

# St. Anthony de Padua Catholic School

## 2022-2023

### Handbook

### for

### Parents

### and

### Students



**Required pages to be  
signed turned in the  
school office are:  
Pgs. 12 & 21.**

**PLEASE KEEP THIS  
HANDBOOK IN A  
SAFE PLACE FOR FUTURE  
REFERENCE THROUGHOUT  
THE SCHOOL YEAR.**

**St. Anthony de Padua**  
**is a Catholic School in the Diocese of La Cross.**  
**As a Catholic School we will teach and advocate our Catholic Faith.**  
**All students are welcome in our school,**  
**and all parents and legal guardians must understand**  
**that Catholic Doctrine will be taught.**  
**The passing on of our Catholic Faith is our number one priority.**



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## MISSION STATEMENT

The family of St. Anthony de Padua Catholic School is dedicated to helping students achieve academic excellence, an understanding of the Catholic faith, & leadership in serving our community..

## OBJECTIVES:

- To create a caring, loving atmosphere.
- To find activities in the daily schedule that relate to Christian values.
- To mutually respect all school members.
- To consider the individual as a unique person.
- To be aware of the needs of the individual.
- To keep Christ at the center of the curriculum.
- To provide valid academic experience for the student.

**St. Anthony de Padua Catholic School is a Catholic School in the Diocese of La Crosse. As a Catholic School we will teach and advocate our Catholic Faith. All students are welcome in our school, and all parents and legal guardians must understand that Catholic Doctrine will be taught. The passing on of our Catholic Faith is our number one priority.**

## ABSENCES/TARDY:

When a child is absent, a parent must call school to report the absence. A note must also be sent to school with a sibling or with the child upon their return to school.

Any students coming to school late or returning to school after an absence must bring a note from a parent stating the reason for being tardy or absent.

If a child will have an extended absence, teachers need to be contacted in advance. The parents and teacher will make a plan to make up missed work.

**Remember a parent/guardian must sign in/out a student in the office if arriving late or leaving.**

## ADOPT-A-STUDENT:

This program, based on need, is a tuition assistance program for parents wishing to send their child(ren) to St. Anthony School. Application forms are available in the school office. Application can be filled out through September to April of the current school year. All applicants are kept completely confidential.

## ALCOHOL-DRUGS-TOBACCO:

Alcoholic beverages, drugs, and tobacco in any form are not allowed on school grounds at any time.

## DSP 5508

“Every Individual, precisely by reason of the mystery of the Word of God who was made flesh (cf. Jn 1:14) is entrusted to the maternal care of the Church. Therefore, every threat to human dignity and life must necessarily be felt in the Church’s very heart; it cannot but affect her at the core of her faith in the Redemptive Incarnation of the Son of God, and engage her in her mission of proclaiming the Gospel of Life in all the world and to every creature” (cf. Mk 16:15). (Evangelium Vitae, Introduction, Section 3; paragraph 1)

The Catholic schools of the Diocese of La Crosse are Christ-centered educational communities which proclaim the Gospel of Life and recognize the human dignity of each person. Therefore, it is the mission of each Catholic School to provide a Christian environment in which each member is able to develop his/her special talents and gifts to achieve his/her greatest potential. \*(See the appendix for the full text.)

## BICYCLES:

With parental approval, bicycles may be ridden to school. The bicycles must be left in a designated area and may not be ridden during school hours.

## CATHOLIC FAITH AND MORAL STANDARD:

DSP 5112

As a condition of initial and continued enrollment as a student in the diocesan schools, a student's conduct must be consistent with Catholic faith and morals. Conduct which is inconsistent with Catholic faith and morals, which is a threat to the health, safety, and welfare of other students and/or which causes scandal, impairs or threatens to impair the reputation of the Church or its schools, is grounds for disciplinary sanctions up to and including immediate expulsion.

## CATHOLIC SCHOOLS WEEK:

St. Anthony celebrates Catholic Schools Week at the end of January. A fund raiser of some kind is held to raise the funds needed for the weekly activities. Some activities that may be planned for the week are: swimming, water park, bowling, a movie with soda and snack, contests, etc.

## CELL PHONES:

Cell phone use is not permitted in school or on school grounds unless asked first by a staff member. Students using cell phones without permission during the school day will be first reminded about the use of cell phones. Continuing offense, they will be turned into the principal's office to be picked up after school or by their parents.

## COMPLAINT PROCEDURE:

See appendix

COMPUTER/SUPPLY FEE: A \$60.00 computer/supply fee per students is collected before or at the start of school to help offset the cost of maintaining the school's computers/chrombooks/iPads. This is non-refundable.

## CONDUCT/DISCIPLINE:

Proper behavior is expected of students at all times. Respect for all in authority and for each other is required of students at all times. Disciplinary action will follow when a student disobeys the rules or violates the rights of others. Gum chewing is not allowed on school and parish property.

The primary responsibility for discipline in any situation rests with the person in charge at the time. Cases in which the student will be referred to the principal:

1. Defacing or destroying school property.
2. Insubordination or lack of respect for those in authority or the other students.
3. Fighting.
4. Continual use of abusive language.
5. Use of alcohol, tobacco, drugs, weapons or knife. (Law officer will be contacted).
6. Use of language such as; "kill", "gun", "beat up", etc.

