

Faith. Academics. Service.

St. Anthony School

2021-2022 Parent/Student Handbook



St. Anthony Elementary School Mission

St. Anthony School strives to educate each student in spirit, mind, and body, by fostering personal excellence within the Catholic tradition.

St. Anthony Preschool Mission

Our goal is to help each child use and develop their abilities, promote a positive self-image, and to help develop an eagerness for learning.

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CATHOLIC SCHOOLS



DIVIDENDS FOR LIFE

“From the first moment that a student sets foot in a Catholic school, he or she ought to have the impression of entering a new environment, one illumined by the light of faith and having its own unique characteristics, an environment permeated with the Gospel spirit of love and freedom....”

The Religious Dimension of Education in a Catholic School, #25

CATHOLIC SCHOOL STATEMENT OF PURPOSE

Catholic schools in the Diocese of Green Bay are established to assist the Bishop and Pastors in the transmission of the Faith to the young people of the diocese. We welcome non-Catholic students into our school who wish to take advantage of the opportunities provided by Catholic education. Every school must have as its main goal to help each student develop a personal and ecclesial relationship with our Lord Jesus Christ, who is “the Way, the Truth, and the Life” (John 14:6). The principles, practices, and beliefs of the Catholic Faith must be fully integrated throughout the school’s curricula, service projects, co-curricular activities, and culture.

Students in our Catholic schools are reminded of their dignity as children of God through the study of Catholic doctrine, frequent opportunities for personal and communal prayer, and active participation in the sacramental life of the Church. Together with parents, the primary educators of their children, our Catholic schools pursue academic and spiritual excellence by helping students to develop their intellectual abilities, foster wholesome friendships, practice discipleship, strengthen their daily prayer life, grow in virtue, and become leaders through serving others.

All personnel that work in our Catholic schools must have at heart the promotion of the educational mission of the Church, and live as visible role models of faith within the parish/school community. Catholic doctrinal, moral, and social teaching is an integral part of each school. Therefore, all faculty, staff, administrative, and volunteer personnel must support the teachings of the Church, actively practice their faith in daily life, and be loyal to the Church’s Magisterium. Our Catholic school personnel share this educational mission and its various commitments and responsibilities with parents and the local Church communities.

“It is crucial that the policies and procedures of Catholic schools reflect that primary purpose and that the Catholicity of the school and its faithfulness to the teaching authority of the Catholic Church (Magisterium) are not compromised.

Sister Mary Angela Shaughnessy, SCN,JD, Ph.D

ST. ANTHONY CATHOLIC SCHOOL & PRESCHOOL FACULTY AND STAFF

Pastor: Fr. Greg Parent

Principal/DRE: Miss Susan Beschta

School secretaries: Mrs. Tina Kostreva and Ms. Andrea Croschere

Parish secretary: Mrs. Mary Mayer

Parish/School business manager: Mrs. Lori Scanlan

Kitchen Manager: Mrs. Crystal Yuma

Custodian: Mr. Mark O'Connor

Preschool & 4K: Mrs. Renee Lemke

Preschool Aide: Mrs. Angie Johnson

5K: Mrs. Angela Magnin

Grade One: Mrs. Julie Spillane

Grade Two: Miss Casey Haen

Grade Three: Mrs. Carla Bushmaker

Grade Four: Miss Amanda Manning

Grade Five: Miss Katrina Strnad

SCHOOL/PRINCIPAL'S RIGHT TO AMEND HANDBOOK

This St. Anthony Parent/Student Handbook is designed to communicate to parents and students the policies and procedures of St. Anthony Catholic School & Preschool of Oconto Falls, WI. Circumstances may arise in which St. Anthony determines that changes are required in these guidelines and procedures. For this reason, St. Anthony reserves the right, at any time, to modify, terminate, rescind or supplement any or all of the guidelines or procedures contained herein, and to take actions which may be contrary to guidelines, benefits, or procedures set forth in this handbook.

ST. ANTHONY/ST. PATRICK TOTAL BOARD OF CATHOLIC EDUCATION

Administrator- Father Greg Parent - Permanent

Principal-Susan Beschta

Jim Taggart - President

Open seat - Vice President

Jen Brzezinski - Secretary

Brian Brzezinski

Stephanie Schmutzer

James Ryczkowski

The Total Board of Catholic Education meets the second Tuesday of each month. All Board meetings are open to the faculty, parents, and parish members. Anyone wishing to discuss a school issue at the meeting must contact the president at least five days prior to the meeting. Their issue will be placed on the agenda.

ACCREDITATION

St. Anthony School currently holds its accreditation status with the Wisconsin Religious and Independent Schools Accreditation Agency (WRISA).

August 18, 2021

Dear Parents and Students,

I would like to personally thank you for choosing to be a part of St. Anthony Catholic School and St. Anthony Preschool. We are excited to work with you. The primary purpose of this handbook is to provide you with the information needed to better understand the general operation of our school and activities. The handbook also contains Diocesan policy that affects our school, making it a good reference for information throughout the school year.

Please take a moment to review this handbook. Your signature demonstrates your willingness to accept and support the values and policies of St. Anthony Catholic School and St. Anthony Preschool. As we look forward to a new school year, we envision a collaborative relationship built on communication, our Catholic faith, and the willingness to provide an engaging, rigorous, and stimulating education for all students.

As we begin the 2021/2022 academic year, it is with great faith in God that we prepare to face the challenges, opportunities and successes to come.

