

**St. Anthony Parish School**  
**Parent Handbook**  
**2014 - 2015 School Year**

***St. Anthony School ....  
Following His Footsteps  
Into the Future***

## **St. Anthony School Mission Statement**

At St. Anthony Parish School, of the Archdiocese of Milwaukee, we believe that we are called to serve God as a family-oriented community. We are called to seek out Christ as we help children grow in knowledge, love and appreciation of God and all God has created. We Work together for the continual challenge of improvement. We work and pray for peace and justice as we learn to value and respect one another and ourselves, so that all who see us, see God.

## **St. Anthony Parish School Philosophy and Goals**

We believe in providing a Catholic Christian environment in which God's children, their families, the faculty and the parish community praying and working together can grow in knowledge, love, and service to God and themselves.

We believe in nurturing the whole child, his/her spiritual, intellectual, physical, social and emotional development, guiding and preparing them to become responsible, well-adjusted members of society

### **The following goals state the implementation of our philosophy:**

- 1. Providing a foundation in doctrine and principles of Catholic faith through regularly planned instruction from which the students can build a value system for a Christian way of living in a pluralistic society.**
- 2. Working towards developing an environment and atmosphere of Christian living, which will encourage all to know, love, and serve God and others.**
- 3. Cooperatively working to help meet student's needs within the framework of our Curriculum and abilities/talents of our faculty and staff. Having students acquire knowledge and apply skills essential to progress within their ability levels. This will be Accomplished with the assistance of planned instruction, textbooks, and other Educational experiences.**
- 4. Providing for an atmosphere of mutual respect to encourage the acceptance of each Other's strengths and weaknesses so that the expression of one another's feelings And ideas are in keeping with the message of the Good News.**
- 5. Providing opportunities for students to grow in fine and gross motor skills.**
- 6. Providing opportunities for students to grow and experience the affective domain Through fine arts and cultural activities.**

We at St. Anthony School believe that we are partners in the process of developing respect, spirituality, and responsibility. We believe that the primary teachers of these values rest with the home and the children's parent(s) or legal guardian. When students and families become part of St. Anthony's school family, they broaden their involvement as members of the parish community. Community is at the heart of Catholic Education. To create this positive learning experience, all at St. Anthony's are expected to demonstrate growth and maturity in three important areas: respect, spirituality, and responsibility. It is through the cooperative efforts of the students, parents, administration and faculty/staff that the above goals will be obtained.

**Respect:** Respect for staff and others is central to becoming a fully participating member of a community. A respectful person is one who believes in the dignity and worth of all individuals including oneself, 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's School activities, we expect our students to:

- Be respectful and attentive to other's needs.
- Be gentle, understanding and sensitive in our attitudes toward others.
- Play safely on the playground, obey the rules, and respect the space and equipment of others.
- Resolve mistakes made with others through talking about differences or problems and creating positive and peace-filled solutions.
- Show common courtesies and good manners towards teachers, other adults and fellow students.

**Spirituality:** It is our belief in Jesus that has drawn us to the community of St. Anthony. Our beliefs are expressed in our prayer life. The Eucharist is the greatest prayer. We expect and encourage our school family to actively and fully participate in a variety of workshop opportunities. A spiritual person is one who lives his/her faith and accepts and relates well to others. Out of respect for our own beliefs, we expect our students to:

- Reverently, actively and fully participate in prayer services and Liturgy.
- Treat symbols of the Church in a reverent manner.
- Recognize and affirm the goodness in others.
- Support and cooperatively participate in service projects of the parish and community.

**Responsibility:** As students mature, they are expected to demonstrate increasing personal responsibility, self-control, and self-discipline. A responsible person is one who confidently and competently responds to meeting personal, school and community obligations while enjoying the satisfaction that comes from accomplishing tasks well. To make school a positive learning experience which creates a peace-filled community spirit, we expect our students to:

- Complete school work on time (assignments and homework).
- Follow directions.
- Have all material needed for class.
- Respect school property, playground equipment and learning materials.
- Participate in classroom instruction by raising their hands, complete assigned work in a neat manner and on time, keep eye contact with the teacher or class members, cooperatively work with classmates.

Dear School Families,

I would like to take this opportunity to welcome you to St. Anthony Catholic School, where parents, teachers, students, and administration work together in a way that lives out the Gospel message.

The Parent Handbook contains vital information regarding the operation of the school. Please take the time to read through it completely and send back the form that indicates that you have done so.

St. Anthony's is a caring, loving, and sharing school community. For the school to continue to grow, the bond between the home and school needs to be continually strengthened. A partnership needs to be formed around the children we have been called to serve. Let us pray and work together in the name of our Lord, our Father.

God's Peace Be with You,

Mrs. Anne Schramka  
Principal

St. Anthony School  
 N74 W13646 Appleton Avenue  
 Menomonee Falls, Wisconsin 53051  
 (262) 251-4390

Faculty and Staff  
 (262) 251-4390 - push 4, then ext. #

		<u>Ext.</u>
Pastor:	Father Dennis Budka	11
Principal:	Mrs. Anne Schramka	31
Administrative Assistant:	Mrs. Pam Welch	30
Grade 8 (Room 101):	Mrs. Julie Egan	58
Grade 7 (Room 104):	Ms. Katie Kovar	62
Grade 6 (Room 102):	Mr. Nicholas Fedie	59
Grade 5 (Room 201):	Mrs. Nancy Sonn	55
Grade 4 (Room 202):	Mrs. Cindy Clarke	54
Grade 3 (Room 203):	Mrs. Michelle DeVries	53
Grade 2 (Room 210):	Mrs. Nicole Schaeren	52
Grade 1 (Room 208):	Ms. Kate Gilbert	51
K5 (Room 209):	Mrs. Katie Albrecht	67
K4 (Room 211):	Mrs. Katie Popp	69
Martin Center (Room 207):	Sister Margaret Maher	56
Physical Education	Mr. Evan Burlew	60
Music (Room 204):	Mrs. Dina Fox	61
Art (Room 204):	Mrs. Susan Blazak	57
Spanish	Ms. Claudia Moreno	66
Library (Room 103):	Mrs. Susanne LuMaye	65
Teacher aide	Mrs. Teresa Perdsock	30
Band (Room 105):	Mr. John Hefter	
Maintainence:	Mr. Armondo Hurtado	36

**Absentee Reporting**

**Office**

**64**

**Extended Care Program**

**(262) 327-1992**

Director: Mrs. Katie Albrecht

## Attendance and Daily Schedule

### School Hours:

K4 AM	7:55 am - 11:00 am	Monday through Friday
K5-8	7:55 am - 3:10 pm	Monday through Friday

7:30-7:45 am	Students arrive
7:45 am	Entry Bell
7:55 am	Prayer/Announcements ( <b>marked tardy after this bell</b> )
8:00 am	Start of School
10:00 - 10:15 am	Recess (grades kindergarten through 5th)
11:35 - 11:55 am	Lunch for Grades K5 - 4
11:40 - 12:00 pm	Recess for Grades 5 - 8
11:55 - 12:20 pm	Recess for Grades 1 - 4
12:00 - 12:20 pm	Lunch for Grades 5 - 8
3:10 pm	Dismissal

### Reporting Absences

**In order to insure the safety of our students, parents/legal guardians are asked to call the school office absentee reporting extension (251-4390 ext. 64) by 9:00 am to report their child's absence. Please leave your name, date, your child's name, grade and reason for the absence. If no call is received or your child is not in school when attendance is taken, the parents/legal guardians will be contacted either at home or at work. It is our way of being sure that all children have been accounted for.**

Absences are sometimes necessary due to illness, death in a family, a doctor or dental appointment or whenever the principal considers exemption from attendance is in the best interest of the pupil. Because the school is legally responsible for keeping accurate records in regards to attendance, it is extremely important that the parents notify the school in writing or via a telephone call that your child(ren) will not be in attendance. Note, by law, the principal is authorized to receive satisfactory explanation from the child's parent/legal guardian.