## CONFERENCES:

DSP 5205

As a personal means of informing parents as to the development of their children, we schedule conferences on a regular basis. Under ordinary circumstances, the children should be at these conferences.

Conferences are to be scheduled at least twice a year, one around the end of the first quarter and one around the end of the second quarter. Third quarter conference are optional.

Parent/Teacher/Student conferences are mandatory for the first and second quarters. The third conference is optional, however, conferences by appointment can be scheduled any time during the year. If a problem or question arises, please contact the teacher immediately.

## DAILY SCHEDULE:

Classes begin at 8:00 a.m. and dismiss at 2:55 p.m. Students arriving late or leaving early should let the office know and must bring a note from a parent stating the reason for their tardiness and/or early dismissal.

**Remember - If tardy or leaving early, a parent needs to sign the form in the office.**

## DANCES AND PARTIES: DSP 5790

Schools are not to sponsor mixed parties and dances for grade school students, when they are such as to promote premature dating, exclusive and particular boy-girl associations and the pairing off of couples. School activities which are well supervised and which are instructive in the social graces and productive of mature and wholesome relationships are encouraged.

## DISMISSAL AND EXPULSION: DSR 5115

If a dismissal or expulsion is pending, the diocesan director of the office for Catholic School should be notified immediately. The diocesan director of the Office for Catholic Schools will review the case, consult legal counsel if necessary, and make a recommendation back to the school. The diocesan director of the Office for Catholic Schools will then approve or deny the expulsion.

## DRESS CODE:

See page 12.

## EARLY DISMISSAL:

If any, see School Calendar.

## ELECTRONIC GAMES & EQUIPMENT:

Use of electronic games & equipment not permitted in school, at recess or on short bus trips.

## ENRICHMENT ACTIVITIES

### Spelling Bee:

The 5-8 graders participate in a school bee, an area wide bee and a regional spelling bee.

### Eighth Grade Trip:

The graduation class of St. Anthony, having met the requirements for graduation, may go on a class trip. The funds are raised by that class by doing a fundraiser.

### Forensics:

St. Anthony's 7<sup>th</sup> and 8<sup>th</sup> graders are given the opportunity to enter an area wide forensics competition. This is an excellent opportunity to develop public speaking skills and self confidence.

### Safety Patrol:

Eighth graders are given the opportunity to serve as safety patrols to help the afternoon dismissal run smoothly. They will serve as crossing guards and bus line escort. It is an opportunity for giving service and good example.

### Geography Bee:

The 5<sup>th</sup> - 8<sup>th</sup> grade may participate in the National Geographic Geography Bee on a school level. The winner competes at the next level through the completion of a written exam. The winners in the written exam competition then compete at the state level.

### Variety Show:

Each spring students are invited to participate in our annual Variety Show for Grandparents Day. Dancing, magic, singing, and comedy are just a few of the talents our students have to offer.

## EXTRACURRICULAR ACTIVITIES:

The Athens School District invites participation by St. Anthony de Padua Catholic School students in band and various athletic programs. Students at St. Anthony who wish to participate in athletic programs must sign the “Co-Curricular Code Agreement”, maintain passing grades in all subjects, complete assigned work and observe school regulations. Failure to meet any of these requirements will mean suspension from these programs until they have passing grades.

If a student is walking to the high school to attend a sport practice, he/she must have a permission slip from a parent with permission to walk there.

## FIELD TRIPS:

Teachers are encouraged to take their students on educational field trips. Classes may combine their individual trips to the same area on the same day in order to keep the cost of the trip to a minimum.

## FIRE AND TORNADO DRILLS:

Fire drills are held monthly and tornado drills are held in the fall and spring. Absolute silence should be maintained during the drills. Students are expected to move in a quick but orderly manner to their assigned place. Teachers carry along a class list and take a count of the students as soon as they have arrived at their assigned place.

## GRADING AND STUDENT EVALUATION:

1. The diocesan report card and grading system is used. Plus and minus will be used for academic grades and effort grades.
2. Grades are assigned using the following percentages:

100-94	A
93	A-
92	B+
91-86	B
85	B-
84	C+
83-76	C
75	C-
74	D+
73-70	D
69- 0	U

3. Teachers will send a parent letter at the beginning of the year explaining grading policies and with a brief summary of programs, activities, etc.

## HEALTH:

The Marathon County nurse is available for special presentations and assists in times of health epidemics.

In the event that your child is injured or becomes ill during the school day, the school needs to have current phone numbers so we can notify you. **Please let the office know immediately of a change of home, cell or work phone numbers.**

## HOME AND SCHOOL ORGANIZATION:

The Home and School Organization is an important part of our school community. Several meetings, socials and fundraisers are held each year to support the school and its activities. Because tuition alone does not cover the cost of educating the children, Home and School provides financial support for textbooks & other classroom needs.

All parents/guardians are automatically members. The organization is always in need of additional help with its activities and offices. Contact the principal if you are interested in taking a more active role.

