Parents/legal guardians shall be notified in writing at least five days before the hearing is to take place; this notification period can be waived by mutual consent of the parents and the school if an expedited hearing date is advisable.

- The Expulsion Hearing Committee is composed of 3-5 people. The committee composition should be such as to insure objectivity. Members from various sources within the parish/school may include current or former trustees or pastoral council members; parents of former students; or at-large parishioners. The administrator may allow the student to choose a faculty person to serve on the committee. Members of the School Board are not appropriate committee members.
- An expulsion hearing is not a legal procedure; therefore, neither party may have an attorney present during the hearing.
- For confidentiality reasons, it is recommended that attendance at the hearing should be limited to the student and his/her parents/guardians. Child advocates, friends, or other family members should not be allowed to attend the hearing.
- At the elementary level, the pastor is present for the entire hearing itself and during the deliberations of the hearing committee. At a secondary level, the principal is present for the entire hearing itself and during the deliberations of the hearing committee.
- The school officials (e.g., elementary school principal, high school dean of students, vice principal) receive a specific and limited amount of time to present the chronology of events that led up to the initiation of the expulsion process, along with the supportive documentation and rationale as to why the expulsion is being sought.
- The student who is the subject of the hearing and his/her parents are given equal time to present their side of the story and reasons as to why expulsion is not warranted.
- Committee members can ask clarifying questions at the end of each presentation time. Representatives of the two sides are not to interrupt the other during their respective presentations.
- A brief amount of time (5-7 minutes) is given to both sides for questions, responses, and final summative comments. Any last questions from the hearing committee can occur at this time also.

- The hearing is ended, and the school representatives and the student/parents leave. The hearing committee weighs the facts and issues that were presented and gives a recommendation as to what it believes is appropriate disciplinary action; this recommendation should be briefly summarized in writing.
- The pastor/high school administrator can accept the recommendation totally, in part, or reject it all together. The pastor at the elementary level/school administrator at the high school level has the final responsibility for the decision to expel or not.
- The family of the student is informed of the final decision within 24 hours. A formal letter is sent by certified mail detailing the final action and signed by pastor and principal no later than the day after the hearing. If the decision to expel is upheld, a date and time by which the expulsion becomes official are also indicated in the letter. The parent is given the right to still withdraw the student from school before the deadline; this withdrawal must be done through a written notice signed by the parent(s). The letter must include notification of the right to appeal the decision.

## **Appeal**

The student or his/her parent or legal guardian may within five (5) school days following the notification of the expulsion appeal the decision to the pastor/school president in writing with rationale for appeal. The pastor/school president will review the facts and investigate that correct procedures were followed as defined by Archdiocesan and school policy. If procedures were not followed, the pastor/president will refer the issue back to the school administrator with a recommendation about which step of the procedure needs to be further processed. Once a review has taken place and the matter is decided at a local level, there is no additional appeal of the decision at the archdiocesan level.

The School Board/Board of Directors is not involved in the expulsion proceedings and is not a source of appeal.

## **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



## **GROUNDS FOR EXPULSION**

The following actions may be grounds for expulsion:

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

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# FINANCIAL OBLIGATIONS

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## 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 TADS, 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 the TADS website, and the request will be reviewed by the principal and pastor. Non-parishioners are asked to pay the yearly fee set by the school committee.
- 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 TADS. The first payment is due in July preceding the school year with the next payment due based on the cycle chosen.

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

1. Parents/Guardians will receive an email from TADS containing the family's login information. Parents should take this information and register on the site each year.
2. Parents/Guardians may select the payment plan as provided on TADS.
3. 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.
4. 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, ie. Aug-Nov 20 2/3 of tuition is refunded, Nov 22- March 28 1/3 of tuition is refunded, March 29-June 4 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 TADS and complete the financial aid request which can be found therein. 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

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## FAMILY COMMITMENTS

Many volunteers are needed to make all the school activities run smoothly. In an effort to spread the responsibility equally, all families are required to complete at least 40 hours of service during the school year. **Parish hours do not count toward the 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.

This year all families will be expected to sign up (through the Sign-Up Genius) for 2 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 playground, have a temperature check and sign a health form.

**Lunch servers (1)**- will report to the office, have a temperature check and sign a health form.

**Health Room volunteer (1)** - will report to the office, have a temperature check and sign a health form.

All duties will take place from 11:30-12:45pm. 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. Training is now available virtually. To register please go to [www.archmil.org](http://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

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## 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. They will be sent home.
- 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 in 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.

## **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 quarterly. 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.

**COVID Update: Emergency drills will continue to be conducted following safe distancing protocols.**

## **FOOD ALLERGIES**

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

There is a table in the cafeteria designated for nut-free eating. Students who sit there may bring a friend along, if that friend is eating a nut-free lunch as well.

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 lead 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)



# FORMS

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## 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 be first reviewed by the principal and approved by the Parish Finance Committee. Fund raising by individual classes and school groups (such as Scouting) must first be reviewed and approved by the principal in concurrence with the Parish Finance Committee. The Parish Finance Committee reviews and approves all fund raising once per year in January- June before the fiscal year of July 1 to June 30.

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

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

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

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

### Rules for Acceptable Use:

1. Students accept responsibility to act in a moral and ethical manner when using the computer system and Internet. General school rules for behavior and communication apply.
2. Network storage areas and school-issued or personal devices may be treated like school lockers or desks. Administrators may review 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. Users should not expect that files will always be private.
3. The following are not permitted:
  - a. Sending or displaying offensive message or pictures.
  - b. Using obscene language
  - c. Harassing, insulting, or attacking others
  - d. Tampering with or damaging computers, computer systems, or networks
  - e. Violating copyright laws
  - f. Using another's password
  - g. Trespassing in another's folders, work, or files
  - h. Wasting limited resources
  - i. Employing the network for personal, commercial, or non-academic purposes
  - j. Circumventing security measures on school/parish or remote computers or networks
  - k. Revealing the personal address or phone number of yourself or any other person without the appropriate prior approval
4. Violations may result in a loss of access to technology, loss of credit for the class, suspension from school, and other disciplinary action.

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# 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 NOTIFICATION OF UNIFORM POLICY VIOLATION

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

Violation of the St. Anthony on the Lake Uniform Policy was found in the following:

- Shirt/Blouse \_\_\_\_\_
- Untucked Shirt \_\_\_\_\_
- Pants \_\_\_\_\_
- Skirt/Jumper/Skort \_\_\_\_\_
- Sweater/Fleece \_\_\_\_\_
- Accessory \_\_\_\_\_
- Other \_\_\_\_\_

Success of the Uniform Policy requires the cooperation of everyone. Thank you for your immediate attention to this matter.

Students who have repeat violations of any provisions of the Uniform Policy are subject to detention, loss of Dress Down Day or Spirit Wear Day privileges, or other appropriate consequences at the discretion of the principal, as supported by the school staff.

This notice must be signed and returned to your child's teacher the next school day.

Teacher Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

## STUDENT REFLECTION

### 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: \_\_\_\_\_



## PARENT/STUDENT SIGNATURE PAGE

We are aware of the contents of the 2020-2021 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 Ellen Knippel by: Sept. 25, 2020.**

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