Blessings,

Sue Beschta
Principal

Introduction

NONDISCRIMINATION POLICIES

St. Anthony Catholic School & Preschool are in compliance with all federal and state nondiscrimination and equal opportunity laws and regulations, regarding admission and employment as stated in the Board of Education policies of the Diocese of Green Bay. St. Anthony shall make every reasonable effort to employ teachers who live and share the Catholic faith, and believe in the philosophy of the school. Teachers of other faiths may be employed if they support Catholic Church teachings. It is also imperative that they believe in the philosophy of the school.

It is the policy of the Diocese of Green Bay that, when space is available, that parent(s) or guardian(s) accept the premise that Catholic religious formation is our primary purpose. Students of appropriate age and qualifications are admitted to our schools and religious education programs, following proper admission procedures, with no bias to national origin, ethnicity, religion, gender, sexual orientation, physical attributes, physical or mental ability or disability, and social, economic or family status.

Parent(s)/guardian(s) of students in Catholic schools must accept and understand that the teachings of the Catholic Church are an essential and required part of the curriculum.
Green Bay Diocese Diocesan Board (GBDB Policy #5005)

GOSPEL VALUES

St. Anthony Catholic School is committed to integrating the Gospel Values throughout the school. This commitment flows from the integration of Catholic Identity as stated in the document TO TEACH AS JESUS DID and promote the teachings of the Catechism of the Catholic Church.

Why the St. Anthony School Community is here

HISTORY

St. Anthony School was first conceived by Msgr. Julius Looze, the second resident priest of St. Anthony Parish in 1905. He saw there was a need for a parochial school, and arranged for 2 vacant lots to be purchased. It was not until 1912, however, that the Bishop of Green Bay granted permission for the pastor to gather funds from the congregation to build a school. This Bishop (Joseph Fox) was a strong advocate for Catholic Schools, and dedicated the new building on Sept 24, 1913. Ever since then, St. Anthony has been serving the Oconto Falls community.

MISSION STATEMENTS

St. Anthony Parish Mission Statement

As friends and followers of Jesus, we are devoted to fostering households and communities of discipleship through the mission and ministry of the Catholic Church.

St. Anthony School Mission Statement

St. Anthony School strives to educate each student in spirit, mind, and body, by fostering personal excellence within the Catholic tradition

St. Anthony Preschool Mission Statement

Our goal is to help each child use and develop their abilities and promote a positive self-image; and to help each child develop an eagerness for learning.

PHILOSOPHY STATEMENTS

St. Anthony Catholic School is founded on the person of Jesus Christ and is enlivened by Gospel values. We believe in demonstrating a special concern for the uniqueness of each person by emphasizing education in searching for personal meaning.

St. Anthony Catholic School highlights the relevance of our faith to life and contemporary culture. We believe in expressing a distinctly Catholic view on issues in society by offering a curriculum that is relevant to individual students and which helps them find meaning in their own life experiences.

St. Anthony Catholic School is embedded within the community of believers and shares in the mission of the Church. We believe that each group must share and accept the responsibility of communicating with one another in order to gain the mutual respect within the total faith community. We are committed to the development of the school, the faith community, and are part of the local Church, community, and Diocese of Green Bay.

St. Anthony Catholic School is committed to the development of the whole person. We believe in providing experiences designed to foster the growth of the whole person spiritually, intellectually, socially, emotionally, and physically. These ideals may only be accomplished through a spirit of cooperation shared among the following groups: school family, school staff, parents, and students. The school working with the parents provides the students the opportunity to grow in their faith and scholarship through a quality curriculum.

The education outcomes at St. Anthony Catholic School are unique and different from those of similar public educational facilities. The school assumes the dual nature of humanity – the physical and spiritual. The educational program addresses both of these natures and is therefore a complete and holistic approach to education.

FACULTY GOALS

In order that all parts of the school are in harmony with the philosophy, the faculty strives toward the following goals:

- Communicate the message of the Gospel
- Teach the religious truths of the Catholic Church
- Foster a faith community and opportunities for worship
- Motivate the student to service

What is expected of the parents

Because the education of children is the primary responsibility of the parents, it is essential that the parents:

1. Be a Christian example and role model.
2. Assume prime responsibility for guiding and disciplining the child in moral and spiritual growth.
3. Teach basic prayers.
4. Pray with the child in family prayer and at Sunday liturgy.
5. Teach respect for authority and the rights of others.
6. Encourage the child to accept and be friendly with all children.
7. Respect each child's abilities by not comparing them to others.
8. Develop open lines of communication with children and teachers that allow for mutual sharing of positive experiences or difficulties.
9. Provide time, place, and atmosphere in the home that allows for mutual sharing of positive experiences or difficulties.
10. Share with the child the evaluation of the student's progress as indicated in reports and conferences, thereby encouraging continued success.
11. Support school policies by helping the child to understand the rules and by enforcing those rules.
12. Attend scheduled parent/teacher conferences.
13. Approach the teacher initially with questions and/or problems relating to students
14. Assume responsibility for the conduct of one's child(ren) when present with them at school activities.
15. Meet all tuition responsibilities as required. If financial difficulties arise, please call the Principal's office for assistance.

PARENT COMMUNICATION WITH FACULTY/STAFF

We recognize the responsibility of faculty/staff members to demonstrate open and courteous communication with parents. To help school-home relationships and to provide parents an opportunity to help in solving conflicts, the following lines of communications have been set up. These follow the principle of subsidiarity, in line with the Catholic Church's social teaching.