### Parents are required to send a written excuse for:

- **A child returning from being absent**
- **Early dismissal**
- **Tardiness**
- **Leaving grounds during school hours**
- **Change in transportation**

(Absence/Homework)

In the event that your child is absent from school, there are three options available regarding the child's missed schoolwork.

Option #1 A parent can pick up the missed schoolwork in the office from 3:00-3:30.

Option #2 The missed schoolwork can be sent home with a sibling or friend.

Option #3 The work can be left at school until the child returns from the absence.

There are a few things to consider when choosing which option works best for you. **Work cannot be sent to the office earlier than 3:00.** We understand that you may be in the building earlier in the day, however it is imperative that teachers have until 3:00 to prepare and gather the work for the absent child. If the 3:00-3:30 time frame does not work for you, please choose another option. If you happen to choose option 1 or 2 please remember that teachers will be sending all schoolwork home. In the case of the Junior High especially, this can often amount of work including heavy textbooks. If is at the parents' and students' discretion as to how much or how little work they feel they are able to complete at home, while they are absent. If you are unable to complete all of the schoolwork at home, arrangements will be made at school to help get the student caught up.

## Tardiness

At St. Anthony School, we feel it is a shared responsibility of the school and home to assist students to develop desirable habits of punctuality and attendance. Students are expected to attend school regularly in compliance with the law for compulsory attendance.

Tardiness is defined as being late to school. Students will be marked Tardy if they are not in the classroom by the 7:55 am bell. **It is recommended students should arrive to school between 7:30-7:45.**

If a student arrives after the 7:55 bell, the student is required to report to the school office. The student will receive a tardy slip for admittance to class. Students that are absent or tardy for three (3) times without sufficient cause - parents will be called in for a meeting with the principal. Students who are continually absent or tardy without sufficient cause will be referred to the proper authorities.

## Release from Class

Parents are requested to arrange doctor's and dentist's appointments after dismissal or on designated days off.

If a student needs to be dismissed early, the parent is to send a written communication to the teacher. Parents are asked to meet their child at the office. Please remember to sign the daily log book located in the office.

## Vacations:

It is recommended that vacations should be taken around the school calendar. Most lessons are designed for the students to learn through class discussion and activities; with homework being a reinforcement of the major objectives. If your child must be absent due to a family vacation, please consult the principal and teacher(s) ahead of time. The teachers may be able to provide some of the assignments for the student to complete before he/she returns. However, because the teachers continually adjust their lessons to meet the educational needs of the students, they generally do not plan for more than a week ahead of time. Even those plans are often altered from day to day. Therefore, it is nearly impossible for the teacher(s) to predict exactly what will be studied and assigned while your child is gone. It is the responsibility of the parents/guardians and student(s) to confer with the classroom teacher(s) to make sure all missing assignments and tests are completed in a timely manner.

**FAMILY VACATION REQUEST FORM** must be filled out prior to scheduled vacation. Form is in pocket of this folder.

## Registration

A Pledge of School Support letter will be given to each school family at the time of registration. Please read it carefully. The letter is then to be dated, signed, and returned to the school office along with your registration payment.

Registration for Kindergarten will take place in February. Registration of students currently attending St. Anthony School for the following school year and new students will be during February. New students are accepted on probation for a period of one semester (School Committee policies #52050, #52100, and #52160). All new families will need to pay a registration fee. This is nonrefundable.

## Nondiscriminatory Statement

St. Anthony School does not discriminate on admissions of students based on race, color, handicap, sex, national origin, and ancestry.

## Tuition and Fees

Tuition for the 2014/2015 School Year is as follows: <b>Tuition Schedule Description</b>	<b>K4</b>	<b>1 child K5-8</b>	<b>2 K5-8</b>	<b>3 K5-8</b>	<b>4+ K5-8</b>
<b>Schedule A</b> – For Parish Members who sign-up for their membership Commitment hours and have satisfied the previous year’s membership commitment	<b>\$2,100</b>	<b>\$3,175</b>	<b>\$4,921</b>	<b>\$6,350</b>	<b>\$6,953</b>
<b>Schedule B</b> – For Parish Members who choose not to participate in Their membership commitment hours, or have not satisfied the previous year’s membership commitment.	<b>\$2,100</b>	<b>\$3,955</b>	<b>\$5,701</b>	<b>\$7,130</b>	<b>\$7,733</b>
<b>Schedule C</b> – For Non-Parish Members.	<b>\$2,100</b>	<b>\$4,821</b>	<b>\$7,472</b>	<b>\$10,135</b>	<b>\$10,598</b>
<b>Schedule D</b> – Each family must satisfy their school membership Commitment volunteer hours or pay the additional Schedule B Fee of \$780.00	<b>\$2,100</b>	<b>\$5,601</b>	<b>\$8,252</b>	<b>\$10,915</b>	<b>\$11,378</b>

**See attached Tuition Policy #53200 and Tuition Late Policy #53210.**

Tuition payments can be made as follows:

- 1 payment due on August 1st
- 2 payments due on August 1st and January 1st
- 10 payment automatic withdrawal program - this program has a fee of \$30.00 per year. Only tuition can be paid through this program. Book fees, assessment and Facts fee is paid separately and due on August 1<sup>st</sup>
- Four payments charged to a credit card on Aug. 1, Nov. 1, Feb. 1 and May 1. Each transaction will include a \$15 fee (total \$60 annual fee for family). The parish will match and pay an additional annual \$60 servicing fee of this payment option,

A late charge of \$100.00 will be assessed if payments are not made within 30 days of the due date.

**Assessment Credit:** The \$400.00 assessment can be eliminated through fundraisers. The program allows you to earn credit for next year’s tuition by using the Scrip and Market Day fundraisers. The following is how it is applied:

- **SCRIP:** Use the order forms provided to purchase your Scrip. Your profit generated from Scrip will automatically be figured, accumulated, and a credit will be given to you for next year’s assessment. Once the assessment credit is met, the remaining Scrip credit will be put towards next year’s tuition.
- **MARKET DAY:** Just purchase your food items from the order form you receive from school or church. Every item you purchase is included, even special items that are priced the day of the sale. The profit generated for the year will be accumulated, and you will be given credit for next year’s assessment.

For more information, see Policies #53280 and #53290 attached.

**Book Bill Fees:** Book bills include workbooks, textbooks, testing materials, scoring service, school periodicals, library fees, science lab fees, diocesan assessment, primary writing paper, basic art materials (such as construction paper, paint, etc.), educational supplies. The book bill is to be paid by August 1st.

The Book Bill for the 2009/2010 school year will be:

K4	\$50.00
K5	\$100.00
Grades 1 through 8	\$200.00

Books badly damaged or lost by the students must be replaced monetarily by the student. Since books and all school materials are to be handled with respect, a fine will be charged if damage is incurred.

**FACTS automatic withdrawal program fee:** A 10-payment automatic withdrawal program is also available for a \$35.00 per year fee. This is due on August 1st along with the Book Bill Fee and Assessment Fee. Withdrawals are done on a monthly basis from August through May. In the event of a missed or delayed payment, this must be paid no later June 10th.

**Milk Fee:** Milk is offered every school day during lunch for grades K5 through 8. K4 and K5 students are asked to bring their own beverage for snack time. White, Skim and Chocolate is available. Orders and payments are taken at the beginning of each semester.

## **Financial Assistance**

### **Fundraising**

It is recommended that fundraisers be limited to two per year. However, with the consent of the Parish Council and the Pastor, additional fundraisers may be implemented.

Using school children, especially the primary-aged children, is to be discouraged unless a parent accompanies the child (Archdiocesan Policy #1324, 3270).

Any fundraising that the school students are involved with directly cannot go to benefit themselves materialistically. In other words, when our school students are fundraising to help others, they are raising money to help others, not themselves. This supports our mission statement that calls us to be servant.