## HOMEWORK:

Work that is assigned to be done at home will be of the same type as that already taught in school. Homework should not exceed 15 to 20 minutes for primary students, 20 to 40 minutes for intermediate students, and 45 to 60 minutes for Junior High students. Any excessive amounts of homework or difficulty in accomplishing the work should be discussed with the teacher.

## HOT LUNCH:

Hot lunch is available to all students. Second servings of milk can be purchased for \$.35. Students bringing their own lunch can also purchase milk for \$.35. Juice is an acceptable drink but soda is not allowed. Applications for free and reduced lunch are sent home at the beginning of the school year. Information about the cost of hot lunch is sent home before school starts in your newsletter and on your statement. Student lunch & milk payments must stay current. **This institution is an equal opportunity provider.**

## INSTRUCTION: Non Catholic Student Participation

DSP 6225

Non-Catholic students fully enrolled in a Catholic school are required to participate to the same extent in all school activities (both curricular and extra-curricular) and courses of study as Catholic students, provided such activity is permitted by Catholic Church law.

## LEAVING SCHOOL PREMISES:

**All students must be signed in or out by a parent/guardian.** This is located in the school office. After arriving at school, no student is permitted to leave the school grounds for any reason without the written permission and supervision of the parents. Leaving school grounds without permission is cause for suspension. Length of suspension time and conditions for reentry are determined by the principal.

## LOST AND FOUND:

Periodically the collected articles that have not been claimed will be displayed. At the change of the seasons of the year, unclaimed articles will be given to charity.

## MEDICAL INSURANCE:

All parents are to have their own medical insurance to cover accidents. The school does not carry medical insurance to cover accidents.

## MEDICATION:

The school needs to be made aware of any special health problems a student may have. Any over the counter medicine to be administered to a student must be marked & initialed on the Emergency Procedure Form from the parent/guardian. Administration of a prescribed drug requires written instructions from a physician, dentist or podiatrist and written consent from the parent/guardian. Medicine should be in the proper container and labeled with the phone number and name of the doctor. Over the counter medications may be sent with a note from one parent. These medications will be kept in the office. If medication needs to be kept for an extended period of time, a medical form must be completed. Please request the form from the office. See DSP 5505 and medication form in appendix.

## NONDISCRIMINATION:

DSP 5101

Every Catholic School in the LaCrosse Diocese respects the dignity of each individual and, therefore, will not discriminate on the basis of race, nationality, or sex in regard to enrollment. The Diocese of LaCrosse has the obligation to publicize its nondiscrimination policies.

## PHYSICAL EDUCATION CLASSES:

Students participating in physical education classes must wear appropriate athletic shoes. Sandals without a back straps, backless shoes or crocks are prohibited. During winter, when using Community Hall, students should have an extra pair of shoes or boots to wear to the hall so they are not wearing wet shoes on the hall floors. This is a requirement from the village for using the hall.

## PLAYGROUND:

Recess is scheduled into the student's day and ordinarily is spent outside. School staff or responsible adult is assigned to supervise each recess period. Proper clothing is required for winter: hats, mittens and boots. Students will be kept inside during wet or very cold weather. During play, students are expected to respect each other, be conscious of safety, and obey the supervisor in charge.

### Playground rules:

1. Flag or tag football is allowed. No tackle football.
2. Swearing or other vulgar language is not allowed.
3. Pushing, shoving, tripping or fighting with other students is not allowed.  
The penalty for these transactions is a time out.
4. All playground equipment is to be used in a safe manner.
5. Courtesy and a Christian attitude should be practiced.
6. Rolling in the snow is allowed only when wearing snow pants.
7. No pushing, shoving or pulling down the snow hill.

### During winter:

8. Snow pants, boots, winter coats, hats, mittens, gloves, etc. are required for grade Pre K - 4.  
Grades 5 - 8 may be required to wear boots & snow pants in addition to hats, mittens, gloves, winter coats, etc.

## PROGRESS REPORTS FOR GRADES 5<sup>th</sup>-8<sup>th</sup>:

1. Any time a child is experiencing difficulty, (academic, social, etc.) parent notification will be made.
2. Parents need to be informed midway through each quarter if their child is showing difficulty in any area.  
Students showing a 'D' or lower average by mid quarter will have a Progress Report sent. Teachers will also send progress reports to students in situations when the mid-quarter grade is border line, and remaining quarter projects, tests, etc. could have a negative impact on the quarter grade.
3. Grades Pre-K-4<sup>th</sup> will have Friday folders going home each week.

## PROOF OF GUARDIANSHIP:

DSP 5302

In any situation where there is a custody agreement, parents/guardians are to provide the portion of that agreement that stipulates custody and any other information pertinent for the school.

Parents are to notify the school immediately of any change in the agreement.

## PUBLIC SCHOOL SERVICES:

Students needing special academic services such as speech therapy or special educational testing may receive these services from the Athens Elementary School. The assistance of the special teachers may be requested by the parents or by the teacher with the parents consent.

## REGISTRATION:

Registration forms will be sent home with the oldest in the family. New family registration will be some time in February.

Registration forms must be completed each year the child/children are in school.