The Catholic Church and this Catholic school recognize parents as the primary educators of their children. The education of students at our school is a partnership between parents and the school. If, in the opinion of the administration, the partnership is irretrievably broken, the school reserves the right to require the parent to withdraw their child. This is a very serious decision that is not made lightly.

Communication and expression of concerns must always be done in a constructive and Christian manner within an appropriate setting. Positive, constructive communication between teacher and parent is encouraged. Parent(s) or teacher(s) may initiate conferences at any time. However, appointments are to be scheduled for the convenience of both parties.

Parent-Teacher

Parent(s) first contact the teacher either in writing, email, or leave a message with the school's office stating the concern. The teacher will address your concern and reply either in writing or by a telephone call. The majority of concerns will be resolved in this manner.

Parent-Principal

If the concern cannot be resolved with the teacher, you may contact the principal during normal business hours at 920-846-2276.

Parent-Teacher-Principal/Priest

If the concern cannot be resolved with the principal, the principal may decide to invite the teacher to join the meeting. In addition, the priest may be asked to join as well, depending on the circumstances. It may also be appropriate and beneficial to involve the student in the conference.

Communication to Students and Teachers During Teaching Hours

Teachers and students will not be called from classrooms during teaching hours to answer calls. However, they will be advised of your call and will forward information to you or you will be told when to expect a return call.

DATELINE

Every Wednesday, you will receive a weekly envelope that will have any important information and the school newsletter called the "Dateline" enclosed. This envelope may have other important communications enclosed. The materials should be reviewed weekly. The envelope should then be returned to school by each student as it will be re-used every week.

SCHOOL VISITATION

Any person entering the school building to visit a teacher, child, bringing a lunch, etc. must check in at the office first to obtain a visitor badge and to sign in on the visitor log. St. Anthony School administration reserves the right to deny visitation due to limitations.

ATTENDANCE/ILLNESS

Regular attendance is essential for successful school progress. It also is a sign of interest in your child's future. A pattern of regular attendance will assist your child in developing a positive attitude about their capabilities as a productive Catholic student and citizen. However, a student should not attend when he or she is ill. Students who become ill will be sent home. Parents will be notified and must provide the transportation. **When a student is ill and cannot attend school, parents must call the office. If it is before 7:30 AM when the office opens, please leave a message on the office voice mail or send an email to the secretary.**

If an early dismissal is needed for a student, a written request or phone call must be made by the parent. This is done to ensure the safety of your child. Whenever a student is going to be absent for some other cause, the parent must contact the principal before the absence occurs.

All students are required to go outside for recess. Parents should not send notes requesting their child be kept in during recess for "runny noses, sore throats, or colds." Please keep your child at home if they demonstrate these flu-type symptoms. Teachers have outdoor responsibilities and cannot be responsible for students that are ill and must stay in the classroom. Consult your family physician if you are unsure about your child's health, or if they contract a communicable disease.

- ❖ A student that is ill should stay home from school and be symptom free for 24 hours without the use of any over the counter medication. Examples of symptoms: vomiting, fever, diarrhea, etc.

What is expected of the students

RESPECT AND COURTESY

The faculty of St. Anthony School urge the practice of respectful and courteous words and actions as a means of showing care for one another and for strengthening Christian school spirit. All teachers instruct their students to do the following:

- 1 Welcome others with a smile and a friendly greeting.
- 2 Use the proper title for a priest, sister, teacher, supervisor, and volunteer.
- 3 Hold doors open for adults and each other.
- 4 Use please and thank you.
- 5 Wait for others to finish speaking before interrupting.
- 6 Walk around people not in front of them.
- 7 Walk quietly in the halls and on the stairs.
- 8 Laugh with others and not at them.
- 9 Respect the property of other students.
- 10 Respect school property.

PLAYGROUND RULES

1. Monkey bars – use hands to go across, no hanging from knees and no sitting on the top.
2. Kickballs, footballs, etc. – Play with the balls away from the school windows. Tell a supervisor if a ball goes out of the playground. No balls are allowed on the environmental play area.
3. No climbing on the fence.
4. Jump ropes – Use for jumping only.
5. Language – Only language that is appropriate inside the classroom will be allowed outside.
6. Cooperation – Students should try to include everyone who wants to play. If another student is bothering you or your game, tell the supervisor.
7. Outside – Students are to remain outside the entire recess and should **obtain permission to go indoors.**
8. Visibility – Students are to be in an area where they can be seen by the supervisor at all times.
9. Playing on high snow banks is with supervisor/teacher discretion.
10. Snowballs are not allowed.
11. Tackling games are not allowed.
12. Personal toys of the students should not be on the playground.

Violations – Students who violate rules the first time will be asked to stand against the outside wall for 5 minutes. If a second violation occurs on the same day, the student will be given another time out for 10 minutes. If the student receives 3 violations in 1 week, that student will miss 1 noon recess.

How we care for our students' spiritual development

MASS

Grades 5K-5th attend Mass every Wednesday at 8:30 AM. Each classroom takes a turn preparing the liturgy. Parents are encouraged to attend Mass on these days. The children also attend Mass on all Holy Days. We ask that everyone dress respectfully for these solemn events.

SACRAMENT OF RECONCILIATION

Confession is offered during both Advent and Lent. This Sacrament must be made prior to First Holy Communion. The child's classroom teacher, along with the Director of Religious Education, will assist in their preparation to receive this Sacrament.