### **School Endowment Fund**

The St. Anthony's School Endowment Fund was established to provide financial aid for families needing assistance to meet tuition payments for Catholic Education's in the parish or day school programs. The Endowment Fund will give the families either a NO INTEREST LOAN or GRANT for the current school year. The loan is a no-interest loan that may be paid back at a later date, and paid directly to the St. Anthony School Endowment Fund. If the family cannot pay back the loan, it converts to a grant.

Request for this fund must go to the Pastor and Parish Trustee.  
Applications can be picked up in the School Office or Parish Rectory.

### **JPR Scholarship**

For his 40th anniversary of Ordination, Father Joseph P. Reichling, Pastor 1949-1981, setup a scholarship fund for 8th graders of the parish who would be attending a Catholic high school.

Each year, a selection committee follows the general guidelines and draws up the specifics for awarding the scholarship. The regular parish membership of the selection committee are:

- Pastor
- Principal
- Directors of Religious Education
- Parish Council President
- Parish Representative (St. Anthony's Fish Fry Committee)
- School Committee Representative
- Home & School Committee Representative

All eighth graders of the parish are notified of the requirements and timeline during the month of January. Application blanks need to be completed and recommendations made. The Scholarship recipient is announced at the end of the school year.

Other Scholarships: For eighth graders - the Knights of Columbus and some high schools offer scholarships.

### **Children's Liturgies**

St. Anthony students in Grades K5 through 8 will participate in a liturgy on a weekly basis. K4 will attend liturgies with their school buddies at designated times.

Liturgy Schedule: Refer to schedule in school calendar.

Parents are always welcomed and encouraged to participate in the children's weekly liturgies. Also, parents, encourage your children to talk over their liturgy plans with you. This will give them the good feeling that you are interested in their spiritual development.

### **Sacramental Program**

Two of the sacraments are highlighted during the grade school age of the child, Eucharist and Reconciliation. Both the preparation and the celebration of their first experience is jointly done between the home, Religious Education, and the school.

In cooperation with the Director of Christian Formation in the Parent Eucharist program, the parents and teachers help prepare the second graders for the reception of First Eucharist. See Sacramental Policy Handbook distributed by the CFC office for dates and times.

In cooperation with the Director of Christian Formation in the Parent Reconciliation program, the parents and teachers help prepare the second graders for the reception of First Reconciliation. See Sacramental Policy Handbook distributed by the CFC office for dates and times.

### **Testing**

Kindergarten Screening: All registered Kindergarten students for the following school year will be screened by the Kindergarten teacher. This is done in February.

Iowa Test of Basic Skills (Archdiocesan regulation): Tests are administered by the classroom teachers in March. Grades 3, 5 and 7 are tested each year.

New students entering the school may be tested at the request of the principal or parent. See Policy #52160.

### **StandardsScore, Parent-Teacher-Student Conferences, Progress Reports**

StandardsScore: As our school moved to a standards-based grading system, StandardsScore brought us far beyond our previous grade book and report card models. The electronic record keeping tied directly to a progress reporting tool was essential. Connecting that to the Archdiocese curriculum benchmarks and grade level proficiency levels allowed us to focus our energies on increasing student achievement.

Webnotes is an internal messaging system in StandardsScore. The purpose behind it was to simplify communication between school and home and not to worry about a correct e-mail address. Parents are given a *StandardsScore Code* (username and password) at the beginning of the school year. **This code is to be used by parents only due to the possibility of confidential information that may be communicated between teacher and parents through webnotes.**

**Conferences:** are required at the end of the 1st quarter. If you need to speak with your child's Specials Teachers (Art, Music, Physical Education, Spanish, Computers), please contact the school office to schedule an appointment. Conferences can be requested by either the teacher or the parent at the time of the 2nd and 3rd quarter. Parents are encouraged to see the teacher outside of these times as soon as a concern arises.

**Progress Reports:** Parents appreciate knowing when their child is doing less than average work long before report cards are issued. Therefore, a Progress Report for students in grades 6 through 8 will be sent on specific dates each quarter. In this way, both parents and teachers can provide the necessary support to students who need direction. This should also eliminate any surprises when conferences are held. Parents are encouraged to contact their child(ren)'s teacher at any time.

## **Curriculum**

St. Anthony School has one class of each grade, K5 through 8, with one teacher for each grade. The number of students registered for K4 and each year will determine the number of sessions. The maximum sessions is two with a maximum enrollment of no more than 30 students for the two sessions.

In addition, there is the Martin Center, a resource center. The Martin Center teacher works with respective classroom teachers to meet the needs of students in both remedial and enrichment areas.

St. Anthony School is proud of the consistent basic education it provides in the areas of Religion, Reading, Math, English, Spelling, Social Studies and Science. Flexible groupings of students are provided as needed and as both time and personnel allow. Computer technology is integrated into all curricular areas.

Physical Education (Mondays and Wednesdays) and Music classes (Tuesdays and Thursdays) are provided twice a week for kindergarten through eighth grade. Art class is held once a week on either Monday or Wednesday for first through eighth grade. Computer classes are held on Tuesdays and Thursdays for grades kindergarten through eighth.

A librarian is on staff for two days (Mondays and Wednesdays) assisted by parent volunteers the remaining days of the week. The Librarian assists students in book selection, teaches skills to the intermediate grades (3-8) and introduces good literature to the primary grades (K4-2). Spanish class is provided for third through eighth grade.

## **Physical Education Classes**

All students are required to take Physical Education Classes. On occasion, a parent may find it necessary to request a child's non-participation in physical education for a time. A student may be excused from physical education when s/he has a written excuse signed by the parent/guardian or a written doctor's excuse explaining the reason for non-participation in the class, and the length of time the student will not be participating. If a child is out for two or more consecutive physical education classes, a Doctor's note is required.

## **Library Regulations**

Grades Kindergarten through 6th - check out books for 1 week.

Grades 7 and 8 - check out books for 2 weeks.

A limit of one (1) book or magazine for kindergarten and 1st grade, and a limit of two (2) books or magazines for grades 2 through 8 can be checked out or in a student's care at one time. Grades 6, 7, and 8 may check out additional books with teacher's permission.

Replacement value is required for a lost or damaged book or magazine. Overdue books and book payments are to be taken care of before the end of each quarter or the Report Card will be withheld.

We welcome back any lost book, even if it is several months, a year or more later. If a book has been paid for and found within six (6) months, a refund will be made to the parents.

## **Field Trips**

Field trips scheduled for students are not optional. When a trip is scheduled for a class or the entire school, all students are required to attend, unless there is a serious medical reason exempting them. We try to keep the cost of all outings to a minimum. However, if you feel you cannot afford the cost of the outing, please contact the teacher or administrator to see what arrangements can be made. Each time a class goes on a field trip, a written permission slip must be received from the parent or legal guardian. At times, parents will be asked to chaperone on field trips. Teachers will select the required number of chaperones from those who volunteer.

## **Homework**

Whenever homework is given, it should supplement, complement, or reinforce classroom teaching. If your child has several teachers in our departmental program, teachers shall confer with one another and keep in balance the amount of work assigned. NORMS governing the suggested maximum time for homework assignments follows:

Primary grades (1, 2, 3)	20 to 30 minutes
Intermediate grades (4, 5)	45 to 60 minutes
Junior High grades (6, 7, 8)	60 to 90 minutes

It is important to note these are suggested norms. These norms take into account responsibility of getting homework completed and utilizing classroom study hall/flex time. It does not take into account different learning styles. Therefore, some students may have more or less on a given day.

## **Study Buddies**

Study Buddies is a time set aside from the noon hour (11:40 to 12:20). It is held in the school library and is supervised by a teacher/responsible adult. In Study Buddies, students are given the opportunity to complete late or missing assignments and eat their lunch. Students in Grades 2 through 8 are required to stay the entire noon hour (11:40 to 12:20). Students will eat from 12:00 to 12:20 in Study Buddies. Students in Grades 2 and 3 will not participate in Study Buddies until after the Primary Level Meeting.

Note: In each case, a Homework/Missing Assignment Notice will be sent home to make the parents aware that the work was missing and is completed or needs to be completed. This notification must be signed by the parents and brought back to the homeroom teacher the next school day. (See attached sample Homework/Missing Assignment form in back of this handbook.)

