



ST. ANTHONY
TRI-PARISH CATHOLIC SCHOOL
Faith • Knowledge • Service

FAMILY HANDBOOK
2023-2024

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ACKNOWLEDGEMENT OF DISCLAIMER AND RECEIPT OF COPY OF FAMILY HANDBOOK

Introduction

St. Anthony Tri-Parish Catholic School is a preschool through 8th grade school sponsored by the parishes of Our Lady of Fatima, St. Anthony and St. Patrick. We assist families in living out their call to holiness by forming students in the faith. Our school witnesses its Catholic heritage through prayer, liturgy and service. All students are encouraged to develop a relationship with God and a prayer life. This handbook is designed as a tool to help guide families through The School's policies and procedures.

Our Mission

The community of St. Anthony Tri-Parish Catholic School is dedicated to achieving academic excellence in a faith-filled community, living a life committed to Christian service.

Student Rights and Responsibilities

Every right has a corresponding responsibility. No student will be allowed to interfere with the education of his/her fellow students. It is the responsibility of each student to respect the rights of all who are involved in the education process.

Every member of the school community, including students, staff, and parents, is responsible to promote regular attendance, orderly conduct in and out of the school, freedom from fear of insults, harassment or injury, and maximum opportunities for learning for each student. Therefore, while on the school campus, facilities, or at school-sponsored events, the responsibility of students of St. Anthony Tri-Parish Catholic School shall be to lead as examples of moral, Christian youth.

Confidentiality

St. Anthony Tri-Parish Catholic School believes in the respect and dignity of all persons. It is strictly forbidden for individuals to discuss personal, behavioral, academic, medical issues, etc. concerning students, parents, school employees, other non-related parent, grandparent, or individual. This includes school personnel not associated with that student's direct education. Parents and volunteers working in the classroom or in other parts of the building work in the school, on campus, or otherwise as a declaration of trust, will be asked to sign a confidentiality agreement. Any person violating confidentiality may be barred from entering the school campus.

Communication

The school staff respects parents as the primary responsible adults in their child's development of faith, ethical values, and the basic learning of our culture within the sacred place of their home and neighborhood. Our staff are professional educators serving our

parents and students within the sacred environment of a Catholic school and church. Both parents and educators are expected to contact each other as team members on a regular basis through notes, emails, phone calls, and most especially at conferences.

Remind is used for parent communication. Teachers, coaches and the school staff will use Remind to communicate information about upcoming events, a student's progress and general reminders for school. All families will be registered for Remind and are asked to use that or email to communicate with teachers, coaches and staff.

Parents can expect frequent newsletters to be emailed to them from the office and their child's teacher. The school's Facebook (www.facebook.com/sascasper.com) and Instagram ([instagram.com/stanthonycatholicsschool](https://www.instagram.com/stanthonycatholicsschool)) will give parents instant access to events and activities. The school's website www.sascasper.com is also a recommended avenue for parents to be informed of school events, activities, and policies.

Faculty and Staff

Our faculty and staff are dedicated to assisting each child in their full potential. Faculty and staff continue their professional development in order to ensure that all are up to date on current pedagogy and to demonstrate a love of learning. All staff meet the requirements of SAFE Environment training and criminal background checks as required by the Diocese of Cheyenne. Our preschool faculty and staff meet the Department of Family Services requirements for certification, including CPR/First Aid certification, Early Childhood training, and background checks. For a complete listing and more information on the faculty and staff visit the website.

Board of Directors

St. Anthony Tri-Parish Catholic School Board of Directors is dedicated to the advancement of the mission of the school. They exercise all corporate powers and manage all corporate affairs of St Anthony Tri-Parish Catholic School. They do not engage in the day to day affairs of the school. These volunteer members have a vested interest in the growth and success of the school and consist of parents, past parents, community members and clergy from the three Casper Catholic churches. For a complete listing of the current Board of Directors, visit the website.

St. Anthony Tri-Parish Catholic School Foundation

St. Anthony Tri-Parish Catholic School Foundation believes in investing in our children's religious, charitable, ministerial, and educational programs of the Roman Catholic Church. The Foundation is charged with fundraising for the immediate needs of the school while also building endowment funds that will support tuition assistance programs and sustain the school for many years.

The St. Anthony Tri Parish Catholic School Foundation and The School are committed to upholding the highest standards of professionalism, ethical conduct, and conflict of interest management for all employees. While not directly supervised by St. Anthony Tri-Parish Catholic School administration, all Foundation employees must complete the required Safe Environment training and adhere to their own employee handbook and rental agreement with The School. Any concerns regarding St. Anthony Tri-Parish Catholic School Foundation employees should be reported to the Principal or the Foundation's Board of Directors for investigation and resolution.

Day in the Life

Entrance into the Building: All students, staff, parents and visitors should enter the main door of the building. All visitors who are not staff of the school should ring the doorbell to gain access to the school building.

Morning Arrival

School hours are 8:00 a.m.-3:30 p.m. Students may begin to arrive at 7:45 a.m. and should enter through the east gate (Grades K-3) or the front doors (Grades 4-8 and preschool families).

For all our student's safety please adhere to the following:

- *The main entrance is not a parking area. It is a loading/unloading zone only.
- *Cars may not park in the red zone and be left unattended.
- *It is also not permitted to leave cars running without being attended by an adult.
- *If you are dropping off children at the main entrance, pull up to the curb and have all children exit on the right side of the vehicle. Please drop off elementary children (grades K-3) by the recess gate on the east side of the school.
- *Students are not allowed to be on our school playground without a staff supervisor.
- *Please respect all traffic signs and remember not to exceed our 10-mph speed limit.

EAST GATE

- Please pull into a parking spot and assist all young children to the sidewalk or from the sidewalk to the car.
- Children may be walked into the playground area if it is before the 7:55 a.m. bell.
- If there is no teacher on duty at the East Gate, all students should enter through the main doors for indoor line-up.

All students entering after 7:55 a.m. must come through the main door and after 8 a.m. obtain a tardy pass. Tardies are tracked and become a part of the child's permanent legal record.

Recess

Weather permitting, all students are required to be on the playground during recess and after lunch. If a child is too ill to go outside for fresh air and movement, the child should be kept at home. Students are to be suitably dressed for the weather. Please teach your child how to: put on coats, gloves, snow pants, etc. in advance of cold weather.