SACRAMENT OF HOLY EUCHARIST

Students are encouraged to receive the Sacrament of Holy Eucharist at every opportunity available. First Holy Communion occurs every spring. The child's classroom teacher, along with the Director of Religious Education, will assist in their preparation to receive this Sacrament.

ROSARY AND STATIONS OF THE CROSS

At St. Anthony's School, time is given to prayer. Students pray several times daily in each classroom. This practice is intended to develop and enhance students' personal prayer life. It is also intended to support the family's practice of daily prayer. Students in grades 3-5 say the rosary once a week, while grades 1-2 learn the rosary in their religion class.

MASS SERVERS

The faculty of St. Anthony encourages students to serve for Mass. Students are offered training when they have reached third grade.

PRAYER

Each class prays together several times a day. Our staff fosters a sense of prayer and devotion throughout the school. Students are always encouraged to share their intention, and to lead others in prayer. All students recite the Angelus after lunch every day.

CHRISTIAN WITNESS PROGRAM

The faculty of St. Anthony encourages our students to live their faith. This means to follow the commandment Jesus taught: "love one another as I have loved you." Although we practice this within the school building, we try to teach how this should be applied to the local community as well.

St. Anthony School promotes various service projects throughout the year. If your child participates in any of the projects they will receive a certificate at the end of the year.

How we care for our students' intellectual development

CURRICULUM

St. Anthony follows the curriculum guides set up by the Diocese of Green Bay, stating goals and objectives for each grade level. These guides are maintained by the Diocesan Department of Education. Please visit www.gbdioc.org for more details.

ACADEMIC POLICIES

Testing: Students in grades 3-5 are administered the MAPS test twice a year. These tests help teachers to properly gauge student understanding in a variety of areas, and assists the Diocese of Green Bay in curriculum building.

Students (by referral only) are also testing to determine accessibility for Title I services through the Oconto Falls School District.

5th grade students are administered a Catholic Religion Assessment (the ACRE test) once a year.

REPORTING ACADEMIC PROGRESS

Schools in the Diocese of Green Bay use Powerschool as their online grading software. Each family will be able to access their child's grades online at any point. Login information will be provided by the office.

Teachers try to update grades at least once a week, so please be patient as they enter grades. Should parents have a question about particular grades, please contact the teachers directly. Report cards and progress reports are printed and sent out quarterly.

HOMEWORK

Homework is an extension of classroom work and is a crucial part of the learning process for St. Anthony students. The faculty strives to give some type of home responsibility consistently at all grade levels. The type and the amount of homework given are to be considered developmentally appropriate for each grade level.

Homework serves to unite home and school in the education of your child. It is important for parents to cooperate with your child's teacher to be certain that homework is completed. Reading is a very important part of education. Your child should have a book for reading in leisure moments, and should read at home each day for a period of time, depending on the age of the child. Reading is always a homework assignment whether stated each day or not.

TECHNOLOGY

St. Anthony Catholic School is committed to integrating technology in several learning environments to prepare our students for their future endeavors. This commitment includes proper use of technological tools and skills in an active and enriching classroom and/or lab experience for each student that enhances learning, instruction, and management. Computers are integrated into the curriculum to teach/reinforce skills and concepts.

LIBRARY

Students are offered the opportunity to attend the library once a week to check out books and have quiet reading time. In addition to this, 4K & 5K will regularly walk to the Oconto Falls Public Library for engaging activities.

EDUCATIONAL FIELD TRIPS

St. Anthony School recognizes that field trips provide effective and worthwhile learning experiences for students. Parental permission must be obtained in writing before the student will be allowed to attend the field trip. Verbal permission will not be accepted in lieu of written permission. If a student fails to return a written permission slip, that student will not be permitted to attend the field trip and will remain at the school. For local field trips, please see the form in Appendix A. If interested in being a chaperone for field trips, please note the following:

- ◆ **VIRTUS / Background Check – All chaperones must have attended a VIRTUS training session and have a background check on file.** VIRTUS training provides information on keeping our children and vulnerable adults safe from predators and inappropriate behaviors. The training covers the warning signs of abuse, what to do if you suspect abuse, and how to structure your activities so that it doesn't happen. The school is required to run a background check on all those completing this training.

TITLE I SERVICES/SPECIAL EDUCATION REFERRALS

In partnering with the Oconto Falls School District, St. Anthony is able to offer speech and counseling services for our students. Title I services are also available for those students needing further academic assistance. The students who receive these services are determined through a series of tests that are also used by OFSD.

Should it be thought that a student might need further special education services, a referral through OFSD may be requested. St. Anthony School does not offer special education services at this time.

How we care for our students' social development

St. Anthony faculty promotes self-discipline and social development by teaching and promoting the following skills:

1. Listening
2. Following instructions
3. Freely asking questions
4. Sharing time, space, and things
5. Working cooperatively with others
6. Understanding the reasons for rules
7. Practicing leadership
8. Organizing time, space, and things
9. Sacrificing / Serving others

CATHOLIC SCHOOLS WEEK

Aligning with a national celebration, the last Sunday of January begins Catholic Schools Week. Family Activities, Open School Visitation, and Liturgy are offered to parents, grandparents, parish, and community. Everyone is invited to witness the JOY, experience the atmosphere, and observe our students, faculty and staff at their best.