2022 - 2023 TUITION FOR THE YEAR IS AS FOLLOWS:

<u>PARISH MEMBERS</u>			<u>NON-PARISH MEMBERS</u>		
Pre-K	--	FREE for 3 days a week	Pre-K	--	FREE for 3 days a week
Pre-K	--	\$250.00 for 5 days a week	Pre-K	--	\$250.00 for 5 days a week
K – 9	--	\$650.00	K – 8	--	\$850.00

*There is also a \$60/per child computer/supply fee. This **MUST BE** paid before school starts and is non-refundable.*

Tuition can be paid weekly, monthly, quarterly, semi-annually, or yearly. Payments are due the 15th of the month or the date that is closest to that date. Due date to have all tuition paid in full is May 15<sup>th</sup>. It is important that payments come in on a regular basis. Monthly statements are sent home.

All tuition and hot lunch bills should be paid before a student graduates or transfers from St. Anthony School. If the total payment is not possible, please fill out an Adopt-A-Student form, or make a payment plan that is agreeable by the pastor/principal and the parent.

## RETENTION/ACCELERATION: DSP 5210

The school is responsible for making the decision to retain a child or to accelerate a child to another grade. The decision to retain or to accelerate should be made only after serious reflections and evaluation and consultation with the teacher and parents. The school administrator is the individual responsible for making the final decision.

## SACRAMENT OF THE EUCHARIST & RECONCILIATION:

Second graders will make their first Reconciliation & First Holy Communion around the end of April or first part of May. The Sacrament of Reconciliation is celebrated for grades 3-8 during the seasons of Advent and Lent.

## SCHOOL CANCELLATION:

St. Anthony School follows the decisions made by the Athens School District. During times of threatening weather, please watch on Facebook and/or listen to the radio and TV stations listed for cancellation or delay announcements:

WAOV TV - Channel 9, Wausau

WSAW TV - Channel 7, Wausau

An email to parents will be sent, if possible at the time.

At times school will be dismissed early due to inclement weather. An email will be sent to alert parents along with the announcements on TV. Children are allowed to make phone calls to verify where they are to go.

## SCHOOL PICTURES:

Student's individual pictures are usually taken in the fall. Parents/guardians are not required to purchase a package but all students will need to be photographed.

## SCHOOL SUPPLIES:

Students are expected to provide their own supplies for school with the exception of paints and art paper. A list of the needed supplies for each grade level is given to parents at the end of the school year and is included in the summer parent packet.

Please inform the school office if you need help to supply your child with the necessary school supplies.

## SEXUAL HARASSMENT:

DSP 5512

All students of the Catholic Schools of the Diocese of La Crosse are entitled to learn in an atmosphere free from sexual harassment.

Provisions:

- 1) Sexual Harassment is defined as any unwelcome sexual advances, unwelcome physical contact of a sexual nature, or unwelcome verbal or physical conduct of a sexual nature. "Unwelcome verbal or physical contact of a sexual nature" includes, but is not limited to, "The deliberate, repeated making of unsolicited gestures or comments, or the deliberate, repeated display of offensive, sexually graphic materials which is not necessary for school purposes.
- 2) No students shall be subject to sexual harassment as a Catholic School student.
- 3) Any students or employee who engages in sexual harassment shall be subject to severe disciplinary measure.
- 4) Any student who believes that he or she is being sexually harassed shall immediately report such information to the school principal. Any information reported shall be treated as confidential. All claims of sexual harassment shall be thoroughly investigated by the school principal after consultation with the diocesan director of schools.
- 5) No student shall receive any retaliation or disciplinary action for reports of sexual harassment, made in good faith.

## DISCIPLINARY PROCEDURE:

1. If a student is sent to the principal for one of the above reasons, by mutual agreement of the teacher and principal, parents are sent a written notification of the incident. This is done in duplicate, signed by the teacher and principal, the copy is sent to the parents for signature, and one copy kept on file in the office.
2. If a student is sent to the principal for one of the above reasons a second time within the same year, written notification is made and a conference called at the earliest possible time between the student, parents, teacher and principal.
3. If a student is sent to the principal a third time within the same school year, written notification is made and the student is suspended for 3 days or an expulsion may ensue depending on the seriousness of the offense.

## TELEPHONE CALLS:

Parents are asked to restrict calls to teachers to 7:30 to 7:45 in the morning and after 3:00 in the afternoon. Students may use the school phone only with permission. Cell phone may be used if student ask a member of the staff for permission.

## TESTING:

MAP testing is grades 3-8 twice a year. The results of these tests are used to study the strengths and areas of need as they relate to the student and our curriculum.

## TEXTBOOKS:

Textbooks are should be covered and free from defacement. Damaged of books must be paid for by the student to whom the book was assigned. Fines will be issued for damage or misuse.

## VISION AND HEARING TESTING:

The children in grades PK, K, 1, 2, 3, & 5, receive regular vision and hearing testing. Parents will be informed of any concerns regarding your child's tests.

### WEEKLY LITURGY:

Liturgy is celebrated once a week by the entire student body. The students participate in the planning as well as the celebration of these liturgies. Parents/guardians/family are welcome to attend.

