

ST. ANTHONY TRI-PARISH CATHOLIC SCHOOL

218 East 7th Street ~ Casper, Wyoming 82601

307-234-2873

www.stanthonytri-parishschool.net

School Hours—7:45 AM-3:00 PM

Office Hours—7:30 AM-4:00 PM

STUDENT/FAMILY HANDBOOK

2009-1010



VISION OF WYOMING CATHOLIC SCHOOLS

We, the Wyoming Catholic School Community, in partnership with the Church will form the whole person through the Catholic culture of Christian discipleship, moral leadership, and academic excellence for life-long service in a changing global environment.

We claim this vision as an act of faith.

MISSION STATEMENT

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.

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This handbook is the result of many years in development and is by no means a static document. It is intended to help guide decisions that affect each student with the intent of adhering to expectations, for the development of high academic standards, and for the safety and welfare of each student and staff member. *Our staff, Board of Trustees, Foundation Board, and School Board along with our three supporting pastors believe it is a privilege to be accepted and attend St. Anthony Tri-Parish Catholic School. Each student is considered a gift and a treasure to teach. It is a responsibility we gladly accept and look forward to a wonderful relationship with each of our families. Thank you for choosing our school. ☺*

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WELCOME to St. Anthony Tri-Parish Catholic School. The following information has been compiled with the hope that parents and students will benefit by knowing the expectations, procedures and policies that help make St. Anthony Tri-Parish Catholic

School a great learning environment. If additional information is needed, please contact the school.

BELIEF STATEMENT

St. Anthony Catholic School was dedicated on September 20, 1927 in the belief that education is one of the most important ways by which the Church fulfills its commitment to bring about the kingdom of God.

St. Anthony Tri-Parish Catholic School offers an invitation to experience Christ in education. As a private Catholic school, we are free to be Christ-centered, to share God with our children, to teach the sacraments and to invite, by both word and action, all people to live out their faith.

Each student possesses an inherent dignity as a precious child of God and is therefore treated with respect, compassion and understanding. St. Anthony Tri-Parish Catholic School strives to develop a sense of personal pride and self-discipline by maintaining high academic standards. Students develop a proficiency in basic skills and study habits. They are encouraged to strive to reach their academic potential as well as to become creative and critical moral thinkers.

Our Catholic heritage is passed on as students attend, participate in, and actively help plan Masses and Para-liturgies. Students receive formal class time in Religion, not just as one more subject, also to establish that a faith commitment to Christ in their personal lives is experienced in the context of true partnership with the family. The education offered at St. Anthony Tri-Parish School is important to the personal destiny of each student and to the future of the people and communities, which the student will encounter.

We welcome all families, of all denominations, who desire a quality academic and Christian education. The school does not discriminate on the basis of race, sex, age (in accordance with Wyoming State law), national origin, handicapping conditions (if, with reasonable accommodation on the part of the school, the child's needs can be met), or religion.

The future of St. Anthony Tri-Parish Catholic School lies in the belief that we are the people of God, impassioned to proclaim the Gospel, mandated to seek peace and justice, and called to give witness to the Risen Christ. Together we are called to be a Faith community of service and a school of excellence. We strive to imitate the example of the first Christians who knew so well the Gospel of John: "Where there is kindness and love, there you will find God!"

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

IT IS THE GOAL OF THE ST. ANTHONY TRI-PARISH CATHOLIC SCHOOL COMMUNITY THAT GRADUATING STUDENTS WILL:

- ◆ Possess a living awareness of Gospel values and Catholic heritage and integrate Gospel values into daily life.
- ◆ Have a sense of self-discipline, personal pride, and positive self-concept, participate, and cooperate effectively in the community.
- ◆ Incorporate academic and interpersonal skills necessary for communicating, decision-making, problem solving, creative thinking, and integrating knowledge.
- ◆ Use skills necessary for recognizing, prioritizing, synthesizing, and communicating information.
- ◆ Demonstrate an understanding of and respect for their physical development as well as respect for all life.

- ◆ Utilize the ability to understand the implications of technology and be able to ethically, and responsibly use that understanding.
- ◆ Incorporate knowledge, understanding, and appreciation of our global world.
- ◆ Demonstrate an appreciation for life-long learning, continue to enjoy the process of discovery, and experience the great value of sharing knowledge and talent.