Lunch

We offer hot lunch daily for students to order in the morning. If a student does not wish to purchase a school lunch, they may bring a cold lunch from home. Students are given milk or water with school lunch purchase and milk for outside lunches is available for purchase.

Each family has a lunch account in FACTS. Lunch bills must not exceed \$20 in the negative on any account. Parents are always welcome and encouraged to eat lunch with their child. It is necessary for parents to call the office by 8:30 a.m. if wishing to purchase lunch, in order for our kitchen manager to accommodate for extra meals.

Afternoon Dismissal

Drivers are not allowed to park in front of the school in the curved drive (EMERGENCY LANE) to pick their children up after school. This area is designated for emergency vehicles in the event of a school emergency.

Please arrange a safe designated pick-up place in advance with your child(ren). For older children, 4th grade and up, they may meet in the parking lot by the Youth Center at Our Lady of Fatima. Younger children, grades PK-3, are to be picked up by the East gate, where we have adult supervision.

Extended Day Program

St. Anthony Tri-Parish Catholic School provides limited after school care. We are required to follow Department of Family Services regulations and follow maximum numbers allowed. There is a cost to this program and limited spaces are available. The program runs from 3:30 - 5:30 p.m. All students who are not picked up by 3:40 p.m. will be brought to the EDP room (Library) by their teacher.

Academics

Curriculum

The primary objective of the St. Anthony Tri-Parish Catholic School's curriculum is to offer lifelong learning opportunities that impart the essential skills and knowledge required for

the holistic development of every student. This includes nurturing their spiritual, physical, intellectual, and emotional growth. The fundamental content encompassed within the curriculum forms the bedrock of a well-rounded individual's education. The abilities, inclinations, and customs we aim to foster through effective teaching methods and the school's culture are akin to the instruments of learning. Naturally, it is the teachers who play the role of craftsmen, applying their expertise and experience to construct this educational structure. Our approach commences with a vision, starting with the essential subjects that constitute the St. Anthony Tri-Parish Catholic School curriculum, and then delves into the specific stages of teaching each subject, revealing how each stage progressively complements the next. Through the collaborative efforts of our educators, these elements merge to fortify the entirety of the educational structure. Our goal is to provide an academically challenging environment for all students and to develop a sense of Christian awareness in all curricular areas. The teachers are all degreed with many having earned a Master's degree. It is a goal of our school to provide excellent staff development opportunities so our staff is well trained and prepared to teach researched strategies and best practices including project-based learning.

At St. Anthony Tri-Parish Catholic School, the emphasis lies in fostering Christian ethical and moral principles among students. Irrespective of their personal religious beliefs, all students are obligated to engage in religion classes and partake in weekly Mass. The school's liturgical and para-liturgical ceremonies are deemed essential components in nurturing Christian values.

Homework

Homework is assigned for reinforcement, practice of a concept, or make-up work. We recognize the infinite benefit of literacy and encourage all students to read or be read to each night for a minimum of 20 minutes.

Homework requirements vary at different levels, and each teacher should provide information pertaining to specific homework guidelines as well as reasonable expectations for time to be spent on homework. Middle School students earning a C or below may be required to attend study hall or be given assistance by the tutor. Teachers are available to assist with homework before or after school for all grades.

Student Information System

The School uses FACTS for the student information system (SIS). Attendance and grade records are kept in the SIS. All families can access this system with their login for FACTS. Report cards will be sent via this system each trimester.

NWEA

Students take an NWEA assessment three times a year: Fall, Winter, Spring. These assessments are used to help provide teachers with a baseline for each student as well as

determine eligibility for tutoring. Data gathered from these assessments will be shared with parents every trimester.

Planners

Every student from Kindergarten to 8th grade is given and expected to use a planner. The planner is designed to help students organize their learning as well as keep parents informed. Teachers may require that families sign the planner each evening.

Supplies

A list that outlines the supplies a student will need to start the school year is available on the school website, from the office, and in School Notes. Replacements for these supplies should be obtained as needed. If a family is in need of assistance with these supplies, please contact the school office. We encourage families to recycle and reuse supplies from previous years.

Access to Records

The Family Educational Rights and Privacy Act provides parents and students the right of access to records and the right to request that statements be changed or deleted or that statements made by the parents or students are included in the records. Authorized school employees have access to student records without parental consent. (St. Anthony Tri-Parish Catholic School provides the appropriate high school counselors access to student files at the time eighth grade students are registering for high school.)

The law also holds that non-custodial parents do not lose their parental rights in this matter when they lose custody. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding their child. If there is a court order specifying that the non-custodial parent's rights to records has been terminated, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the school office. The School will not be held responsible for failing to honor arrangements of which we are not aware. The school needs to know when, if ever, a child can or cannot be released to a non-custodial parent. (The school needs a court document supporting this.)

Attendance

Success in school is highly correlated to attendance. Absence from school is the most significant cause for poor achievement. Any absence is disruptive to the educational process, not only for the absent student, who falls behind in missed learning opportunities,

but also for other students whose progress may be slowed by the student who has fallen behind. We request that when possible, all appointments be scheduled out of school time.

Absence

When an unexpected absence occurs, as in the case of illness, it is the responsibility of the parent/guardian and it is important that you call the office before 8:30 a.m. to inform the office of the absence. If the school has not been notified, every attempt will be made to contact the parent.

Tardies

Classes begin at 8:00 a.m. A student is tardy if he/she is not in his assigned class when the period begins. If a student arrives at school later than 10:00 a.m., he/she is considered absent for the morning. School is dismissed at 3:30 p.m. Should a student leave before 1:30 p.m., he/she will be marked absent for the afternoon. All late students are to report to the office to obtain a tardy slip. Parents will be contacted in the case of excessive tardiness. If a middle school student is tardy to their next class, they must obtain a tardy slip from the detaining teacher.

Pre-arranged Absence

In cases when the necessity for absence is known in advance, the student should bring a written request or make a direct contact from the parent/guardian to The School. Requests should state the time the student needs to be dismissed as well as expected time of return. Due to the high level of hands-on activities, it is difficult to know what the student will miss in advance of the absence. Students will be given adequate time to make up missed work. The teacher will work closely with the student and parent to create a plan.