### WELLNESS POLICY:

In accordance with Federal requirements, we were required to develop & follow a wellness policy. (See Page 17)

We are asking that food brought to school in cold lunches, treats for the children, snacks, etc. be of good nutritional value. Check with your child's teacher before sending treats to school.

## St. Anthony School Dress Code

1. Students' dress and personal appearance are primarily the responsibility of each individual student and parent. Each student's appearance must be appropriate to a Catholic school setting. Clothing, hairstyle or jewelry is not to be distracting or disruptive to the educational process. We reserve the right to decide what is/is not appropriate dress.
2. Clothing is to be clean and in good condition. All clothing hemmed. No holes in pants.
3. Hairstyles must be clean cut, reasonable style, and natural color.
4. Mass days are dress up days. Please have your child(ren) dress appropriately for Mass. We ask that your child please wear nice clothing to Mass. This shows respect in the Lord's house. **PLEASE - No jeans, capri's, shorts, or sweatshirts/shirts with pictures or writing on them.**
5. Hats, caps, bandanas, or other type of headwear are not to be worn in the building.
6. At all times, there is not to be any saying, picture, or reference on clothing that is inconsistent with Catholic faith and morals. Items which reference drugs or alcohol, swearing, weapons, songs, or musical groups whose lyrics have contents inconsistent with Catholic teaching are inappropriate for wear. Clothing must fit within the Christian virtue of modesty. No faded or ripped clothing.
7. Casual dress days may be scheduled throughout the year.
8. Sleeveless tops are allowed as long as they fit close to the arm and close to the neck.
9. Pants/Shorts/Capri's/Skort: Shorts/skort of appropriate length and capri's may be worn in September, May and June, but are not to be worn to Mass.
10. Shoes: Shoes must have backs or back straps. Dress heels should be less than 2". Shoes must be worn at all times. Footwear considered beachwear, (ie. Flip flops, thongs, water shoes, crocks, etc) are prohibited.
11. Skirts/Dresses/Jumpers: Must be proper length and have a proper neckline.

### **The following items may not be worn:**

#### **Boys:**

- \* tank tops
- \* muscle shirts
- \* ragged jeans or clothing
- \* **running tights or yoga pants**

#### **Girls:**

- \* **running tights or yoga pants**
- \* mini skirts
- \* tank or spaghetti strap tops
- \* halter tops
- \* midriff tops
- \* low cut tops
- \* ragged jeans or clothing

Appropriate outdoor dress for recess and weather conditions is expected for all grades (coats, snow pants, gloves/mittens, boots, etc).

✂ **PLEASE KEEP UPPER PORTION FOR YOUR OWN REFERENCE!**

**Please cut off and return to school office along with page 21**

I have read and understand the St. Anthony School Dress Code for 2022-2023.

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

Parent Printed Signature \_\_\_\_\_

**Student Signature (Grade 3 through 8)**

\_\_\_\_\_  
\_\_\_\_\_

## RELIGION CURRICULUM:

Listed below are the prayers learned and concepts covered in each grade. Besides prayers that should be memorized, we also work with the children on spontaneous prayer in all grades. Because we are partners with you in the education of your children, it is important for you to know what is being taught, reviewed and reinforced each year.

### PRAYERS TAUGHT:

### CONTENT:

#### KINDERGARTEN

Sign of the Cross  
Lord's Prayer  
Hail Mary  
Grace before and after Meals  
Act of Contrition  
Angel of God

God Loves Us  
We Love God  
Calendar of Saints (Study on feast day)  
God Gives Us Many Gifts  
Jesus Teaches Us To Love  
We Belong to the Catholic Church  
Celebrating Feasts of the Church

#### GRADE 1

Sign of the Cross  
Lord's Prayer  
Hail Mary  
Glory be to the Father  
Grace before and after Meals  
Morning Offering  
Act of Contrition  
Angel of God

God Gives Us Many Gifts  
Jesus Learned About Life  
Jesus Teaches Us To Love  
We Belong to the Catholic Church  
The Holy Spirit Helps Us  
Celebrating Feasts of the Church

#### GRADE 2

Sign of the Cross  
Lord's Prayer  
Hail Mary  
Glory be to the Father  
Act of Contrition  
Morning Offering  
Prayers and Responses said at Mass

Our Church Celebrates Sacraments  
Our Church Celebrates Reconciliation  
Our Church Gathers For Mass  
Our Church Celebrates the Eucharist  
The Eucharist Is Jesus With Us  
Celebrating Feasts of the Church

#### GRADE 3

Our Father  
Act of Contrition  
Apostles Creed  
Hail Mary  
Prayer of the Holy Spirit

Marks of the Church  
A Believing Church  
A Prayerful Church  
A Caring Church  
A Ministering Church  
Feasts of the Church  
Ten Commandments  
Twelve Apostles  
Spiritual and Corporal Works of Mercy

#### GRADE 4

Act of Contrition  
Our Father  
Act of Faith, Hope & Love  
Apostles Creed

Choosing Between Good & Evil  
Following the Way of Love  
Respecting God & People  
Respecting Truth & Property  
Celebrating and Serving  
Celebrating Feasts of the Church  
Ten Commandments  
Seven Sacraments  
Mysteries of the Rosary  
Corporal and Spiritual Works of Mercy

#### GRADE 5

Prayers of the Mass  
Review all prayers above

Parts of the Mass  
Liturgical Worship  
Sacramental Worship  
Celebrating Feasts of the Church  
Seasons of the Church

#### GRADE 6

Psalms  
Review all prayers above

Old Testament  
Celebrating Feasts of the Church

#### GRADE 7

Review all Prayers above

New Testaments  
Celebrating Feasts of the Church.