Each teacher will monitor the student's progress. If Study Buddies does not improve the student's work study skills, a conference will be held to determine strategies to further help the student in this area.

## **Awards**

St. Anthony's Awards were developed to create a sense of self-worth and a positive self-image in our students. The awards address the academic and behavioral growth and development of our students and your children. We believe that these awards are well within the range of our students' ability to achieve. The awards program is done on a quarterly and semester basis.

Awards: These awards are given out to students in grades 1 through 5 and are for students who have not received either behavior slips and/or homework/missing assignment notices.

Honors & High Honors: These awards are earned by students in grades 6, 7 and 8.

- High Honor is awarded to students who earned a grade point average of 3.75 - 4.0 on their report card in the academic areas.
- Honors is awarded to students who earn a grade point average of 3.0-3.74 on their report card in the academic areas

The GPA (Grade Point Average) definition for our junior high students is the following: A's = 4.0, B's = 3.0, C's = 2.0, D's = 1.0. All subjects will be counted towards the student's GPA. Each subject will be weighed according to the number of times the subject is taken in a week. For example, Math will be weighed a '5' because it is taken 5 times a week, whereas Music will be weighed a '2' because it is taken twice a week.

### **Identifying Children with Learning Needs**

St. Anthony's School follows a plan designed to identify and provide for students with special needs (emotionally or academically at-risk, attention-deficit, achievement-deficit, suspected learning disability). Through the supportive consultant program implemented by the Archdiocese of Milwaukee as an outreach program design to help schools identify students with learning and behavioral difficulties, St. Anthony's School has a trained supportive consultant on staff to whom teachers or principal may refer a student for testing after consultation with parents. The model for services for the child include the following steps:

- Identification: Whenever a teacher, parent, or the principal initiates a concern about a child, a referral for a staffing is scheduled. (A concern may be related to a physical, social, emotional or learning difficulty). A referral is completed by the referring party or parties with as much detail as possible regarding the suspected problem.
- A staffing is scheduled to activate the concern. The school principal, teacher(s), parents/guardian, and any support personnel are scheduled as participants in the staffing.
- Strategies and follow-up decisions will be planned using the suggestions and 'brainstorming' from the staffing participants. If it is decided that the supportive consultant will do some initial testing, parental permission for testing will be obtained.
- A future reconvening of the staffing may be scheduled to evaluate the strategies and plans (including testing) agreed upon at the initial staffing. The supportive consultant will share at this time both testing results, data from observations, school records and student observations. Recommendations regarding the student's needs will be made at the meeting.

If a child is suspected of having an attention-deficit or attention-deficit-hyperactivity disorder, a child will be referred to a licensed physician (pediatrician or child psychiatrist) or a psychologist for a diagnostic evaluation. (An attention-deficit-hyperactivity disorder is a term used to describe children who experience behavioral difficulties with distractibility, inattention, impulsively, or hyperactivity. It affects a child's ability to concentrate, learn and maintain a normal level of activity.) Proper diagnosis is necessary in order to develop an educational plan to which a child may be responsive. Parents will be provided with the names of professionals in the field who specialize in Attention Deficit Disorder.

If a child would benefit from a counseling relationship with a professional in the field because of self-esteem or social/emotional/drug/alcohol/eating disorder or their related issues, appropriate recommendations will be made to parents at the time of this staffing. In addition to recommendations which detail strategic teaching or learning approaches in the classroom which might achieve results for a child and/or referral to specialists outside the immediate school staff whose expertise may be needed for a further diagnosis, students may be referred to the school learning center for supportive reading/writing/study skills instruction and/or to private tutors in the area who will provide another level of support to the child.

### **Exceptional Educational Needs**

While it is the intent of St. Anthony's School to provide Catholic education for all children, some children have exceptional needs which require programming to meet those needs. St. Anthony's does not have the facilities or personnel to provide an exceptional educational program. State and Federal law requires that a program be made available through the public school. For these reasons, if staffing recommendations result in the need for further testing to determine if a child has a disability which entitles a child to the appropriate service(s) s/he deserves, it is expected that:

- Parents will agree to promptly initiate or allow the school to initiate a multidisciplinary team evaluation through the local public school district to determine whether the child is eligible for placement in a public school program which addresses his/her disability. Parents will be informed about the procedures for a referral and their verbal approval for such a referral will be sought before the process begins. The school principal will request appropriate forms from the public school building principal or IEP Team of the public school district where the student resides.
- Parents will cooperate with and pursue prompt completion of the appropriate testing by the local public school when requested by the principal.
- Upon identification by the IEP Team of exceptional education needs in a child enrolled at St. Anthony's, the principal will meet with the parents to explain identified needs and available program options at St. Anthony's (if they exist).

- If a student presently enrolled in the Catholic School is determined to have an exceptional educational need by the local public school IEP Team, reconsideration of his/her continued enrollment in St. Anthony's will be reviewed by the principal with the likely recommendation that the child be placed in an appropriate program which will address the identified educational needs. If the parent(s) elect not to follow through on IEP Team recommendations, the school's determination will be put in writing shared with the parent(s), and becomes part of the student's permanent record.
- In addition to the four items above, transferred students to St. Anthony's will be temporarily enrolled until receipt of all prior school records and classroom performances indicating that the child is not in need of exceptional education programming.

## Retention Policy

In schools which allow for flexibility of instruction within grades, retention of a student will be done judiciously after considering grade standards as well as the many factors affecting retention. When retention seems likely, parents are contacted several times during the year relative to Rules 5123(b).

Student is identified by the teacher as having special needs.

Conference will be held with the parent(s) and teacher. Student may be present.

Different strategies used:

- Supportive consultant services
- IEP (Individual Educational Plan)
- others

Staffing with parents, student and teachers will be held.

Reevaluate student's progress periodically.

Students shall not be considered for more than one (1) retention during their school career. Final decisions on retention will rest with the local school authorities.

## Transportation

For the protection and safety of your child/ren, it is extremely important that the following procedures be adhered to:

**Morning Drop-off:** Students should arrive between 7:30 and 7:45. Car riders enter North Hills Drive and are dropped off by the coned area at the end of the school. Buses enter and exit in front of school. NO CAR RIDERS can be dropped off in front of school due to the buses and obvious safety concerns. It is at this time that teacher supervision is provided.

**Afternoon Pick-up:** Students who are car riders are picked up in the front of school at 3:10 pm. Cars should enter North Hills Drive and drive up past the coned area near the front of school. The family name tag should be placed in the car window so that the car line teacher and volunteer can easily and quickly call out the name for the students. New families will receive car signs at the meet and greet. Any other families who need their signs replaced should notify the school office. Please do not park in the front of the school to pick up your children. This causes confusion for the buses and safety concerns for your children. (K4 teacher will explain A.M. pick up for K4 students.) Please do not drive through the parking lot/playground when children are outside. Note: all students must be picked-up by 3:10 pm. When picking up the child(ren) after school, please form a single line. Please do not park in front or side of the school building and then walk to pick up children at dismissal time. Teacher monitor and parent volunteers will assist your child(ren) into the cars.

If, for extenuating circumstances, such as extracurricular programs, family situations, etc. you cannot pick up your child in the required fashion, a note/Call MUST be sent to the school office notifying us of the reason and length of time, etc.

Note: Students who are not picked up on time will be sent to our extended care program at 3:30. Families will be billed accordingly.

Bicycles: No child is to ride a bicycle to school. The school is located in an extremely hazardous zone. The school will not assume responsibility.

Buses: Information regarding the time of pickup will be sent to you by the bus company that transports your child(ren) in August.

Leaving school on a different bus is not always possible due to bus company regulations. Please notify the school office well in advance.

Parents who pickup a child during the school day must pick up their child in the school office and sign the daily log on the secretary's desk.