ACCESS TO RECORDS: The Family Educational Rights and Privacy Act (Buckley Amendment) 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 does provide the appropriate high school counselors access to student files at the time ninth 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 the child. If there is a court order specifying that there is to be none given, 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 PRINCIPAL'S 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.

ADMISSION POLICY: St. Anthony Tri-Parish Catholic School is open to all students and their families who desire a Christian education and show a desire to succeed. According to state law, a child must be 5 years old by September 15 to enter Kindergarten and 6 years old by September 15 to enter First Grade. Kindergarten students and those students new to St. Anthony Tri-Parish Catholic School must present a copy of a certified birth certificate and immunization records before enrollment. Catholic students must also furnish a copy of a Baptismal Certificate. If the child/ren resides with one parent, the custodial parent must have written approval from the non-custodial parent for permission to enroll. Students wishing to enroll at St. Anthony Tri-Parish Catholic School Pre-School and Kindergarten must complete an application. Students wishing to enroll in grades K-9 must complete an application and submit a written recommendation from a school official in current placement. Students in grades 2-9 must include a written sample response from a choice of questions.

Academic and Behavioral Probation Policy: Students not previously enrolled at St. Anthony Tri-Parish Catholic School and entering grades K-8 shall be automatically placed on “probationary status” for a period of four weeks. New students will not be permitted to enter St. Anthony’s for 9th Grade unless moving from out of town, or with

the permission of the administration. New 9th Grade students are on “probation” for a minimum period of four weeks. At the end of the probationary period, a student’s status shall be changed to “fully admitted.” Any student may be placed on academic or behavioral probation if the principal or teacher(s) determine the student is failing to meet academic standards or if behavior causes disruptions to learning. The principal or designee will arrange a meeting with involved faculty and parents to determine appropriate placement of the student in the school program. Please refer to behavior section of this handbook.

ASBESTOS: the EPA for asbestos-containing materials regularly monitors St. Anthony Tri-Parish School. St. Anthony Tri-Parish Catholic School does have some areas with asbestos containing materials. However, these materials are continually inspected and have been deemed non-hazardous in their present form.

ATHLETICS: Middle School students wishing to participate in athletics must have a current NCSD #1 Athletic/Activity Clearance Form on file in the school office before being allowed to participate in any practices or events. The complete form contains the following:

- a. consent to participate
- b. consent for emergency medical treatment
- c. proof of insurance (accident/health)
- d. physical history information
- e. parental information agreement
- f. physician’s examination record

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 in, compete in, and complete a sport in good standing. Team managers may be awarded letters at the discretion of the coach.

Elementary students (Grades 5-6) wishing to participate in the after-school volleyball or basketball programs need to have a signed consent form on file in the office. 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 for elementary sports will be determined by the classroom teacher in conjunction with the requirements of the coach. St. Anthony Tri-Parish Catholic School may assess a nominal fee for participation in sports. This fee will help pay for coaching staff. The Athletic Association covers the majority of the sports cost. The Athletic Association sponsors fund raising activities to provide revenue to cover the cost of joining the Wyoming Athletic Association (which allows our students to play against city schools), coaches, officials, equipment, uniforms, awards, and other expenses incurred by sports programs at St. Anthony Tri-Parish Catholic School.

Students participating in athletics are expected to exhibit good sportsmanship at all times and represent St. Anthony Tri-Parish Catholic School in a friendly and polite manner at all practices and competitions.

ATTENDANCE: Success in school is highly correlated to attendance. Absence from school is the most significant cause for lack of achievement. Students who desire to obtain the greatest benefit recognize that regular attendance and participation in classes is essential. Students who are absent miss learning opportunities that involve class discussions, peer interaction, hands-on learning, and teacher instruction. Students with a high number of absences during a school year may be requested to repeat the current grade. Any absence is disruptive to the educational process, not only for the absent student (who falls behind in assigned work) but also for other students whose progress may be slowed by the student who is far behind. Chronic absences may result in the student being placed on probation until the problem is resolved. We request that when possible, all appointments be scheduled out of school time.

Illness: When an unexpected absence occurs, as in cases of illness, it is the parent's responsibility to contact the school office as close to 8:00 a.m. as possible. If the school has not been notified, every attempt will be made to contact the parent. If a student becomes ill while at school, the nurse or designee 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. Children will be sent home only after contact with their parent/guardian. It is imperative that parents fill out and return the emergency card so that in case of an emergency the school knows where to contact the parent or whom to contact if a parent is unavailable. It is the responsibility for the parent or guardian to contact the office if emergency information changes.