Illness at School

If a student becomes ill while at school, school officials will make an assessment to determine appropriate action. The office will call a parent to take the child home if the student is too ill or injured to be in school. Otherwise, the student will return to class. Please see information below on when children must be sent home or should not be sent to school due to illness. Children will be sent home only after contact with their parent/guardian. It is the responsibility for the parent or guardian to contact the office if emergency information changes. We must know who to contact if a parent is unavailable.

Early Dismissal

It is required that students stop by the office to check out prior to leaving the building and check back in, should he/she return that day. At no time is a student to leave school without clearance from the office. It is important that this procedure be adhered to for the safety of

the students. Only the student's parents, guardians, or persons listed on the emergency card may check a student out of school. The office may check the individual's driver's license for accurate identification.

After School Athletics and Activities

We offer a number of sport opportunities and clubs. Fees may be assessed for participation. Parents are welcome to sponsor an approved activity and help with coaching. For an up to date list of athletic teams and after school clubs and activities visit the school website.

In cases of co-curricular activities that meet after school, the sponsor/coach of that activity is expected to notify the parents of a meeting/practice schedule. The sponsor/coach is responsible for supervision until the time stated for the end of the meeting or practice. At which time, the parents are responsible for supervision and pickup and the parents must make these arrangements prior to the activity.

Extended Day Program

St. Anthony Tri-Parish Catholic School Offers an after school program for students in preschool and elementary. Space is limited and not guaranteed as we follow DFS capacity regulations. These programs are offered at additional cost.

The Extended Day Program (EDP) is open Monday – Friday from 3:30 p.m. to 5:30 p.m. and will be located in the Library.

Parents may contact the office for information on how to register their child for EDP. The fees for childcare are \$175 Per Month. Payment is due net 30 days. Students who are not picked up from school by 3:40 p.m. will be taken to EDP and may be picked up there. The hourly fee is \$10 per hour, rounded to the nearest quarter hour.

Arrival and Departure:

- Parents or Guardians of the child must sign the child out.
- Parents must write a note, or call the office, if a child is to be picked up by someone who is not on the child's background form. (They must show ID upon arrival.)
- If a child is not picked up by 5:35, Staff will contact a person on your pickup list. Please give us enough notice if you will be arriving later than 5:35 so that we can make those arrangements if needed.

We do not have a pool or wading pool on campus. At times, we may have water toys for a special event and students will be notified in advance to bring towels and extra clothes.

Athletics

St. Anthony Tri-Parish Catholic School makes every attempt to make activities available to students that provide opportunities to enhance and complement our regular curricular programs. Students will be expected to maintain certain academic standards and will be expected to maintain a high level of discipline both during the activity and in the regular classroom. As representatives of St. Anthony Tri-Parish Catholic School, all students, whether spectators or participants, are expected to show good sportsmanship and exhibit Christian attitudes and behaviors.

When these activities involve transporting students to other schools, the responsibility of providing that transportation will belong to the parents. Coaches/sponsors will provide information through Remind/email regarding schedules, activity sites, beginning and ending times, etc. Parents must make sure to have arrangements made for students to be picked up as soon as an event is over. The school is not responsible for making transportation arrangements.

Middle School students wishing to participate in athletics must have a current Natrona County School District #1 Physical Examination Form on file in the school office before being allowed to participate in any practices or events. Middle School students may earn letters by participating in sports offered by St. Anthony Tri-Parish Catholic School. The criteria for earning a letter are: a student must participate, compete, and complete a sport in good standing.

Elementary students, grades 4-5, wishing to participate in the after-school volleyball or basketball programs need to have a signed consent form. These students do not need a physical exam, but it is important that parents note any unusual physical problems on the consent form as well as verification of insurance.

Eligibility:

All middle school students are monitored on a weekly basis for grades. In order to be eligible for co-curricular activities, the student must maintain a 2.0 grade point average, have no more than one "D", and not be failing any classes. "Ineligible" means that a student cannot participate in games, activities, or practices for the following weeklong period, including weekends. Regardless of a student's academic grades, behaviors or attitudes unbecoming of a Christian may result in a student being ineligible for a specified period or an entire season as determined by the administration. Except for excused appointments, a student must be in school for at least a half-day in order to participate in co-curricular activities on that day.

Discipline

An important aspect of the education of a child is the development of self-discipline. Discipline is essential to the creation of both a positive educational environment and an atmosphere of Christian growth. In keeping with this philosophy, the goal of St. Anthony Tri-Parish Catholic School is to encourage students to become responsible for their own actions and the resulting consequences of those actions. St. Anthony Tri-Parish Catholic School has adopted a pastoral approach to discipline.

The partnership that exists between parents and school is extremely important in a successful learning environment. Parents are expected to support the school program and staff and cooperate to the extent that they may be actively involved in their child's discipline within this program.

Recess is a privilege for students. At times, students may be asked to sit out of recess in order to take time to process their behavior and consider how their behavior affects the school community.

As an aspect of good classroom management, each teacher will make clear their expectations, rules and regulations, and established consequences. Students are expected to respect the authority of all staff members and behave responsibly even when not under the direct supervision of a classroom teacher.

Individual staff members will handle minor behavior infractions involving a failure to adhere to regular classroom or playground rules. In chronic cases or when the action is more severe (disrespect, insubordination, violent behavior, continued failure to abide by classroom rules, truancy, destruction of property, public displays of affection, etc.) the matter will be referred to the principal.

When the principal becomes involved in a serious discipline case, parents will be informed. A note may be sent home via e-mail or a phone call may be made, depending on the severity of the situation. This will explain the reason for the principal's involvement. If a student is sent to the office for disciplinary action multiple times, conferences with the parents will take place. Further appropriate disciplinary steps will be determined during this conference. The principal is the final recourse in disciplinary matters.

At no time will the following occur:

- Punishment associated with food or rest
- Corporal punishment, including hitting, spanking, beating, shaking, pinching and other measures that produce physical pain
- Abusive or profane language
- Any form of humiliation including threats of physical punishment; and

- Any form of emotional abuse including rejecting, terrorizing, corrupting, isolating or ignoring a child.