## **Bus Transportation and Conduct for Riders**

St. Anthony's School is serviced by: **Johnson School Bus Service, Inc (262) 251-4230**

Communications regarding bus: If you have a concern regarding bussing, it is always good as a first step to speak to the bus driver. If this does not resolve the concern, call the local bus company. When speaking to the bus company representative, document all information. It is also important to know the route number. If all this does not resolve the concern, call the administrator.

The safety of all the children on the bus, the safety of the bus driver, and the safety of motorists and pedestrians requires the bus driver to give complete attention to his/her driving. In order to enable the driver to assure maximum protection for each passenger, children will be asked to comply with the following regulations:

- Remain in the seat assigned by the School Administrator and/or the Teacher Supervisor
- Treat all students and the driver with respect by refraining from name calling and/or actions which could lead to physical injury.
- Refrain from throwing objects.
- Speak in quiet tones.

These actions apply to all field trips as well.

Students who choose not to comply with bus regulations designed for their safety are subject to the following action if they are reported to the school principal by the bus company through a corrective action report:

- First offense: A written warning to be signed by a parent/guardian and returned to school the next day. Principal will contact parents to assure compliance since the corrective action report is delivered to the school by the Bus Companies.
- Second offense: a one (1) day suspension of bus riding privileges to begin the day following the filing of the report with the school principal. Principal will contact parents to assure compliance.
- Third offense: a three (3) day suspension of bus riding privileges. The principal will contact parents to assure compliance.
- Fourth offense: a one (1) week suspension. The principal will contact parents to assure compliance.
- Further offenses and indifference will result in permanent forfeiture of bus riding privileges.

Physical injury to another passenger on the bus may result in an immediate week's suspension of bus riding privileges. Students have a right to ride the bus unharmed by peers. Parents are asked to give bus drivers complete cooperation and to serve as constant reminders to children of their responsibility. We all understand the burden of responsibility placed on each driver to transport our children safely to and from school. Parental support for drivers is paramount to a successful bus transportation program.

## **Communication**

### **Family Weekly Info Packs**

- Weekly info packs will now be available on the School's website @[www.st.anthonyparishschool.org](http://www.st.anthonyparishschool.org)
- If you have important information you'd like to share with the school families via the weekly info packs, send to: [infopack@stanthonyparishschool.org](mailto:infopack@stanthonyparishschool.org). It must be in either MS Word or MS Excel document.
- Deadline for weekly submission is Wednesday 9:00am.
- Communication to the school office should be in sealed envelopes if the communication is confidential.
- ALL communications must be approved by the school office.

Change of Address or Telephone: Please inform the school and rectory immediately of any changes in your home and/or cellular telephone number or phone number at your place of employment. We must be able to reach a parent or responsible adult in case of an injury, illness, or emergency. Promptness in notifying the school of the above changes is extremely important to the safety and welfare of your children. Please let the school office know of any changes regarding information on the emergency contact form, such as changes in emergency contact people or phone numbers.

Also, please inform the rectory and school of any change of address, even if the phone number remains the same.

Phone Calls: In case of illness or accident, the secretary or another adult will call through the office.

Students will not be allowed to call for homework, lunches, library books, boots, shoes, hot lunch money, etc. unless permission is given by the classroom teacher. For other calls, students are to get permission from the classroom teacher to use the office phone.

Community Relations: Grievance Procedure for Parents concerning School/Religious Education personnel, according to the Archdiocesan Policy #1312(a) and #1312(b) is as follows:

In the Archdiocese of Milwaukee, a parental grievance occurs when there is a disagreement between the parent(s) or guardian(s) of a student enrolled in our schools or parish religious education programs and an employee (e.g. Principal, Teacher, DRE, Youth Minister, Catechist) of the Parish. Before any formal grievance can be initiated, the parent(s) or guardian(s) must meet with the employee with whom there is an issue to see if reconciliation or meeting of the minds can occur, consistent with the philosophy of the Archdiocese. If resolution occurs, there is no need to proceed. Any grievance not raised in a timely manner (generally not to exceed ten (10) days) shall be considered to be waived.

Step 1: If there is no resolution, the parent(s)/guardian(s) can initiate the formal grievance process by providing a letter to the employee's supervisor no later than ten (10) working days after the informal meeting noted above. The letter must contain the following:

- the date/time/place of the informal meeting
- the name and position of the employee with whom the disagreement exists
- factual information and background regarding the disagreement
- specific recommendations for resolution of the issue

After receipt of the letter, the supervisor will provide the employee five (5) working days to respond and then schedule a meeting of all parties within ten (10) days to work through conciliation toward resolution. Should resolution occur, the process is concluded.

If resolution does not occur and the potential concern involves secondary schools, please go to Step 3. If the resolution does not occur and the potential concern involves elementary schools or parish programs, proceed to Step 2.

Step 2: If resolution does not occur in the informal meeting or in Step 1 and the concern involves elementary schools or parish programs, the parent(s)/guardian(s) will provide the pastor with a copy of the letter noted in Step 1 within five (5) working days of the completion of Step 1. The pastor will immediately call on the employee for his/her response and attempt to resolve the situation in one of the following manners:

- The pastor will convene the parties in an attempt to reach mutual agreement. (Disputes in which the pastor is the immediate supervisor begin here.)
- The pastor may contact the Archdiocese Office for Schools, Child, and Youth Ministry for assistance in resolving the matter. If agreement is reached, the process is concluded.
- The pastor may direct the local grievance committee to proceed with a review of all details and submit a recommendation to him.

Step 3: If there is no resolution through Step 2, issues of concern will be heard by the local grievance committee. The local committee of three to five members will hear all sides of the dispute no later than thirty (30) days after the parent(s)/guardian(s) forwards a copy of the letter noted in Step 1 to the Committee. The Committee, appointed by the pastor (principal, or president in a secondary school) and drawn from a pool of concerned candidates who possess qualifications that would allow them to discern impartially the issues at hand, will render a decision to all parties. If there is consensus of all parties, the process is concluded. If resolution does not occur, a final Step 4 may be initiated.

Step 4: Should resolution not occur through Steps 1, 2, and 3, the parent(s)/guardian(s) can submit, within ten (10) working days, a written appeal to the Archdiocese. Should an appeal not occur within the time period, the issue is considered closed.

The request for a hearing with the grievance committee shall be made through the Superintendent's Office. It shall contain the statements of the parties concerned, the Delegate for Parishes will convene the grievance committee and chair it's proceedings.

Upon receipt of the written statement, the grievance committee will set up a hearing, at a mutually convenient time and place, for discussion of the concern with all parties involved.

The findings of the grievance committee will be communicated to all parties involved. Upon such communication, the work of the grievance committee will be closed.

### **Confidential Family/Student Information**

According to Archdiocesan Policy (5124.2), each family is required to file a Confidential Family/Student Information form so that the school can be appropriately apprised of a child's custody arrangement if a court has issued an order affecting the physical placement of a child. This information is critical to the school since it affects the parties with whom the school shares student progress reports during the year. There are two parts to the form. All families must complete one form for each child in the family. Part I of the form must be completed by all school families for each child. Part II must be completed by any family, whose parents are divorced, separated, remarried, widowed, or unmarried. Part II is to be substantiated by attaching a copy of the court order/divorce decree to the form. Form is located in the front pocket of this folder.

### **Student Immunization Law**

The Wisconsin Student Immunization Law requires Hepatitis B vaccine for students entering kindergarten, 1st, 2nd, 3rd, 4th, 5th, 7th, and 8th grade. Varicella (Chickenpox) vaccine or chickenpox disease history is required for children entering kindergarten and 1st grade.

Students need to get the Hepatitis B vaccine and report the dates each dose was given to your child's school on the immunization form. Your child will need four (4) doses of Hepatitis B vaccine to be fully immunized. Children who report the date of the first dose by the 30th school day and the date of the second dose by the 90th school day will be considered 'in progress' and will meet the requirements. The date of the third dose is due by the 30th school day of the following school year.

If you do not want your child to get Hepatitis B vaccine, you may sign the religious or personal conviction waiver options on the Immunization Record form. A health waiver is also available and must be signed by a physician. All students are required to be up to date on all of their immunizations per Wisconsin Student Immunization Law (R5141.31), by September 1<sup>st</sup> of the school year.