Pre-arranged absence: In cases when the necessity for absence is known in advance, the student should bring a written request from the parent/guardian. Requests should state the time the student needs to be dismissed as well as expected time of return. These notes should be presented to the office at the beginning of the school day.

In cases where a student arrives at school and then needs to be dismissed, the student should bring a written excuse or the parent/guardian may call. When a student knows in advance that he/she will miss class time, every effort should be made to notify the teacher. It is best that the student make up work upon his/her return since scheduled lessons may change during the absent time.

It is required that the student stop by the office to check out prior to leaving the building and check back in should he/she returns 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 or guardian may check a student out of school.

Tardies: 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. All late students are to report to the office to obtain a tardy slip. Parents will be contacted in the case of excessive tardiness. A student arriving late to class is a disturbance for the teacher, the class, and him/herself. Upon arrival, teachers and students set expectations for the day. Unfortunately, a tardy student misses this vital contact and could cause potential delays and disruptions making it difficult to organize himself/

herself for the remainder of the class. A successful student is one who comes to school every day on time. Being on time models respect for fellow students and is expected behavior for future employment. Excessive tardiness may result in the student being placed on probation until the problem is resolved.

BEHAVIOR: An important aspect of the education of a child is the development of self-discipline. Good 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.

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 most behaviors 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 administration.

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

When the administration becomes involved in a serious discipline case, parents will be informed. At such a time that a student is sent to the office for disciplinary measures, he or she will meet with the administration. Every effort will be made to return that child back to the classroom as soon as possible. A note may be sent home, or a phone call may be made, depending on the severity of the situation. This will explain the reason for the administration's involvement. If a note is sent home, it is to be signed by a parent/guardian and returned to the office the following school day.

If a student is sent to the office for disciplinary action a second time, the child will call the parent immediately in the presence of the administration or designee.

A third occasion of a student being referred to the office for discipline will require a conference with the student, parent/guardian, teacher(s) involved, and the administration. Further appropriate disciplinary steps will be determined during this conference.

Consequences may include detention, loss of privileges, or temporary removal from the classroom, and placed on behavioral probation. For more serious offenses (theft, violence, perceived violence, vandalism, use or possession of alcohol, tobacco, or other illicit substances, etc.), or continued offenses of a less serious nature, parents will be contacted and other consequences may include notification of proper legal authorities, removal from the classroom (In School Suspension), or temporary removal from the school (Out of School Suspension). In extreme cases, the student may be placed on behavioral probation or expelled from St. Anthony Tri-Parish Catholic School. A conference may be requested by a teacher, parent, or by the administration at any time

during the disciplinary process. The administration is the final recourse in disciplinary matters.

Behavioral Probation: When a student is placed on probation for continued behavioral problems, the terms and time of that probation will be established by the administration. The parents and the student will be notified of these terms in a conference prior to their being placed in effect. At the end of that probationary period, another conference will be held. Compliance with the terms of probation will be reviewed and further steps taken.

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**EXAMPLES OF PROHIBITED CONDUCT AND MINIMUM/MAXIMUM  
DISCIPLINARY CONSEQUENCES**

\*Administration may impose a wide range of consequences between the minimum/maximum guidelines.  
Legal involvement may be necessary in certain situations.

**DISCIPLINARY CONSEQUENCES**

| <u>MISCONDUCT</u>          |                   | <u>MINIMUM</u>                           | <u>MAXIMUM</u>           |
|----------------------------|-------------------|------------------------------------------|--------------------------|
| Academic Dishonesty        | First<br>Repeated | Student Conference<br>Parent Involvement | Suspension<br>Suspension |
| Alcohol/Drugs/Tobacco      | First<br>Repeated | Suspension<br>Expulsion                  | Expulsion<br>Expulsion   |
| Arson                      | First<br>Repeated | Suspension<br>Expulsion                  | Expulsion<br>Expulsion   |
| <u>MISCONDUCT</u>          |                   | <u>MINIMUM</u>                           | <u>MAXIMUM</u>           |
| Assault/Battery            | First<br>Repeated | Parent Involvement<br>Suspension         | Expulsion<br>Expulsion   |
| Burglary/Theft             | First<br>Repeated | Parent Involvement<br>Suspension         | Expulsion<br>Expulsion   |
| Defiance/Insubordination   | First<br>Repeated | Student Conference<br>Parent Involvement | Suspension<br>Expulsion  |
| Disrespect                 | First<br>Repeated | Student Conference<br>Parent Involvement | Suspension<br>Expulsion  |
| Explosives/matches         | First<br>Repeated | Parent Involvement<br>Suspension         | Suspension<br>Expulsion  |
| False Reports/Bomb Threats | First<br>Repeated | Parent Involvement<br>Suspension         | Expulsion<br>Expulsion   |
| Fighting                   | First<br>Repeated | Parent Involvement<br>Suspension         | Suspension<br>Expulsion  |
| Forgery                    | First             | Parent Involvement                       | Suspension               |