Drugs/Alcohol

St. Anthony Tri-Parish Catholic School is a Drug Free School Zone. Tobacco products are not permitted. Over-the-counter or prescription drugs shall not be in the student's possession while on St. Anthony Tri-Parish Catholic School campus.

During Mass, Catholics receive the transubstantiated wine. Students who have received their First Holy Communion are invited to receive it with their parent's approval.

Weapons in School

The Bishop of Cheyenne has released a statement that firearms are not allowed on school property at any time or at school functions. Possession and/or use of any dangerous or deadly weapon in the school building, on school grounds, in any school vehicle, or at any school-sponsored activity are prohibited. A student shall not possess, handle, transmit, or conceal any object that could be used as a weapon, disrupt the educational process, or cause harm to another person. If any weapon is used as a form of intimidation, the police may be called and the student removed from the campus. It is the parent's responsibility to discuss the seriousness of intimidation with their child and about the potential dangers of such weapons.

Conflict Management

At St. Anthony Tri-Parish Catholic School, we value open communication and collaboration among staff, parents and students, but we also recognize that conflicts can arise from time to time. We believe that conflicts can be resolved through respectful and constructive dialogue, and we are committed to providing a safe and collaborative learning space for all.

Parents/students are encouraged to address conflicts directly with the individuals involved. In cases where this is not possible or appropriate, parents/students should bring the matter to the attention of their teacher or the Principal. When addressing conflicts, parents/students are expected to engage in respectful dialogue and refrain from personal attacks, threats, or aggressive behavior. We believe that conflicts can be resolved through open and honest communication and that respectful dialogue is essential to finding a resolution.

All discussions related to conflict management will be kept confidential. However, please note that in certain situations, confidentiality cannot be guaranteed if it conflicts with our legal obligations or the safety of our employees or students.

Retaliation against staff/parent/student who has raised a concern or conflict is strictly prohibited and will not be tolerated. Parents/students who believe they have been subjected to retaliation should report the matter to the Principal immediately.

If the concern or complaint involves the Principal, the parent/student should speak to the President of the Board of Directors of The School. If the concern or complaint involves any member of the Board of Directors of The School, the employee should speak to the Diocesan representative assigned to human resources or schools.

Grievance Procedure

If the parent/student is not satisfied with the outcome of the informal resolution process or does not feel comfortable raising the concern or complaint, they may initiate a formal grievance by submitting a written complaint. The complaint should be addressed to the Principal, or in the case of a complaint regarding the Principal, to the President of The School Board of Directors.

The written complaint should include the following details:

- The nature of the concern or complaint
- The steps taken to address the concern or complaint through the informal resolution process
- Any relevant documentation or evidence

Once the written complaint has been received, the Principal or President of The School Board of Directors will investigate the concern or complaint. This may involve conducting interviews with employees and any other relevant parties, reviewing documentation or evidence, and consulting with legal counsel as appropriate.

The Principal or President of The School Board of Directors will provide a written response to the complainant within 10 business days of receiving the complaint. The response will include the following:

- A summary of the investigation to date
- Any actions that will be taken to address the concern or complaint

If the parent/staff is not satisfied with the response provided by the Principal, they may appeal the decision by submitting a written appeal to The President of The St. Anthony Tri-Parish Catholic School Board of Directors within 10 business days of receiving the response from the Principal.

The St. Anthony Tri-Parish Catholic School School Board will review the original complaint, the response from the Principal, and any other relevant documentation or evidence. The President of The St. Anthony Tri-Parish Catholic School Board of Directors will provide a written response to the complainant within 30 days of receiving the appeal.

For concerns related to the preschool or the extended day program, please feel free to also contact the local child care licenser, Robyn Harbison at 307-473-3985 to report any concerns. All providers/staff are required by the Child Protective Services rules to report cases of suspected child abuse or neglect. Licensed child care complaint and compliance history can be found at findchildcarewy.org or by contacting the local child care licensing official.

Field Trips

We value Field Trips at St. Anthony Tri-Parish Catholic School as a way to enrich the curriculum and the experiences of students. Every grade should anticipate field trips throughout the school year related to their curriculum. Students in Grades 4-8 may participate in overnight trips. A permission slip will go home with students for each trip with more specific details regarding expectations for each trip.

The preferred method of transportation for field trips is a school or charter bus. Students in preschool will only be transported in a bus that has seat belts. It is not required that students in grades K-8 be in a seat belt on a bus. If parents are asked to drive for a field trip, the driver must have the appropriate background check and liability waiver through the Diocese of Cheyenne.

Parents are invited to chaperone on field trips. Details of chaperoning responsibilities for a trip will be provided to parents on an as needed basis. Chaperoning is a responsibility and is more than simply accompanying your child on a trip. Parents who are chaperones will be asked to supervise groups of students and may be asked to take responsibility for various tasks on a trip. Unless directed by the lead chaperone, all parents are expected to remain with the class the entire duration of a field trip.

Lunch and Snacks

Reduced and free meals are provided according to guidelines established by the State Department. Parents who may qualify are encouraged to apply. Students receiving free or reduced meals are not discriminated against or identified in any way other than to required personnel. Parents are required to apply for the Free and Reduced Lunch Program if they accept tuition assistance. Applications for reduced or free meals are available in the office at any time.

It is our goal to promote healthy eating habits. Soda pop and sugary drinks (including sports drinks) are not allowed for lunch. We discourage fast food brought in for student lunches; however, if you bring your child a meal from a fast-food restaurant, please include

milk or juice as the beverage. We also request that parents not bring in lunches for their child's friends for celebrations or other events. Our kitchen manager plans for pre-ordered numbers to assure enough food is planned to cover the day's meal.

Snacks

Students in all grades have a morning snack and are encouraged to bring something healthy that will provide fuel for their brain. Students may not bring in large bags of candy or sugary drinks for snack. Some classes may ask to have parents share the responsibility of bringing in a snack each week for the class. Teachers will send home more information for particular homerooms.

Birthday Celebrations

We encourage the celebration of your child's birthday. Each month, the school will celebrate the birthdays of the month at lunch. For your child's special day, you may bring in a treat for your child to share with classmates at snack time. We ask that families be aware of any allergies in their student's class. Please do not provide lunch for the class as a birthday treat. Arrangements should be made in advance with the teacher for birthday treats.