#### GRADE 8

Nicene Creed

Acts of the Apostles  
History of the Church  
Celebrating Feasts of the Church

### DRUG/MEDICATION ADMINISTRATION

### DSP 5505

The state legislature has provided for administration of drugs to students who must have medication while attending school. Any private school employee or volunteer authorized in writing by the private school administrator or principal, as well as any licensed school bus operator authorized by the proper school authority, may administer certain drugs to students. No employee, except a health care professional, may be required to administer a drug to a pupil under this law by any means other than ingestion.

Any drug which may lawfully be sold over the counter without a prescription may be administered in compliance with the written instructions and consent of the pupil's parent or guardian. Administration of a prescription drug requires written instructions from a physician, dentist or podiatrist and written consent from the pupil's parent or guardian.

The party authorized to administer the drug and the school principal or administrator are immune from civil liability for their acts or omissions unless there is a high degree of negligence. "High degree of negligence" is defined as "conduct which demonstrates ordinary negligence to a high degree, consisting of an act which the person should realize creates a situation of unreasonable risk and high probability of death or great bodily harm to another." (This immunity does not apply to health care professionals.)

The governing body of the private school whose employees or volunteers may be authorized to administer drugs under this law must adopt a written policy governing the administration. The policy shall include procedures for obtaining and filing in the school or other appropriate facility the written instructions and consent required. There must be procedures for the periodic review of the instructions, for the storing of the drugs, for record keeping and for the appropriate instruction of persons who may be authorized to administer the drugs. (For the proper protection of students and faculty, many schools require that the medication be kept in a locked cabinet.) (s. 118.29.)

(Copies of the state law can be found in the [WANS Legal handbook](#).)

**Medication Form**  
**To be used for prescription drugs only!**

If it is necessary that medication be taken during school hours, present the form below to your physician for signature. Ask your doctor to prescribe a duplicate of the medication, one to be kept at home and the other at school under the care of the person charged with giving the medication.

The bottle should have the following:

1. Name and telephone of the pharmacy.
2. Name of the student to whom medication is to be given.
3. Name of the physician.
4. Name of the drug - dosage and number of times to be given.

School medication permission and instructions.

Student's Name \_\_\_\_\_ Date \_\_\_\_\_

School \_\_\_\_\_

I hereby give permission for the above named school to supervise the medication routine prescribed for the above child.