### **Illness/Medication**

When a student is ill, and has a temperature of 100° or more a parent/guardian will be called to pick the student up. Please do not send your child to school if they have a temperature, or are vomiting

No one on the school staff, including volunteers, is allowed to give out any types of medication to students. This includes aspirin. All medication to be taken by students during school hours must be kept in the school office, in a locked drawer. Such medications must be sent in a container to which the student's name and dosage are fixed.

Medication will be taken by the child at the designated time, administered by the school secretary or Principal who has been identified to do so. It is the responsibility of the student, not school personnel, to come for his/her medication at the designated time.

A permission slip, signed by the parent or legal guardian, must be sent to the school for non-prescription type medication. This also includes cough drops and aspirin.

Both a permission slip to the school, signed by the parent or legal guardian, and a direction slip to the school, signed by the physician, must accompany prescription medication and must be kept on file in the administrator's office. Permission forms for medication are in the folder pocket.

NOTE: The American Lung Association of Wisconsin was instrumental in the passage of Assembly Bill 783 which enables students with asthma and other respiratory illnesses to carry their inhalers with them at school. This law went into effect September, 1999.

If you would like your child to carry their own inhaler, please fill out the form in the pocket of this folder (Authorization for Administration of Inhaled Asthma Medications) and return it to the school office.

### **Playground/Recess Rules**

Playground/Lunch Room Supervisors:

- Supervisors should arrive 5-10 minutes ahead of scheduled recess, and report to the office for specific assignment. One supervisor should always be responsible for the 'walkie talkie' and reporting any situations to the principal.
- If a child gets hurt, the supervisor will radio the principal that either he/she is needed outside, or that the hurt child (accompanied by another child) will be reporting to the health room/school office.
- If a situation arises with students that a supervisor cannot handle or needs assistance, the principal is called immediately.
- Children are not allowed outside until a supervisor is present
- Children are allowed to play on the blacktop area and the playground equipment.
- Insurance recommends one (1) supervisor per 50 students.

In order to create a safe and Christian atmosphere on our playground during recess, the following rules and regulations are to be enforced. Children are expected to:

- Respect each other and each other's property. This means no hitting, fighting, tripping, pushing, or shoving.
- Use respectful and courteous language when talking and discussing with classmates and playground supervisors. This means to name calling or swearing.
- Respect the rights of other's playground games. This means no interference by taking or kicking equipment.
- Play safely and courteously at all times. This means no throwing of snow, stones or objects.
- Play safely on equipment. This means no climbing on top of concrete tunnels or playing carelessly or recklessly on the playground equipment.
- Respect playground equipment. This means no hanging on basketball rims or nets, no disrespectful play with equipment such as kicking the ball on top of the roof or leaving playground equipment outside.
- Go outside. Exceptions are: written permission from doctors or permission from teachers or principal.
- No child will be dismissed from the playground.
- No child should leave the playground without permission.
- Cones will be put in designated areas for safety - Grade 5 is responsible for cones (10:00 am recess and lunch).

Equipment - the following equipment is considered dangerous and inappropriate for playground activities:

Skateboard	Wooden or Aluminum Bats
Hard Balls or Soft Balls	Sleds or Toboggans
Roller Skates/Blades	

10:00 - 10:15 am Recess (Grades 1-5 - approximately 100 students - K4/K5 add approx. 40 students):

- Students in grades K4, K5, 1 and 2 will dismiss at the back door with supervisor, and when the bell rings at 10:15, the students line up by the back steps. Supervisor brings them in to the school.
- Students in grades 3, 4, and 5 will dismiss out the front doors of the school and line up on the playground in designated area when the bell rings at 10:15. Supervisor will lead them back into school through the front door.

11:40 to 12:20 Lunch/Recess

- Grades 1 through 4, K4, K5 and extended care (approx. 80 students) will eat at 11:35 to 11:55 am and go outside from 12:00 to 12:20 pm. Each teacher must bring their class to Reichling Hall and make sure they are settled and seated. The students will be dismissed by the supervisor or principal.
- Grades 5 through 8 (approx. 80 students) will go outside from 11:40 to 12:00 pm. Grades 6, 7, and 8 will dismiss out the side door by the junior high and grade 5 will dismiss out the front doors. When the bell rings at 12:00 pm, grades 5 through 8 will line up in designated areas by the side door and wait for the supervisor or principal to quietly bring them in for lunch. Grades 5 through 8 will eat from 12:00 to 12:20 pm. Teachers are to pick up their students in the lunchroom at 12:20 pm.

### Lunch Rules for Reichling Hall:

- Students will sit at an assigned table for their grade.
- Students are expected to eat quietly.
- Unfinished milk will be emptied in a bucket located in the boiler room.
- No students may leave their chairs until dismissed by the supervisor.
- All students are responsible for keeping the lunchroom clean and safe.
- If help is needed, students are to raise their hand.
- All students are to practice good manners.
- Baskets will be provided for each class to put their lunch boxes in.
- Grade 4 brings the baskets to the lunchroom.
- Grade 5 brings them up from the lunchroom.
- 7th and 8th graders will be assigned to wipe off tables and put away chairs, if needed.

### **After School Activities**

Adult leaders must be present before practice and/or meetings held in the school building or in/on any other areas of the parish property. Under no circumstances are groups of students to assemble without an adult leader present. (An adult is defined as an individual who is 21 year of age or older.) It is extremely important that rooms be left in the condition found.

Any organization wishing to use any church/school grounds or facilities after 6:00 pm must reserve the necessary times. These arrangements must be made at the rectory (251-5910).

After school activities include:

Cub Scouts  
Book Club  
Daisies

Brownies  
Choir  
Junior Girl Scouts

St.A.R.S.  
Boy Scouts  
Computer Club

### **Dress Code**

Uniform clothing may be purchased at the following retailers:

The Uniform Place  
811 N. 68th Street, Milwaukee  
(414) 258-7888

Target  
[www.target.com](http://www.target.com)

Kohls  
[www.kohls.com](http://www.kohls.com)

Dennis Uniform  
1400 E. Business Center Dr.  
Mt. Prospect, IL 60056  
[www.dennisuniform.com](http://www.dennisuniform.com)

Clothing NOT allowed:

- undershirts other than white, under the uniform shirt or blouse
- shorts may not hang out from under uniform jumper/skirt
- slacks may not be worn under jumper/skirt during school
- washed out blue or gray trousers/slacks
- No Crocs shoes

All shirts are to be tucked into pants or shorts. Shoes and socks must be worn at all times.

Out of Uniform Days

- clothing should be age appropriate and shirts/blouses should cover pants or skirt belt line at all times.
- birthdays (summer/weekend birthdays) - student will agree on day with teacher.
- Spirit Days, Special Dress Days - announced by principal
- Field trip days - only when announced by individual teacher

Mass Days

- Uniform jumper/skirt are required during the months of September, October, November, March, April, May; optional during the months of December, January and February

The Dress Code Committee will be monitoring compliance of the uniform code throughout the year. A parent will be informed when his/her child is not in compliance of the code. For questions regarding appropriate uniform clothing, please call the office.

## Procedures for Implementing the Dress Code

The classroom teacher will remind the student in his/her classroom that he/she is out of uniform. Should there be repeated violations of the dress code, the school will call the parent and request them to bring the required clothing to school so that the student can change to the correct dress. Three (3) non-compliance slips will result in your child not participating in the next non-uniform day.

## Non-Uniform Days

Non-uniform days are days on which the school uniform is not worn. There are two types of non-uniform days. A non-uniform day is determined by the administration and the teacher. This might include a field trip or special class event, spirit days, dress-down days, dress-up days, etc.

Please refer to the Dress Code and Uniform Policy Chart on line.

## Discipline

### Policy and Procedure

Positive concepts of discipline are built on a belief in the dignity of each person.

A central goal of the school is to help students to develop self-discipline. Self-discipline rather than external is the ultimate aim of true discipline.