Fulfilling our obligation in Christian charity, please note invitations for birthday parties be distributed outside of the school day, invitations may only be sent to school if the entire class is being invited.

Middle School

Code of Conduct for Middle School

As a member of St. Anthony Tri-Parish Catholic School, I will...

1. Demonstrate kindness in all I do or say.
2. Be respectful of others, their property, and me.
3. Be responsible and prepared for assignments and items needed for class.
4. Listen, follow directions, and stay on task in class.
5. Demonstrate a positive attitude and encourage others.
6. Demonstrate reverence and virtue during Mass and prayer times.
7. Be honest and truthful.
8. Honor the dress code and uniform policy.
9. Use integrity and ethics when using my device.
10. Be a loving and caring member and role model for our school community.

Angel Awards

Students can be rewarded and acknowledged for their hard work and behavior. Below are the criteria that students and teachers came up with outlining attributes for excelling in different aspects of middle school life. Each month students are able to earn a letter certificate for each of the letters in ANGELS. Some months a student may earn more than one, and some months they may not earn one. Teachers will be following the criteria below and determining students who earn an award. Once a student has earned all of the letters in ANGELS, they will get an ANGELS shirt. We hope that this will be a fun and motivating way to remind us all of what it is to be a St. Anthony Archangel!

CRITERIA

Academic: Academic isn't necessarily the smartest kid in the class. It is the student that shows up every day ready and prepared. They are responsible for assignments, materials, and devices. They are on time for class and come in ready to learn. They also stay on task in class and do their best work according to their ability.

Noble: Students who are noble are those students that are admirable and respected by others. These students are unselfish and humble. Students who are noble are also charitable and honest. These students display qualities of courage, generosity, and honor.

Grace: Students who display the quality of grace are those that have dignity and decency. They are faithful, forgiving, and kind. These students display empathy, compassion, and love towards their peers without being asked or needing praise from others.

Encouragement: These are the students that are the cheerleaders for others. They inspire others by their positive and optimistic outlook. They will help to motivate and help others. These students will also uplift and comfort those in need.

Leadership: Students who demonstrate leadership are those that always have an open mind and listen to others. They are willing and want to help others to succeed. Good leaders show integrity, confidence, and good sportsmanship. Successful leaders are strategic, creative, and focus on goals and others reaching those goals as well.

Service: This is a student who has the qualities of serving others and God. These students are helpful and compassionate and willing to go the extra mile. These students provide help in a variety of ways. They will give from the heart, look inward to determine what is needed, and find joy in giving.

Honor Roll

Grades are earned by the student and not awarded by the teachers. Middle school students are eligible for recognition for their accomplishments in four honor roll categories:

- 4.0 Honor Roll, Students with all A's, 4.0 GPA
- Principal's Honor Roll 3.8 to 3.99 GPA
- Honor Roll 3.5 to 3.79 GPA

Honor Roll guidelines are as follows: GPA (grade point average) is calculated by using the point value of letter grades from core classes.

Lockers

In grades 6-8, each student is provided a locker in which to store their books, coats, etc. Teachers will provide guidelines for keeping a neat locker and students are expected to abide by these guidelines. Middle School students may use combination locks. Students must provide the school with their lock combination at the beginning of the year. Students are discouraged from giving their combinations to friends. It is not recommended that students use lockers to store valuables. If valuables must be brought to school, we recommend they be placed in the office.

The administration or designee reserves the right to open or search a student's locker or desk if there is a reasonable belief that the student is not abiding by school regulations or is in possession of any material or substance that may be deemed inappropriate by the school administration, in accordance with policies established by the Board of Directors.

Graduation

A graduation ceremony is held for our students at a special Mass at the end of the year. An annual middle school awards assembly is also held. Eighth graders are assessed a graduation fee of \$50.00 to cover expenses.

Parental Involvement

Parents Association

All families are members of the parents association. Parent involvement is crucial to student success and self-esteem. The purpose of the association is to provide parents with opportunities to be involved in a variety of aspects of school life. There is a leadership team composed of the President, Vice-President, Communications Officer and Financial Officer. In addition there are committees dedicated to Hospitality, Service, Faith Formation, Community Building, Curricular Support, Advancement, Admissions and Athletics. The Parents Association will hold several meetings throughout the year that families are asked

to attend. In addition, the association will host events throughout the year designed to build community.

Parental Expectations

An avenue for involvement is to attend and be an active participant in opportunities provided by The School. Parents are asked to keep track of their hours by recording them on a Stewardship Hours log sheet. Log sheets are available in the office. Parents are encouraged to check with their child's teacher and the school office for opportunities to serve.

Fundraising

- Each family in Preschool through 8th grade is responsible for raising a minimum of \$500 in revenue through fundraising and making a contribution to our P.I.E. – Partners In Education (PIE) event.
- Preschool parents are expected to raise a minimum of \$250 in fundraising.

Stewardship Hours

- K-8 Families are expected to volunteer 20 hours each year, per family. Preschool families must volunteer 10 hours each year, per family.
- Families who do not meet the fundraising and volunteer expectations will be charged for the remaining balance of fundraising and \$15 per hour.
- Family members such as grandparents, aunts and uncles can assist in the volunteer hours provided they meet the SAFE Environment requirements.

No parent or volunteer may have unsupervised access to children without completing a SAFE environment training and a background check as required by the Diocese of Cheyene. There are no exceptions to this requirement.

Sacramental Preparation

For those students who are Catholic, we also assist in the preparation of the students for the Sacraments received at their parish.

The Sacrament of First Holy Communion and Reconciliation

An important aspect of the Second Grade Religious Education Program is preparation for the Sacraments of Reconciliation and Holy Eucharist. Parents are expected to be involved in the preparation for these celebrations. The teacher will send home necessary information. A mandatory meeting for parents will be held in the fall.

The Sacrament of Confirmation

An important aspect of the Eighth Grade Religious Education Program is preparation for the Sacrament of Confirmation. Parents are expected to be involved in the preparation for this celebration. The Religion teacher will prepare them for this Sacrament. The teacher will send home necessary information. Confirmation will take place in the spring, by the Bishop of the Diocese of Cheyenne. A mandatory meeting will be held for parents and a retreat will be held for students.