STUDENT PICTURES

Early in the fall a professional photographer will take pictures of each student; a class composite picture is also provided. These photos are available for purchase. Photos will be taken throughout the year, and used on our website as well as other publications. *Please ensure to return the photo release form, found in Appendix C.*

How we care for our students' physical development and safety

SAFETY

To ensure the safety of all students, St. Anthony School in partnership with the Diocese of Green Bay, has taken several steps to provide a safe environment for all.

- All staff and volunteers (including parent volunteers) are trained in VIRTUS, which is the Diocesan safe environment program. They are also put through a complete background check.
- Doors to the school wing of the building are locked during the day, and are only accessible with a staff keycard.
- The main entrance to our parking lot is barricaded during recess time.

PHYSICAL EDUCATION

Physical development is as important in education as the spiritual and intellectual. All elementary students must participate in the Physical Education Program unless a note from the family doctor is presented to the teacher of the class. Students should wear clothing and shoes suitable for this class.

As a Catholic School, we thank God for the gift of life. We are called to care for this gift. Therefore, we will learn how to nourish and take care of our bodies so that we can be healthy and strong.

The intent behind having a Wellness Policy is to curb the ever increasing rate of obesity among our young people. Obesity and malnutrition in general can increase the risk of Type 2 diabetes, cardiovascular disease risk factors, poor bone development leading to fractures, and psychological and emotional problems related to size discrimination, just to name a few. All of these not only impair a child's quality of life; but can result in absences from school, lack of concentration, and poor test scores.

St. Anthony School is implementing this policy by requiring wellness education and practices that include but are not limited to the following:

- *Health and nutrition education
 - Each class will study a unit on nutrition and physical health.
 - Posters on nutrition and food facts will be displayed in the cafeteria
- *Physical activity
 - Students will have physical education classes weekly.
 - Students will have a morning and noon recess (totaling 40 minutes)
- *Safety/protection education
 - Students will participate in "Protecting God's Children" curriculum (Focus: recognizing and responding to abuse situations)
 - Students will study a unit on general safety (fire, personal, and internet)
- *School based activities to promote student health and wellness
 - Staff exercise incentive through Diocesan benefits program (sets example for students)
- *Nutrition practices as recommended by the Diocesan Nutrition standards and USDA Guidelines.

Wellness committee: Crystal Yuma, Stephanie Kurek, and Sue Beschta.

LUNCHES

Lunch service is offered daily at St. Anthony School. The weekly menu is printed in the Dateline for your convenience. Our lunch routine for the students includes the following:

1. Students pray the *Blessing Before Meals* in their classrooms prior to lunch.
2. Students come to the cafeteria with their class.
3. Students should be seated and remain seated at your assigned table until dismissed or given permission to leave your seat by the supervisor in charge.
3. After lunch, students will pray the *Angelus* together in the cafeteria.

St. Anthony School Hot Lunch Program 2021-2022

Due to federal funding, hot lunch is free to all students again this year. Please keep in mind if your child brings a lunch from home but wants a milk, they will owe .35. Please plan accordingly. You will be reminded if your account goes into the negative.

For your reference, our previous lunch prices are listed below.

Daily \$3.00, Weekly \$15.00, Quarterly \$135.00 (45 days)

Extra milk 35¢

Adult guests \$3.70 a day

*4K & 5K - Milk/snack price \$80.00 annually
(Milk/snack fee can be paid in 2 installments –1st semester & 2nd semester)*

*Guests are welcome to attend lunch at school provided they inform the office by 9:00 am of that morning. You can bring your own lunch or you may purchase a hot lunch ticket for \$3.70.

MEDICAL CARE

No medication shall be given to a student by any school personnel unless written instructions are on file for dispensing the medication, along with written authorization from the parent/guardian authorizing school personnel to give the medication. In order for school personnel to dispense the medication, parents must complete a “Medication Consent Form.” See Appendix C

Medication to be given in the school MUST have:

- A written order from the physician.
- Student's full name on the container.
- Name of the drug and dose.
- Time to be given.
- Parent/legal guardian permission.

Medication will be taken by the student at the designated time and be supervised by authorized personnel. It is the responsibility of the student, if appropriate, not school personnel, to get his/her medication at the designated time. Limited quantities of the medication should be kept at school.

Parents must notify the school when the drug is discontinued and the dosage or time is changed. If the medication is resumed, a new order must be received.

Parents must sign a permission slip for staff to give a child over the counter medicine, including cough drops. Aspirin or Tylenol can be stored in the office for your child and administered on an as-needed basis. All over the counter medicine is the family's responsibility to provide. Medicine must be provided in their original non-expired containers. Medicine should not be kept in your child's backpack or desk (except for epi pens or inhalers).

Extracurricular activities

ATHLETICS

St. Anthony elementary students have opportunities for a variety of extracurricular activities, which are open to students in grades 3-6. For the 21-22 school year, this is still in discussion due to availability of facilities at the local public schools in reference to COVID-19.

- Boys and girls basketball teams
- Cheerleading
- Running club (spring)

The individual coach/athletic director oversees the scheduling of games and practices. Regulations of extra-curricular athletics in the elementary schools in the Diocese of Green Bay are followed.

POLICY #6145.21 (GBDB)

The Diocesan Board of Education has clearly stated that the primary purpose of Catholic Education is to educate and develop mind, spirit, and body. It also clearly affirms the importance of providing physical education instruction within the school day and wholesome athletic experiences for all students as integral aspects of a total school program.