It is because of the above statements, we believe the following discipline procedures are appropriate and meet with the philosophy of St. Anthony School.

Before any steps are taken to change or improve a child's behavior, the classroom teacher and students establish specific rules that are followed throughout the school year. These rules are to be posted in the classroom and a copy given to the principal.

If a child finds it difficult to follow the rules, the procedures listed below will be followed:

- Step 1: Teacher will confer individually with the child.
- Step 2: Teacher will confer with the child and a behavior slip will be sent home with the student. This slip is to be signed by the parent(s) or legal guardian and brought back the next school day and handed to the homeroom teacher immediately.
- Step 3: If the student's behavior/attitude does not improve, a second behavior slip is sent home notifying the parent. The same procedure regarding the signing and returning to school will be followed as in Step 1.
- Step 4: On the third slip, the student will be given a behavior notice indicating that a detention will be served. Note: This is an after-school detention. Detentions are served on Thursday from 3:10 to 4:00 pm in a classroom.
- Step 5: Repeat steps 2, 3, and 4
  
- Step 6: At the time of a second detention, a teacher-principal conference will determine individual discipline options. The Pastor will be notified of the situation at this time.

If severe discipline behavior problems continue, the following procedures will apply:

- Step 7: Parent-pastor-principal conference with student present. The child is placed on probation. Probation is defined as a conditional enrollment during a trial period normally one semester.
- Step 8: Parent-teacher-principal-pastor conference with student present. In-school suspension. In-school suspension is defined as a period of time not to extend beyond three days in which a child is required to attend school but will be placed in an assigned room to work. He/she will not be able to participate in any specials, recess or lunch with his/her classmates.
- Step 9: Parent-pastor-principal conference with student present. Expulsion procedures begin. Expulsion is defined as a termination of enrollment for the remainder of the school year. Expulsion is determined by the pastor and the Grievance Committee.

## Suspension Procedures

Following our discipline procedure, students may be in-school suspended after the second Parent-Pastor-Principal conference with the student present.

Suspension is justified only in unusual circumstances and is normally in-school suspension. The suspension will take place after the second Parent-Pastor-Principal-Student conference is held. The student and his/her parent(s) or legal guardian will be given prompt notice of the suspension and the reason for the action.

Note: In-school suspensions can be directed for varying lengths of time but shall not exceed three (3) days. At St. Anthony's, when a child is in-school suspended, the student will be placed in a room apart from his/her classmates where adequate supervision will be provided. The teacher's responsibility is to provide the day(s) assignments for the student to complete. During the in-school suspension, the school is responsible for the student.

## Out-of-School Suspensions

An out-of-school suspension is very rare and it is the responsibility of the principal to determine. According to state law, a maximum of three (3) days can be imposed for an out-of-school suspension. However, if a written notice of an expulsion hearing is scheduled, then not more than seven (7) consecutive school days can be served in suspension until the expulsion hearing is held. During an out-of-school suspension, the parent(s) or legal guardian are responsible for the supervision of the student serving the suspension.

If the discipline procedure reaches the final step, Parent-Teacher-Principal-Pastor-Student conference, the expulsion procedure begins. Expulsion is defined as a termination of enrollment for the remainder of the school year or from the school.

## Expulsion

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

Expulsion results from repeated refusal to obey rules or conduct which endangers property, health, or safety of others and is deemed to be in the best interest of the school.

On rare occasions, the inappropriate behavior of parent(s) or guardians may be the reason that a student is asked to leave the school. This situation needs the approval of the pastor and the superintendent or her/his designee.

## Behavior Slips

Behavior slips will be sent home for inappropriate behavior, which would include, but is not limited to, fighting, swearing, teasing, cheating, lying, etc. This slip will be sent home with the student. The behavior slip is to be signed by the parent(s) or legal guardian and brought back to the homeroom teacher the next school day. Note: three (3) behavior slips will result in a detention.

## Automatic Detentions

Automatic detentions may be given for fighting, cheating, harassing, foul language, defiance of authority, carrying or using an object in a way, which may cause harm.

Detentions will be served on Thursdays from 3:10 to 4:00 pm.

## Homework/Missing Assignment Notice

Homework/Missing Assignment Notices will be sent home when students fail to complete or hand in their work on time. Complete is defined by the school as all work done according to the directions of the child's teacher(s). This will be posted in the classroom or listed in the student's handbook. A Homework/Missing Assignment Notice will be sent home with the student. The notice is to be signed by the parent(s) or legal guardian and brought back to the homeroom teacher the next school day. Note:

## **Safety and Security**

During the 1998-99 school year, a security system was installed in our school. All visitors entering the school building must ring the buzzer located to the right of the inside set of glass doors. This buzzer will ring in the school offices. The Secretary or Principal will answer the buzzer. At that time, please clearly state your name and business with the school. Then wait for the tone which releases the door. It is important that you report to the office after entering the building. Please note: the door will not release if you are touching the door.

All parents/relatives/visitors/volunteers must read and follow the basic security procedures listed below to insure the safety of our children:

- St. Anthony School's visitor entrance is the front door of the school. All other doors will be locked.
- All visitors must report to the office to sign in and out.
- Visitor's badges will be required for all non-school personnel.
- Students and staff are reminded not to open doors for any person.
- Staff members will approach any person within the school building that is not wearing a visitor badge and escort them to the office to sign in and receive a badge.
- Any uncooperative visitor will be reported to the office immediately, and school personnel will take appropriate action steps.
- The two side doors of the school (by the fire escape) will be used for exit purposes only.

## **Classroom Accessibility**

If your child has forgotten something, school will remain open until 3:30 pm. After 3:30 pm, all doors will be closed and locked and he/she can get it the next school day.

## **Emergency Drills**

Detailed escape plans are posted inside the door of each classroom:

- Fire
- Tornado
- Code Red

Fire drills are conducted once each month and Tornado drills are conducted once each year. Code "Red" Drills are conducted twice a year.

During tornado drills, each classroom goes to a designated area within the building. All children kneel with heads covered and faces toward a wall. For fire drills, each class has an escape route to an outside area a safe distance from the building. Children are moved to these designated areas in a safe, quiet, and orderly manner.

## School Zone

### Gun Free

In furthering the protection of our students, the federal government in 1990 enacted the Gun Free School Zones Act. The law states:

- It shall be unlawful for any individual knowingly to possess a firearm at a place that the individual knows, or has reasonable cause to believe, is a school zone. Whoever violates this law shall be fined not more than \$5,000.00, imprisoned for not more than five (5) years, or both.

### Drug Free

To create a healthier environment and conform to surrounding local school board policies and DPI mandates, St. Anthony's School Board has adopted the Drug Free Policy for its school. The use of drugs and/or drug products shall be prohibited in St. Anthony's school building during the school hours and school related functions. Exceptions are student's medication sent from home, with a note, and parish-based functions held at school.

### Abuse/Neglect

The school has the responsibility under law to report suspected abuse/neglect. The school takes this responsibility very seriously.

### Harassment

We at St. Anthony School find it imperative that we maintain an education environment that encourages optimum human growth and development. Respect for the dignity of each person is essential to what we hold true as part of our Catholic tradition. Because of this belief, it is vital that we at St.

Anthony School maintains learning and working environment free of any form of harassment or intimidation towards individuals, including students.

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

- threatening behavior
- racial insults
- derogatory ethnic slurs
- unwelcome sexual advances or touching
- sexual comments, jokes or gestures
- physical or mental abuse

If a child feels he/she has been subjected to harassment, they should contact any adult on the school or parish staff who will immediately report this information to the principal, pastor or his designee. An investigation will be conducted immediately. If the allegation is confirmed, appropriate action will be taken which might include but not be limited to:

- discussion with the child
- a discussion with the child and the parent/legal guardian
- written documentation of the incident
- disciplinary sanctions
- peer mediation
- professional counseling
- referral to outside agencies
- probation/suspension/expulsion
- probation/termination

Sexual harassment involves sexual contact or the apparent infliction of physical or emotional damage on the student. The appropriate authorities will be notified pursuant to Section 49.981 of the Wisconsin Statutes.