Safety and Security

Safe Environment Training

The Diocese of Cheyenne requires all individuals who have unsupervised access to children complete background checks and complete Safe Environment Training provided by the Diocese of Cheyenne. Individuals who drive on field trips, sport events, or other activities must also complete a driving check through the Diocese of Cheyenne. This procedure is required to ensure the safety of our children. All checks must be completed (3-4 weeks) before driving, sponsoring, coaching, or supervising children as it may take weeks to process.

Parents/volunteers are not allowed to smoke, talk on the phone, text message, or eat while transporting students to and from school events while driving. Smoking is not permitted around the students. All students must be seat belted and follow state, county, and city laws in regard to safe transportation of minors.

Volunteers are not allowed to use improper language or touch children in an inappropriate manner.

Closed Campus

St. Anthony Tri-Parish Catholic School is a closed campus school. Students are not allowed to leave the school grounds without the express consent of the parent or legal guardian during the regular school day, including the lunch period. An Exception to this regulation is a school sponsored field trip and must be cleared through the school office by parents/guardians only.

Bikes/Skateboards, etc.

Students who use bikes or other “wheeled” forms of transportation to get to and from school are NOT to ride them on school property. Bike racks are available and we encourage students to lock their bikes appropriately. Students riding bikes, skateboards, roller blades,

etc. are required to wear safety-approved helmets to and from school and while on school property.

Insurance

St. Anthony Tri-Parish Catholic School does not carry medical insurance for students. Medical costs for injuries sustained at school or in school activities are the responsibility of parents. Insurance is not mandatory except in cases of those students who participate in school sponsored athletic programs.

Loitering

Casper City ordinances deem it unlawful for any person not being a student, faculty member, employee, or person authorized by a school official to enter or remain upon school grounds or within the school building, unless attending or participating in a scheduled activity that is open to the public. It shall be unlawful for any person to remain on school grounds or in any school building after having been asked to leave by a school official. Any person violating any provision of this ordinance shall be deemed guilty of a misdemeanor.

Visitor

The safety of all our students, staff, and visitors is a priority of the school administration team and all school personnel. When the building was designed, the consideration for safety was highly considered. As we learn more about safety measures, we will consider adapting to incorporate these concepts into our safety plan.

Due to the increase in aggression to schools in recent years, a single point of entry will be used to monitor visitors. This entrance point will be at the main entrance. Teachers and staff will bring students into class from the playground entrance and east side entrance at 8:00 a.m. A buzz in system for front entrance access is also used.

As part of our safety protocols, it is advised that parents, students, staff and visitors do not open doors for individuals they do not know. Aggressive intruders in victimized schools have used the strategy to blend in and enter the building unnoticed. We must all be diligent when it comes to the safety of students, staff and visitors in the building.

If parents/visitors are entering the school, for any reason other than picking up their child, they are required to sign in at the office and receive a visitor's badge. All visitors must wear a visitor's badge in clear site of school personnel and students at all times. Upon leaving the building, all parents and visitors must check out from the front desk. This will ensure that everyone in the building is accounted for in the event of an emergency. Any parent/visitor not checking in will not be allowed past the office.

All visitors will be logged into the Raptor Emergency Management System. Vendors, contractors, and those visiting from outside our community will be required to present state identification which will be run through the background check system of Raptor. This check seeks to identify registered sex offenders and denies them entry to the school building.

Crisis Procedure

A primary responsibility of St. Anthony Tri-Parish Catholic School is to provide a safe and secure environment for all; therefore; we have established procedures for dealing with the following foreseeable crises for our school necessitating the need to evacuate, shelter in place, lock down, or a hold. The school has adopted the I Love You Guys Foundation procedures for notification and response to a crisis. In the event of a crisis, the announcement will be sent to families via email and the Remind App. Efforts will be made to keep families up to date with information as it becomes available and it is safe to do so.

Please refrain from calling the school office for information during a crisis.

For more information about The School's Crisis Procedures, please contact the school to schedule a meeting with The Principal.

Weather Closing and Delay

St. Anthony Tri-Parish Catholic School closes for weather emergencies when the Natrona County School District schools close. If parents/guardians need to be reached, phone numbers provided through the FACTS Student Information System will be used. It is the parent's responsibility to keep this information current.

Teachers are expected to teach and review emergency procedures with all students. There will be occasional practice drills to review evacuation procedures (i.e. fire drills). The administration team will review these procedures on a regular basis.

In the event we are in a situation that requires us to evacuate off campus, our meeting area is the Christ United Methodist Church at 1868 S. Poplar St.

Child Abuse/Neglect

It is a felony for school officials to fail to report suspected child abuse to the proper authorities. Any faculty, staff, volunteers who work with children are mandatory reporters. If you suspect child abuse or neglect, please contact the Department of Family Services at (307)- 473-3900.

Student Health

Immunizations

All students must have a current and up to date immunization record on file in the office.

All incoming kindergarten students and seventh grade students are required to receive an additional Measles, Mumps, and Rubella vaccine. Kindergarten students should have a total of five and seventh graders should have a total of six. This is required by Wyoming State Immunization Department. Please check with your child's Health Care Provider (HPC) to make certain your child is compliant. Families seeking a medical or religious exemption must apply through the Natrona County Health Department. Students who fail to produce their immunization record within 30 days of enrollment may be excluded from school.

Exclusion from School

For the protection of our school and all students, any student who develops any of the following will be sent home and if your student exhibits any of the following they should remain at home:

- A fever of 99.8 F degrees or greater
- Diarrhea or vomiting
- flu-like symptoms
- Sores around the mouth
- Undiagnosed rash
- Suspected conjunctivitis (pink eye)
- Any known contagious disease (such as COVID-19, chickenpox, measles, shingles, etc.) as listed in the Wyoming Department of Health Reportable Disease and Condition List

Any student with a history of fever greater than 99.8 F, vomiting, or diarrhea within the past 24 hours must be symptom free without medication before he/she may return to school.

Any student with an undiagnosed rash must bring a note from his/her health care provider stating they are not contagious and thus free to return to school.