PROGRAMS ELIGIBILITY GUIDELINES

It is a privilege to participate in athletics; it is also a privilege to represent a school/parish.

*Eligibility to compete on a parish team will be determined by the Principal/Religious Education Coordinator and the coach.

**Eligibility on the Parish team will be determined by enrollment/participation in day school or St. Anthony/St. Patrick's Religious Education program. (6th graders may continue to participate upon graduation from St. Anthony School.)

***Eligibility will depend on students being in good standing which is based on academic effort, attitude, attendance and conduct, both in school and at parish functions.

How we instill discipline and character in our school

Any student who engages in conduct, whether inside or outside of school, that is detrimental to the reputation of the school and/or inconsistent with the mission, philosophy, or teachings of the Catholic Church may be subject to disciplinary action including suspension or expulsion.

DISCIPLINE PHILOSOPHY

In order to achieve and succeed, it is essential for students to learn self-discipline, responsibility, self-control, and reliability. On the road to self-discipline there must be some guidelines or rules for students to follow. Each teacher will explain certain operational policies for their classroom as well as school rules to the students. Most young people achieve the desirable goals of self-discipline as a normal outgrowth of the training received in the home, school, and community. However, some do not, and it will be necessary for the teacher or principal to discipline those students who, lacking in self-discipline, interfere with the learning environment of the classroom or school. When it is necessary that disciplinary measures be taken, they will be effective only to the extent that we have the wholehearted cooperation of both parents and guardians.

HARASSMENT POLICY

POLICY #5160 (GBDB)

It is the policy of the educational programs governed by the Diocesan Total Board of Catholic Education to maintain a learning and working environment that is free from any type of harassment. No employee, volunteer or student associated with these programs shall be subjected to any type of harassment. It shall be a violation of this policy for any employee, volunteer or student to harass another employee, volunteer or student.

Each administrator shall be responsible for promoting understanding and acceptance of, and assuring compliance with local, state, and federal laws and Board policy and procedures governing harassment within the educational/catechetical program or office. Violations of this policy or procedure will be cause for disciplinary action.

POLICY ON SEXUAL HARASSMENT

POLICY #5170 (GBDB)

It is the policy of the educational programs governed by the Diocesan Total Board of Catholic Education to maintain a learning and working environment that is free from sexual harassment. No employee, volunteer or student associated with these programs shall be subject to sexual harassment. It shall be a violation of this policy for any employee, volunteer or student to harass another employee, volunteer or student.

POLICY ON FIREARMS, WEAPONS, AND OTHER DANGEROUS OBJECTS

POLICY #4604 (GBDB)

Firearms, weapons and other dangerous objects are not permitted in schools or religious education buildings. The possession or use of such by employees, volunteers or students is not permitted in the aforementioned buildings or on the grounds or property owned, used or operated by the parish, school or religious education program.

For the purpose of this policy, a “weapon” is any instrument or device designed primarily for use in inflicting death or injury upon a human being or animal, and which is capable of inflicting death upon a human being when used in the manner for which it was designed. Additionally, any instrument or device of any sort whatsoever which is actually used in such a manner as to indicate that an individual intends to inflict death or serious injury upon the other, and which, when so used, is capable of inflicting death upon a human being, is a weapon. Weapons include, but are not limited to, any handgun, rifle, or other firearm, dagger, razor, stiletto, switchblade knife, or knife having a blade exceeding five inches in length. Facsimiles of weapons used in a threatening fashion are subject to this policy. Dangerous objects include, but are not limited to clubs, nunchakus, brass knuckles, knives, butterfly knives, and stun guns. It is illegal to be in possession of a firearm on any school grounds.

Police shall be notified immediately if an assault or battery occurs resulting from use or threatened use of a firearm, weapon or dangerous object on the grounds. When possible, such dangerous objects shall be taken from the person. Parents of students found in possession of such dangerous objects shall be notified.

Any student in possession of a firearm while participating in any school, parish, regional or diocesan program of religious education and youth ministry, shall be immediately suspended pending a hearing before the local board responsible for the aforementioned program. For purposes of this policy, the term “firearm” includes any weapon designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon or an explosive, incendiary or poison gas. The normal consequence for such an action is expulsion from the program no less than 12 months. Re-admission of the student at the end of the expulsion period will be based on the recommendation of the principal/administrator to the local Total Board of Catholic Education. A student expelled under the provision of this policy shall not be admitted to any Catholic school or parish/regional/diocesan programs of religious education and youth ministry within the Diocese of Green Bay within that 12 month period, unless the principal/administrator, in consultation with the office of Total Catholic Education, meet with and discuss the situation with the principal/administrator of the school/program from which the student was expelled. To be considered for admission, the burden of proof shall be upon the student to demonstrate a willingness to comply with all school/program regulations, pose no threat or harm to others, and participate in regular counseling sessions to determine progress.

REGULATION FIREARMS AND WEAPONS

- † The safety of students, faculty/catechists and staff should be of paramount consideration in decisions regarding disciplinary actions against students violating this policy.
- † If a student brings a weapon to school/religious education building, the administration must be reasonably assured by a competent professional that the student does not pose future danger to others before returning to school/program.
- † Police should be notified immediately if an assault or a battery occurs resulting from use or threatened use of a firearm or weapon by a student.