Parent signature \_\_\_\_\_

~~~~~

Physician's Directions:

Name of Medication \_\_\_\_\_

Instructions: \_\_\_\_\_

\_\_\_\_\_

Physician's signature \_\_\_\_\_

Date \_\_\_\_\_

## COMPLAINT PROCEDURE

All Complaints should be settled with the individual involved. If a complaint is with a teacher the steps are as follows:

1. Parent approaches the teacher with or without the child. It is preferable that the child be present.  
If not satisfied with the outcome go the Step 2.
2. Parent approaches the Principal. A conference can then be held with the Parent, Teacher, and Principal.  
If not satisfied go to Step 3.
3. Parent approaches the Pastor. A conference can then be held with the Parent, Teacher, and Pastor.

If complaint is with the Principal the steps are as follow:

1. Parent approaches the Principal. If not satisfied go to Step 2.
2. Parent approaches the Pastor with the complaint. A conference is held with the Parent, Principal, and Pastor.

### Administration Recourse

DSP 1901 DSR 1901

Any grievance by a parent/guardian against the school or its employees shall be resolved through Diocesan Administrative Recourse. Diocesan Administrative Recourse shall constitute the exclusive method for resolving such disputes and parents are bound by its determination as final and binding upon them. No dispute shall be submitted to Diocesan Administrative Recourse unless, within 30 days of the occurrence giving rise to the dispute, the first step of the Diocesan Administrative Recourse is commenced by the parent/guardian.

Outline of the chain of authority to be followed in resolving disputes:

- |                                         |                       |
|-----------------------------------------|-----------------------|
| 1. Teacher or other school employee     | 4. Pastoral Authority |
| 2. Principal                            | 5. Dean               |
| 3. Area Administrator (If there is one) | 6. Diocese            |

### PROCEDURE IN THE DIOCESE OF LACROSSE:

When one of Christ's faithful judges himself or herself injured by the decision or action of a person exercising pastoral or administrative authority in the Diocese of LaCrosse, he or she, first, is to confront the person in question with the grievance and seek reconciliation with the person.

If the party who judges himself or herself injured is not able to achieve reconciliation by conversation with the authority involved, he or she may present the grievance to the pastor of the Church within thirty calendar days of the time of the alleged injury. The recourse is to be made in writing and is to state the facts of the conflict and the reason or reasons why the party judges himself or herself injured. The response to the recourse also is to be made in writing and is to state the reasons for the response given.

If the grievance is against an authority in the parish, the appeal first is to be made to the pastor who is to seek to reconcile the two parties. At this level and at the successive levels, the pastor may seek the assistance of others, especially those respected for their ability to reconcile; but in the end the pastoral authority remains responsible for seeking the resolution of the conflict. No consultative body as such or members of consultative bodies, in virtue of their membership, should be given the pastoral responsibility of resolving such conflicts. The consultative body, e.g., the parish pastoral council, has responsibility for assisting the pastor in drawing up good policies for the pastoral activity of the parish and for assisting the pastor in clarifying policies in cases of conflict or interpretation. It does not, however, engage in the administration of the policies. The pastor is obliged to respond to the recourse within fifteen calendar days from the time he receives it. Once the pastor has given his response to the recourse, the conflict is considered reconciled, unless the pastor's response is appealed to the dean with fifteen calendar days from the date the parties in conflict receive the response.

If reconciliation is not achieved with the pastor's help or if the grievance is against the pastor himself, the appeal is to be made to the local dean who by office has special responsibility for promoting harmony of pastoral action

and unity of Church life in his deanery. (cf. Can. 555, 1, 10; 2, 20) If the grievance is against the pastor, and the pastor is the local dean, then the appeal is to be made to the dean of the closest neighboring deanery, with the consent of the Diocesan Bishop. The dean is obliged to respond to the recourse within fifteen calendar days from the date he receives it.

If reconciliation is not achieved on the deanery level, or if the grievance is against the dean in the exercise of his office of dean, then the appeal is to be made to the Diocesan Bishop directly. The Diocesan Bishop may carry out the work of reconciliation himself or he may name another to act for him in the matter. In the latter case, the Diocesan Bishop makes his own response to the person named. The Diocesan Bishop is obliged to respond to the recourse within fifteen calendar days from the date he receives it.

If the grievance is against the Diocesan Bishop, the legislation in the Code of Canon Law is to be followed. (cf. Canon 1732-1739)

It should be kept in mind that the code of Canon Law requires a special procedure to be followed by the Diocesan Bishop in the case of the removal of a pastor (cf. Canon 1740-1747) or the transfer of a pastor unwilling to be transferred. (cf. Canon 1849-1752)

## COMMUNITY AND EXTERNAL OPERATIONS:

DSP 1902

### Penalty Status During Administrative Recourse Procedure

The penalty for a violation of a school or diocesan policy or regulation is to be enforced during the recourse procedure. However, a request can be made to the diocesan director of Catholic schools to speed up the recourse procedure. This request can be made by the school, employee, student or parent affected. The request can be granted or denied.



# St. Anthony de Padua Catholic School

309 Mueller St  
PO Box I  
Athens WI 54411  
715-257-7541

## Wellness Policy – 2022-2023

It is the belief of St. Anthony School that we must strive to make a significant contribution to the general well being, mental and physical capacity, and learning ability of each student and afford them the opportunity to fully participate in the education process. St. Anthony School supports the adoption and implementation of a comprehensive school health program. We will work in cooperation with parents, who are the primary teachers and caregivers for their children.

At the center of a thriving school is healthy, resilient, successful learner. We recognize that a well functioning comprehensive school health program will improve the safety and health of all school community members and improve the academic achievement of students.

The components of our wellness policy are:

1. School Meals
2. Nutrition Promotion
3. Nutrition Education
4. Physical Activity/Education
5. Food Service Guidelines
6. Policy Monitoring / Implementation

### Component 1: School Meals

The District is committed to serving healthy meals to children, with plenty of fruits and vegetables, whole grains, and fat-free/low-fat milk; moderate in sodium, low in saturated fat and zero grams of trans fat per serving (nutrition labels or manufacturer's specifications); and to meet the nutrition needs of school children within their calorie requirements. St. Anthony School participates in the USDA child nutrition programs, including the National School Lunch Program (NSLP).