Please note that according to Civil Law, Harassment carries with it a Class B Forfeiture which is a fine not to exceed \$1,000.00

## **School Closings**

St. Anthony School will close when Menomonee Falls School District closes DUE TO INCLEMENT WEATHER. All other situations, it will be a local (St. Anthony) decision.

Channel 4, 6 and 12 will be notified if there is a situation when St. Anthony needs to close due to any other situations other than weather. If the weather is the reason for closing, we will follow Menomonee Falls School District.

## **Lost and Found**

Any items lost or found should be reported to the school office. Note: In the cabinet outside the secretary's office, there is a lost and found box. If your child has lost an item, he/she should check the box. At the end of each semester, the box is cleaned out. Items that are usable are given to a worthy organization.

## **Visitation of Classrooms**

Visitors are welcome at any time, but in courtesy to the teachers and the class, such a visit should be cleared through the office at least one day prior to the visit. A scheduled field trip or some other activity might cause a specific date and time to be less feasible for visitation.

## **Volunteers**

### **Safe Environment Education**

As many of you know, the U.S. Bishops have made a commitment to protect all of our children and their families from the pain of sexual abuse. To accomplish this, they have established safeguards and policies. Any parish/school member who works with children, either as a paid parish staff member or as a volunteer, needs to attend a three-hour facilitated awareness session about childhood sexual abuse called "Safeguarding All of God's Family." Packets of information available in School Office. If you have any questions, please contact Carole McGibany at 262-251-5910, ext. 10.

The volunteers are a necessary part of our school family. The hours of service given are beneficial to both students and staff. In order for parent involvement to be effective, we ask all who volunteer to follow these guidelines:

- Please remember that every child's behavior, academic skills and health information deserves privacy and must not be shared with others.
- Please be reminded that confidentiality also extends to phone calls, conversations and any written material you may observe at school.
- Please communicate with the staff or teachers if you cannot be here at your scheduled time.
- For the safety of our students, all adult supervisors must be ready to go on duty with the children before the recess bell rings.

Please help us maintain a learning atmosphere by:

- Keeping preschool children with you, providing activities to keep them entertained is helpful.
- Keeping halls and student work areas quiet by limiting adult conversations.
- Keeping classroom interruptions to a minimum.
- Please respect the school discipline by supporting the teachers' authority and decisions.

Please refer to the Membership Commitment Handbook for information regarding areas in which you can use your time and talent to help meet the needs of our students and school. The Membership Commitment Handbook, can be found on the school website. See Membership Commitment policy #52170.

## **Class Supply Lists**

The Supply List for the current school year is on our website, ([www.stanthonyparishschool.org](http://www.stanthonyparishschool.org)).

## School Board

The purpose of the School Board shall be to develop and define the policies which shall govern the operation of St. Anthony School in accord with Archdiocesan Office of Education regulation and policies and to promote the implementation of said policies. It shall also provide counsel and advice in the operation of the school.

Working in close collaboration with the Administrator and the Pastor, this Board shall develop policies that will enable the school to reach it's agreed-upon goals.

President:	Mrs. Katie Fox	262-703-0713
Vice President:	Mr. Chris Martinez	262-783-1542
Secretary:	Mrs. Carol Buettner	262-251-1725
Budget/Finance:	Mrs. Gretchen Bjork	262-502-9197
	Mrs. Laurie LaDuke	262-253-1677
Communication/P.R.	Mrs. Stephanie Kern	262-828-2132
Policy:	Mrs. Barb McCarthy	262-703-0345
	Mrs. Joanne Smith	414-354-7234
Technology Liaison	Ms, Kate Gilbert	262-251-4390 ext .51
Administrator:	Mrs. Anne Schramka	262-251-4390 ext. 31
Pastor:	Rev. Dennis Budka	262-251-5910
Teacher Representative:	Mr. Nick Fedie	262-251-4390 ext. 59
H&S Liaison	Mrs. Renee Washington	414-446-4118

## Home and School Association

The purpose of the Home and School Association is to nourish quality Catholic education and provide for the enrichment of each child. The committee schedules and sponsors special events throughout the year for the students as well as the entire family. The committee also facilitates several fundraisers to finance the activities and provide miscellaneous school related purchases. The Home and School Association is always looking for more parent participation to share their ideas, time, and talents to enhance the student's learning experience.

If anyone has any questions or concerns, or would like to help, please feel free to contact any of the following Home and School representatives:

President:	Mrs. Renee Washington	414-446-4118
Vice President:	Mrs. Mary Swab	262-251-3079
Secretary:	Mrs. Christine Lam	262-293-3188
Treasurer:	Mrs. Sue LuMaye	414-353-9032
Teacher Representatives:	Mrs. Cindy Clarke	262-251-4390 ext. 54
Membership:	Mrs. Stacey Drifka	414-702-9878
Fundraising:	Mrs. Patricia Mueller	414-837-3120
PR:	Mrs. Stephanie Kern	262-828-2123
Calendar Sales	Mrs. Andrea Wentland	262-251-1401
Communication & Community Relations:		

### Home & School Fundraisers:

Calendar Sales	Market Day
Campbell's Soup Labels	Used Uniform Sale
Rummage Sale	
General Mills Box Tops	
Milk Tops	

### Home & School Activities:

St. Nick	Enrichment Days
Artists in Residence	Picnic (end of year)
Teacher Appreciation	Catholic Schools Week
Programs and Special Projects as needed	

## **Athletic Association**

St. Anthony Athletic Association is a parish-based organization which fosters principles of Christian morals: good sportsmanship, respect for authority, obedience of the rules, self-discipline, and fair play.

The Athletic Association administers Archdiocesan rules, assumes financial responsibility of sponsored sports programs, related activities, provides financial assistance to St. Anthony School (playground sports equipment).

The Athletic Association sponsored sports programs are open to all, 5th through 8th grade, boys and girls, who attend St. Anthony day school or religious education program (CCD).

Volleyball (Fall)	Boys	May Sign-up
Volleyball (Fall)	Girls	May Sign-up
Basketball (Winter)	Boys	September Sign-up
Basketball (Winter)	Girls	September Sign-up
Softball (Spring)	Girls (5th/6th)	February Sign-up
Softball (Spring)	Girls (7th/8th)	February Sign-up
Track (Spring)		

Financial obligations are supported through fundraisers and Athletic User fees (See Athletic Handbook).

Reminder: If you have any questions or concerns regarding Athletics, you need to submit them in writing and address them to the Athletic Director c/o St. Anthony Parish.

## **School Colors and School Mascot**

The St. Anthony School colors are blue and gold. The school mascot is the Charger.

## **School Policies**

All school policies can be found on our website, ([www.stanthonyparishschool.org](http://www.stanthonyparishschool.org)).

## PARENT HANDBOOK SIGN-OFF SHEET

I, \_\_\_\_\_, sign this sheet indicating that I was  
(Parent Signature(s))

given a Parent Handbook at the beginning of the school year. I understand that it is my responsibility to read this handbook and understand all that is contained in it. If I have any questions now or in the future regarding this handbook it is my responsibility to ask.

I sign this sign-off sheet on \_\_\_\_\_  
(Date)

**This form needs to be signed and returned to the school office by September 12th, 2014.**

God's Peace Be With You,

Mrs. Anne Schramka  
Principal

All school policies can be found on line.

Please check that you have carefully read the following:

\_\_\_\_\_ Tardiness - pg. 7

\_\_\_\_\_ Safe Environment Info – pg. 24

\_\_\_\_\_ Family Vacation Procedure – pg 7

\_\_\_\_\_ Drop-off and Pick-up Procedures - pg. 14-15

\_\_\_\_\_ Communication - pg. 15-16

\_\_\_\_\_ Grievance Procedures for Parents - pg. 16-17

\_\_\_\_\_ Dress Code - pg. -19-20

\_\_\_\_\_ Discipline - pg. 20, 21, 22