ANTI-BULLYING PROCEDURES FOR ST. ANTHONY STUDENTS

St. Anthony School believes that every child should feel safe and secure in the school environment. Therefore, we do not tolerate bullying or harassment in any form. If bullying does happen, all students should be able to tell anyone and know that all incidents will be dealt with promptly.

Definition: *Bullying is repeated and unjustifiable behavior intended to cause fear, distress and/or harm by a more powerful individual or group against a less powerful individual or group, unable to effectively resist.*

<i>Type of Bullying</i>	<i>Description</i>	<i>Procedures/consequences</i>
<i>Physical</i>	<i>Hitting, pushing, slapping, punching, spitting, kicking, tripping, scratching, throwing things</i>	<p>First Offense *verbal warning & discussion with teacher *verbal recommendations & apology * record incident</p>
<i>Verbal</i>	<i>Teasing, name calling, spreading rumors, trying to get other students not to like or play with someone</i>	<p>Second Offense *same as first offense *teacher contacts parent(s) * loss of recess</p>
<i>Non-verbal</i>	<i>Deliberately excluding someone from a group threatening gestures or body language</i>	<p>Third Offense *same as second offense *teacher contacts parent(s) * loss of 2 recesses * student writes list of how they will change behavior</p>
<i>Harassment</i>	<i>Any unwanted, unwelcome behavior which makes a person feel humiliated or offended</i>	<p>Fourth Offense *same as third * principal contacts parent(s) * other consequences as deemed necessary by the principal</p>

BUS DISCIPLINE:

Those students who ride the bus will follow the regulations as set forth by the Oconto Falls School District. St. Anthony students are governed under the parent/student handbook while in transit to and from home (door to door). Should the bus garage contact St. Anthony about misbehavior, the following consequences will be enforced:

- 1st warning: meeting with teacher/principal and parent notification
- 2nd warning: meeting with principal and parents
- 3rd warning: bus privileges may be revoked

POLICY ON SUSPENSION AND/OR EXPULSION

POLICY #5114 (GBDB)

The reasons justifying suspension or expulsion from St. Anthony School should be as serious as they are rare. Even when such reasons exist, other avenues must be explored before the decision to suspend or expel is reached.

Two general situations may lead to suspension or expulsion; both must be verified by evidence:

1. When the moral or physical well-being of the student body or staff is endangered.
2. When there is prolonged and open disregard for school authority.

Suspension is of a temporary nature and is used only until the reason for the suspension is removed. Expulsion is permanent and must be reported to the local public school district administrators.

How we care for our school building and supplies

CARE OF BOOKS

Students must take care of the books given to them for their use. A backpack is required (no wheels) for taking books home. Students are responsible for any damage done through carelessness or neglect. We ask students not to mend books at home. If a book tears, it should be reported to the teacher and it will be taken care of. This is also true in regard to our newer library books. No reference books are permitted out of school. Reimbursement for text books will be assessed when excessive damage (beyond normal wear and tear) is noted.

As with all school property, students are responsible for good care of their desks, chairs and the building in general. If these are intentionally damaged by the student, parents will be contacted and a fine may be issued.

Admission/registration at St. Anthony School

REGISTRATION

Registration for the coming school year begins in February. However, registration will also be accepted at other times. The parents of new students are encouraged to register in person before the opening day of school in the fall. For those interested, kindergarten screenings will be offered upon request in the spring. The age requirements by September 1 for children entering Preschool, 4K or 5K are as follows:

- Preschool – 3 years of age
- 4K – 4 years of age
- 5K – 5 years of age

When transferring from another school, a record request will be sent to the child's school. As St. Anthony does not offer special education services at this time (beyond speech/language), students who have an IEP requiring special education services beyond our abilities may not be admitted.

Registration Fee – Early registration allows us to better plan for the next year. A non-refundable \$50.00 fee is due upon registration for both preschool and elementary registration.

SCRIP PROGRAM

What Is Scrip?

Scrip is a fantastic program! It's quite simple: buy gift cards for your favorite stores, gas stations, and restaurants. When you do so, St. Anthony receives a rebate from your purchase! Scrip gift cards can be purchased in the school office, or online at www.shopwithscrip.com. You can use scrip to purchase everyday expenses like food, gas, clothing, and other essentials. If a family uses scrip for their basic monthly purchases, and convinces extended family or friends to also use scrip, the revenue can be significant! These gift cards can be purchased as physical gift cards, or e-cards that are scanned on a smartphone.

Scrip Reimbursement

Each scrip purchase generates a rebate for St. Anthony School. Half of this rebate will be given to the school and the other half will be applied to school tuition.

St. Anthony School families are encouraged to have their extended family members and friends participate in using scrip because the credit from this participation will be applied to the family's account.

Reimbursement Policies

- A. Rebate checks for tuition will be issued in May, and will be issued only for amounts greater than or equal to \$10.00.
- B. Currently enrolled families who earn rebates after April 1 will have their rebates carried over to the next school year. If the family does not enroll their child(ren) the next school year, the rebate will be considered a donation to the school.
- C. New families registered for the upcoming school year will start earning rebate credit after July 1.
- D. Total rebates issued for the school year cannot exceed the total cost of tuition.

SHOPAROO

Another effortless and fun way to help St. Anthony raise funds is to use Shoparoo. This involves downloading the free Shoparoo App from Google Play or the Apple Store, and scanning any receipts you accumulate.