- All school meals are accessible to all students.
- St. Anthony School offers reimbursable school meals that meet the USDA nutrition standards.
- Drinking water is available to all students throughout the school day, including during mealtimes.
- Students will be allowed at least 20 minutes to eat lunch, counting from the time they have received their meal and are seated.
- Lunch will be followed by a recess period for grades Pre K – 4 and recess will be before lunch for grades 5 – 8.
- All school nutrition program staff will meet or exceed annual continuing education requirements in the USDA professional standards for child nutrition professionals.

### Component 2: Nutrition Promotion

Students and staff will receive consistent nutrition messages throughout the school, classroom and the cafeteria. St. Anthony School will promote healthy foods and beverage choices for all students throughout the school, as well as encourage participation in the school meal program.

### Component 3: Nutrition Education

St. Anthony School's primary goal is to influence students eating habits by teaching, modeling, encouraging and supporting healthy eating by students. Nutrition education is designed to provide students with the knowledge and skills necessary to promote and protect their health.

St. Anthony School teaches students nutrition education using up-to-date nutrition information consistent with the Dietary Guidelines for Americans. St. Anthony School will include in the health education curriculum the following essential topics on healthy eating:

- Food guidance from My Plate
- Reading and using USDA's food labels
- Balancing food intake and physical activity
- Food Safety
- Social influences on healthy eating, including media, family, peers and culture

### Component 4: Physical Activity/Education

The purpose of Physical Activity/Education is to provide opportunities for every student to develop the knowledge and skills for specific physical activities, maintain physical fitness, regularly participate in physical activity, and understand the short and the long term benefits of a physically active and healthy lifestyle. The physical education curriculum will promote the benefits of a physically active lifestyle and will help students develop skills to engage in lifelong healthy habits, as well as incorporate essential health education concepts. All students will be provided equal opportunity to participate in physical education classes.

School based physical education and activity goals include:

- Every student in each grade, Pre-kindergarten through eighth, shall participate in daily physical activity for the entire school year, including students with disabling conditions and those in alternative education programs.
- Our Pre. K – 8 students will participate in at least 150 minutes of physical activity per week. This will include recess and physical education time.
  - Daily morning recess of 15 minutes for Gr. Pre K - 4
  - Daily noon recess of 25 minutes for Gr. Pre. K – 4
  - Daily noon recess of 30 minutes for Gr. 5 – 8
  - Physical Education classes of 30 minutes, 2 times/week for grades Pre K – 4. 45 minutes, 2 times/week for grades 5 – 8.
  - Afternoon recess of 15minutes twice a week for Pre K – 4
- A sequential Pre K – 8 , developmentally appropriate curriculum shall be designed, implemented, and evaluated to help students develop the knowledge, motor skills, self-management skills, attitudes, and confidence needed to adopt and maintain physical activity throughout their lives.
- The curriculum will include a student assessment plan.
- Specific learning goals and objectives for physical education will be developed.
- Students will be moderately to vigorously active for at least 50% of class time during most or all physical education class sessions.
- Waiver, exceptions or substitutions for physical education classes are not granted unless student has a Physician note.

## Component 5: Food Service Guidelines

Two areas are included in the Food Service Guidelines: Nutrition Standards and School Environment.

The purpose of having Nutrition Standards for all foods available on school campus during the school day is to make certain foods served in the hot lunch program and foods available during the day are nutritionally sound.

Nutrition Standard Goals:

1. Nutritional value of lunch program foods will be closely monitored to provide nutrient dense, low fat and low sugar meals.
2. Field trips going over the lunch period will use cold lunches prepared by our cook (Weather permitting outside eating).
3. Teachers and parents will be encouraged to provide healthy snacks for children's parties, etc.
4. Food Service staff is a licensed cook.

Establishing School Environment guidelines mandates that we look at the atmosphere in which children are eating. School environment plays an important part in a child's desire to be a healthy, physically active person.

School Environment Guidelines:

1. No child will be denied food or food that they require because of health condition.
2. Pre-Kindergarten and Kindergarten students will have their morning snack earlier so that they are appropriately hungry at lunch time.
3. Students in Pre K – 4 are allowed up to 30 minutes for eating.
4. Students in 5 – 8 are allowed up to 20 minutes for eating.
5. Food and beverages are served in as attractive, pleasing way as possible with throw away container/utensils use kept at a minimum.
6. The parish community uses the cafeteria and kitchen area for funeral dinners and fundraising activities whenever necessary.
7. Establishment of a school health council to oversee and coordinate physical activity and/or nutrition.
8. Communications to parents on health and nutrition topics.
9. Establish a physical activity program designed to benefit staff health.

## Component 6: Policy Monitoring / Implementation

- St. Anthony School convenes a district wellness committee that meets at least three times per year to establish goals for; oversee school health, safety policies, and programs, including development, implementation and periodic review and update of wellness.
- The wellness committee members will represent all school levels and include, but not be limited to: parents and caregivers, students, representatives of the school nutrition program, school administrator, education committee members, health professionals (dietitians, doctors, nurses, dentists), and the general public. St. Anthony School will compile and publish information about the wellness policy and report on the progress of the school meeting wellness goals.
- St. Anthony School will actively notify households/families of the availability of the annual report through the newsletter.

Updated: 08-1-2022

**2022-2023**

**BOTH PARENTS AND EACH STUDENT IN GRADES 1-8  
MUST SIGN THIS FORM.**

I/WE HAVE READ AND UNDERSTAND ALL THAT THE  
STUDENT/PARENT HANDBOOK CONTAINS. I/WE WILL COMPLY  
WITH ITS DIRECTIVES.

PARENT'S  
SIGNATURE

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PRINTED  
PARENT'S  
NAME

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---

STUDENT  
SIGNATURE

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**Students in grades  
1 - 8 MUST sign  
here. Students in  
PK/K - only if they  
can print their own  
name.**

DATE \_\_\_\_\_

A SIGNED COPY OF PAGES 12 (dress code) & 21 (read handbook)  
**ARE REQUIRED**  
TO BE ON FILE IN THE SCHOOL OFFICE.

**THANK YOU!**