Medications

It is highly recommended that all necessary medication be administered at home. Students may not keep any medication on their person, in their backpack or purse, or in their locker. This includes over the counter medications as well as prescription medications. If a student must have medication of any type (including over-the-counter medicine) during school hours, the following procedure will be followed:

- A Request for Administration of Medication Form, available from the office, must be completed by a parent/legal guardian and presented to appropriate school personnel prior to the dispensing of any medication.

- Parents of students taking medication prescribed by a physician must present the medication in its original container to the school office with the required signed form.
- Parents of students taking over the counter medication must present the medication in the manufacturer's original container to the office with the required signed form.
- If a student is on a field trip away from the school and medication is required, all of the above are required.

Please inform the school nurse if your child has a condition that may require emergency assistance such as diabetes, asthma, etc. and keep your child's medical information current.

Counseling

The School has a school counselor on staff to assist students in their social and emotional development. The counselor does not provide therapy to students on campus but rather acts as a resource to the faculty, students and families. The role of the counselor is to work with the faculty to support students in their emotional growth, work with students on tools that help support learning, and work with families as a resource. All students are welcome to visit with the counselor and families are asked to sign a consent form to indicate they agree to their student speaking with the counselor.

Technology Policy

Cell Phone/Apple Watch Policy

The ability to be in constant communication, while a blessing, can also be a distraction. During the school day, students do not need a cell phone or the ability to use their apple watch to text. Parents who need to communicate with their child can call the main office during the day.

We do understand that some students need to have a cell phone after school due to sports and other family arrangements. For those families, we ask that you sign an acceptance form that you understand your child's phone must be brought to the main office upon arrival at school and should be picked up at the end of the day. If your child is in 3rd grade or younger, the student may give the phone to the teacher. Students in grades 4 – 8 who are entering the school through the front doors, should bring their phone to the office.

Telephone Usage

School phones are business phones and should only be used by students for emergencies or school related business and with teacher's permission. After school plans should be arranged in advance to avoid phone usage after school. It should not be necessary for students to call home at dismissal time to determine their afterschool arrangements.

Books and Computer/Electronic Devices

The textbooks/computers/iPads/Devices students use while at St. Anthony Tri-Parish Catholic School are the property of the school. Every effort should be made to take care of all materials. Students may be required to purchase new materials if they lose or damage items. In the event that the device is inoperable, St. Anthony Tri-Parish Catholic School has a limited number of spare devices for use while the device is repaired or replaced. This agreement remains in effect for the substitute device. If a student is negligent, which causes harm to his/her device, a substitute will be issued at the discretion of the Principal or designee.

All members, K-8, of St. Anthony Tri-Parish Catholic School (SAS) are afforded the tool of a computer to use in class and sometimes at home. When using the campus network and equipment connected to it at SAS, all members of the SAS community agree to maintain integrity by obeying the following regulations. We pride ourselves on using our tools for innovation, creation, and global resources that have allowed us to be recognized as a Microsoft Showcase School. Educational purpose drives our technology use through these many platforms.

Students will participate and engage in lessons on digital citizenship at all grade levels, including topics such as online behavior, privacy, and information practices, understanding the difference between real and altered images, social media responsibility, good searching practices, and digital footprints. These practices are expected to carry over to classroom use and in general.

All devices have access to our wireless network and are monitored by our web filter. A warning will be given to those students who are trying to access inappropriate websites, etc. If a solution is not reached or further action is needed, a conference with teachers, parent(s), and possibly the principal will be scheduled. All students are expected to use good judgment and common sense when communicating via the Internet (ex. Microsoft Teams).

No persons, parents/siblings/friends, should pretend to be a St. Anthony Tri-Parish Catholic School student and use a school device or school technology platform to contact other students.

Responsible users may:

- Use the internet for educational research purposes.
- Use the email function to collaborate with others for educational purposes.
- Recognize that email is NOT guaranteed to be private.
- Take frequent breaks when using the device for long periods of time.
- Keep the device in a secure location when it is not at school.
- Treat all equipment with respect and care to avoid damage.
- Keep all liquids and food products away from computer equipment.
- Store computer and/or properly transport in hand when it is not in use.

- For all ages allowed to take devices home, bring device to school charged and ready for daily use.
- All accessories included (keyboard, case, pen, charger) are subject to replacement if damages are incurred.
- Do not touch, use, or alter another user's equipment or software.
- All personalization of device (background images, screen savers, mouse, etc) must be appropriate and are subject to evaluation by staff members.
- Use headphones when appropriate and keep sounds to a minimum distraction level for others.
- Return borrowed items in a timely fashion (by end of day).
- Do not play games on devices during class time unless it is part of the teacher's instructional plan.
- Do not do anything to the device that will permanently alter it in any way.
- Do not remove any serial numbers or identification placed on the device.

Responsible users may not:

- Purposefully access, send, or display offensive or inappropriate messages or pictures.
- Engage in commercial for-profit activities.
- Give their password to another person.
- Use another's password or seek unauthorized access to files or networks.
- Engage in any illegal activity including copyright infringement, harassment, or discrimination.
- Forward any person's email without prior permission.
- Use obscene, threatening, or cyber bullying language.
- Reveal personal information (age, phone number, address, etc.) about yourself or others.

The School will not tolerate the use of computers to intimidate, harass, or disparage any members of the community or the school itself. Students are expected to abide by the acceptable use agreement even when not using The School network. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. E-mail and other storage of files, if used to excess, may be cleared as a general maintenance of the network. Use of the internet, e-mail, and other on-line services through the school is a privilege; therefore, violations of this agreement will result in the loss of access as well as other disciplinary measures by the school or legal action.

Tuition

Educating a child at St. Anthony Tri-Parish Catholic School costs over \$12,000 annually. What is paid in tuition is a fraction of the actual cost per student. All families are expected

to assist in the fund-raising efforts of the school, which help to cover a small portion of cost not covered by tuition.

Tuition Payments

- Parents make tuition payment options through FACTS. Please inquire with the business office for more information.
- Delinquent tuition may be turned into collections if the balance is not paid by the designated date and subjected to late fees.