BOXTOPS

Another easy way to help out is Box Tops for education, found on participating food products. Proceeds help fund student field trips. See www.boxtops4education.com for more information or download the app on your mobile device. You will need to sign up and scan receipts within 2 weeks of the purchase date listed on the receipt. It is quick and easy and will gain rewards instantly for our school. Box Tops is moving away from receiving the physical box tops in the mail and is transitioning to this new digital format.

HOME AND SCHOOL ASSOCIATION

President- Tracey Johnson

Vice President- Angie Johnson

Treasurer- Becky Gaertig and Dana Schuettpelz

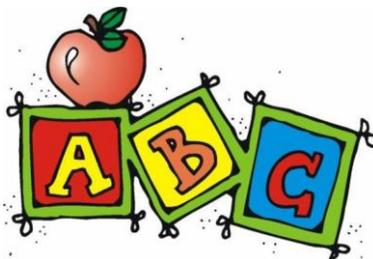
Secretary- Ashley VandenElzen

St. Anthony School has a Home and School Association. All parents and guardians enrolling children in the school are automatically members of the association.

The main goals of this group are to enhance the relationships between students, staff, family and parishes, as well as raise the remaining funds to cover the current year's total cost for educating St. Anthony students.

ST. ANTHONY PRESCHOOL

Welcome to St. Anthony Preschool!



Mission Statement:

Our goal is to help each child use and develop their abilities, promote a positive self-image, and to help develop an eagerness for learning.

PHILOSOPHY

St. Anthony Preschool focuses on the development of the whole child; this includes physical, social, intellectual, and emotional development in a safe and nurturing environment. A child's earliest years are by far the most formative, and so our focus on positive development is taken seriously. Some of the specific ways we do this include the following:

<u>Intellectual & physical</u> -Creative play -Reading and math readiness -Outside play -Special holiday activities and family nights	<u>Social & emotional</u> -Socialization skills -Facilitating friendships -Instilling a sense of right and wrong -Learning about personal problem solving
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DAILY SCHEDULE

Preschool is offered either 2 days (T/TH) or three days (M/W/F) per week. Both programs meet from 8AM -11AM

ADMISSION REQUIREMENTS

- Children must be at least 3 years old by September 1st
- Children must be potty trained

PRESCHOOL TUITION

Base tuition rate for the weekly 2 day program - \$1,006.50
Base tuition rate for the weekly 3 day program - \$1,188.00

COMMUNICATION

The preschool teacher often sends home updates, photos, and other important information. Please watch for these in your child's folder.

UNIFORM AND DRESS CODE

The personal appearance of the students contributes to the general environment of study and good order. Parents, teachers, and administrators shall positively encourage modesty, decency, safety, and cleanliness in attire and appearance. This promotes the dignity of each child as having been created in God's image.

St. Anthony uses a uniform vendor called French Toast. All uniforms are purchased directly online, at www.frenchtoastsschoolbox.com. Our **school code is QS5HDDA**, or simply search for St. Anthony School in Oconto Falls.

UNIFORM CODE FOR GIRLS

Skirt: There is a scooter skirt option for girls. The skirt will be khaki in color, and can be worn at any time throughout the year. It is available on our webstore.

Shorts: Solid khaki, black, or navy blue colored uniform shorts (no cargo, carpenter, jeans etc) are available for the warm weeks during the school year. A reminder will be sent home in the fall when the weather no longer permits for shorts to be worn, and again in spring when it becomes warm. Shorts must be an appropriate length, approximately no shorter than 2" above the knee.

Pants: Solid khaki, black, or navy blue colored uniform pants (no cargo, carpenter, jeans, etc). Various styles are available through our webstore.

Shirts: Embroidering on the St. Anthony uniform shirts in the color of red, white, or navy blue are strongly encouraged but not necessary if the shirt fits the proper criteria. Light blue shirts from the previous years are also acceptable.

UNIFORM CODE FOR BOYS

Shorts: Solid khaki, black, or navy blue colored uniform shorts (no cargo, carpenter, jeans etc) are available for the warm weeks during the school year. A reminder will be sent home in the fall when the weather no longer permits for shorts to be worn, and again in spring when it becomes warm. Shorts must be an appropriate length, approximately no shorter than 2" above the knee.

Pants: Solid khaki, black, or navy blue colored uniform pants (no cargo, carpenter, jeans etc). Various styles are available through our webstore.

Shirts: Embroidering on the St. Anthony uniform shirts in the color of red, white, or navy blue are strongly encouraged but not necessary if the shirt fits the proper criteria. Light blue shirts from the previous years are also acceptable.

CASUAL MONDAYS/NON UNIFORM DAYS

Mondays will allow for the students to be out of uniform. There are some instances (i.e. a Holy Day) where uniforms will be worn on Mondays, which would be communicated in the Dateline. Other non-uniform days (Halloween, etc.) will also be communicated.

On these days, student attire must still be appropriate for a school setting, and be in line with our Catholic identity:

- Shorts/skirts are to be of a length that reaches no shorter than 2" above the knee.
- Shorts are to have a hemmed cuff. No "cut-offs" of any kind are to be worn.
- Leggings may be worn underneath a skirt/dress, or with a top that comes down to the thigh.
- There are to be no mesh type shirts and tank tops worn (this includes muscle shirts for boys).
- Graphics/lettering should be appropriate for a Catholic School.
- No flip-flops. Any open toed shoes must have at least a heel strap for support.

Parents will be called to bring different clothing if a student arrives inappropriately dressed. **Also, please ensure that your child (regardless of age) always has a spare change of clothes stored in their locker.**