Tuition Assistance

- St. Anthony Tri-Parish Catholic School offers tuition assistance for qualifying families. No student will be turned away due to inability to pay. We encourage families to apply early.
- Families should look for specific information each re-enrollment period on the requirements and deadlines for applying for assistance.
- Other scholarship/financial assistance opportunities include Parish Affiliation Discount, sibling discount, Bill Schwartz Scholarship, ACE Scholarship, and Kremer Foundation Scholarship.
- A parishioner discount of \$495 per child is offered to families who are registered at one of the three Catholic churches in Casper, are active participants in their church, and make regular donations to the church. Families are responsible for having a parishioner form on file each year signed by their parish priest.
- We also offer a tuition discount of \$250.00 per family, if a family actively recruits a new family. Award will be given in the upcoming school year. The new family must be accepted and enrolled and a form must be completed.

Uniform

It is commonplace for a Catholic School to have a uniform policy by which all students (Preschool through 8th grade) are expected to abide. A uniform in itself denotes uniformity. Students represent the Catholic Church and St. Anthony's School. Students in uniform allow for the personality of the child to be their predominant trait, allows them to focus on their education as opposed to their clothes. Students in uniform are expected to demonstrate humility, reverence, appropriate behavior, self-control, and attention to educational tasks. Students in uniform have a higher respect for themselves, peers, and adults. A professional and clean standard of dress inherently teaches students the basics of how to dress for future success. Furthermore, uniforms are generally less expensive than other clothing and wearing a uniform makes getting ready for school in the morning a much

easier process. Our school uniform is tailored for students to dress for success. Parental cooperation is key and is expected to ensure students attend school in the correct uniform.

It is expected that:

- All uniforms must be properly fitted, clean, and in good shape; without tears or stains on them.
- Children should come to school each day wearing appropriate clothes and shoes and be ready for Wyoming weather.
- Uniforms may be purchased from the following merchants: French Toast, Lands' End, (Local Merchants) JCPenney, Target, Walmart, etc. These are just a few examples of where your family can find school uniform pieces. Please check to see if these uniforms are in compliance with the school's uniform code as some may differ in color, school plaid, and styles.
- Uniform compliance is checked at the beginning of each day. Students not in compliance will be asked to call their parents for a change of clothing. A student not in compliance will forgo future uniform holidays if he/she fails to follow uniform code policy. Uniform holidays are a privilege and are awarded monthly.

Uniform Specifics

All uniform shirts:

- Must have a collar.
- Must have sleeves and cannot be tanktops or t-shirts.
- White worn for Mass days.
- Must be tucked in.
- May have the school approved logo on the front of the shirt. Parents may not use the logo on their own to embellish shirts.

All uniform pants/shorts:

- Must be of an appropriate length (walking/bermuda).
- Must be solid colored without contrasting stitching or trim.
- Must be dress pants and not sweatshirt or denim material.
- No zippers, slits, snaps, or flaps on pockets unless the pants are *dress pants*.
- Must loosely fit over shoes.
- No tight or skinny pants.

All uniform shoes and accessories:

- Enclosed heel and toe shoes. (This is for safety reasons.)
- Uniform tennis shoes will be one solid color on top and can have only one contrasting color on the sole, no neon, no lights, and/or no wheels.
- No spiked or studded accessories.

Physical Education (P.E):

- ALL students are **REQUIRED** to keep clean, non-marking P.E. tennis shoes at school.
- P.E. shoes will not be accepted in the school other than in the gym during P.E. class. (For example: students cannot wear P.E. shoes in lieu of their school shoes when changing out of their outerwear boots.)
- P.E. shoes must be properly fitted to avoid trips, slips, and falls.
- Middle School students (6th-8th grade) are required to wear:
 - Black or navy-blue sport shorts
 - Gray school issued t-shirt (purchased from school)
- Clothing should be worn for P.E. activities and subsequently changed to a regular school uniform.

Additional Information:

- On Fridays, students may wear St. Anthony Tri-Parish Catholic School approved t-shirts with uniform bottoms (such as Science Fair, Math-a-Thon, Choir, class colored Track Day, and any other club shirts associated with St. Anthony Tri-Parish Catholic School).
- Clothing, including uniform holiday dress, must be respectful and appropriate for school.
- School sports team members may wear St. Anthony Tri-Parish Catholic School jerseys on game days with uniform slacks. White t-shirts or school shirts must be worn under these jerseys.
- Outerwear boots cannot be worn in your child's classroom. Students must change into school appropriate shoes.
- Please pack a pair of school shoes as well as a dry pair of socks on wet and snowy days in your student's backpack.
- Hairstyles must be subtle so as to not draw distractions.
- Girls may wear navy blue leggings under their skirts or jumpers.

Uniform Holidays

Uniform Holidays are a privilege and not a right. Students not wearing modest and appropriate clothing on a uniform holiday will be required to change. A parent will be called for a change of clothing should the attire be immodest, too tight, revealing, have rips, low on the waist, inappropriate sayings, or other clothing not representing a high standard. Students are expected to wear appropriate clothing for all school functions (i.e., field trips, dances, afterschool sports, etc.) Costumes of any type are not acceptable uniform holiday clothing. Appropriate shoes are required. High heels and flip flops are not allowed.

It is the parents' responsibility to check that their child(s) uniforms fit properly. Children grow quickly and it is not unusual for them to outgrow their clothes. Clothes and shoes that are too small are often uncomfortable, distracting, and could impair learning.

Lost and Found

Please mark student belongings with family names. Found items will be located in the vestibule at the playground entrance. All unclaimed items will be donated to charity at the end of each month.

PRINCIPAL RETAINS THE RIGHT TO ADD TO AND/OR AMEND THIS HANDBOOK FOR JUST CAUSE.

ACKNOWLEDGEMENT OF DISCLAIMER AND RECEIPT OF COPY OF FAMILY HANDBOOK

I have read, understood, and have received a copy of the Family Handbook.

Disclaimer:

- I further acknowledge and understand that this Family handbook is intended as a guide for the school community.
- St. Anthony Tri-Parish Catholic School retains the right to change the contents of this handbook and/or the procedures set forth therein as it deems necessary.

I hereby acknowledge that I have received, read, understood and agree with the policies and procedures as set forth in the Handbook.

Parent Signature

Date

Student Signature (Grades 6-8)

Student Signature (Grades 6-8)