|                                                        |          |                    |                            |
|--------------------------------------------------------|----------|--------------------|----------------------------|
|                                                        | Repeated | Suspension         | Suspension                 |
| Habitual Disruptions                                   | First    | Parent Involvement | Suspension                 |
|                                                        | Repeated | Suspension         | Expulsion                  |
| Harassment/Discrimination/<br>Threatening/Intimidation | First    | Student Conference | Suspension                 |
|                                                        | Repeated | Parent Involvement | Expulsion                  |
| Profanity/Obscenity                                    | First    | Student Conference | Suspension                 |
|                                                        | Repeated | Parent Involvement | Expulsion                  |
| Tardiness                                              | First    | Student Conference | Detention                  |
|                                                        | Repeated | Parent Involvement | Suspension                 |
| Unauthorized items at school                           | First    | Confiscation       | Suspension                 |
|                                                        | Repeated | Parent Involvement | Suspension                 |
| Vandalism                                              | First    | Parent Involvement | Suspension/<br>Restitution |
|                                                        | Repeated | Suspension         | Expulsion/<br>Restitution  |
| Weapons                                                | First    | Suspension         | Expulsion                  |
|                                                        | Repeated | Suspension         | Expulsion                  |

**BACKGROUND CHECKS:** The Diocese of Cheyenne requires all individuals who have unsupervised access to children complete background checks. Individuals who drive on field trips, sport events, or other activities must complete a driving check and complete Safe Environmental Training provided by 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. (Parents are not allowed to smoke, talk on the phone, text message, or eat while transporting students to and from school events. All students must be seat belted and follow state, county, and city laws in regards to safe transportation of minors.) Drivers must be 21 years of age or older. Contact the school office for more information.

**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.

**BOOKS:** The textbooks students use while at St. Anthony Tri-Parish School are the property of the school and are purchased with assessed book fees. Every effort should be made to take care of all materials. In an effort to encourage good organizational skills as well as to keep costs down for book repair and replacement, all students are expected to cover books, and store them in a neat and orderly fashion in their desks or lockers. Students may be required to purchase new materials if they lose or damage items for the current year.

CHILD ABUSE/NEGLECT: It is a felony for school officials to fail to report suspected child abuse to the proper authorities.

CLOSED CAMPUS: St. Anthony Tri-Parish Catholic School is a closed campus school. Students are not allowed to leave the school grounds during the regular school day, including lunch period. Exceptions to this regulation must be cleared through the school office by parents/guardians only.

CO-CURRICULAR ACTIVITIES: 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.

Every effort is made to provide students with opportunities to participate in activities from a wide range of curricular areas. The purpose of these activities is to provide students with esteem building opportunities and/or to encourage students to be caring and active community members.

Students will be expected to maintain certain academic standards (see “eligibility” section) 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 behavior.

When these activities involve transporting students to other schools, the responsibility of providing that transportation will belong to the parents. Coaches or sponsors may assist in finding available rides for students, but we must rely on parents to provide the transportation. Coaches/sponsors will provide information 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.

COMMUNICATION: An important aspect of the philosophy of St. Anthony Tri-Parish Catholic School is that the educational process is one built on a partnership of parents and school. Therefore, open communication is essential. The school staff respects parents as the primary responsible ones 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. The staff as professional educators is at the service of the parents and their children 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, phone calls, and most especially at conferences. Parents can expect regular newsletters to be e-mailed to them from the principal; as well, children may bring home weekly notes from their teacher or from the principal’s office as necessary. Parents are expected to be involved in the PTO organization and fund raising. (All parents are expected to raise (in addition to tuition) a minimum of \$500 to offset the cost of tuition.) The school’s website [www.stanthonytri-parishschool.net](http://www.stanthonytri-parishschool.net) is a recommended avenue for parents to be informed of school events.

Parents are welcome to visit the school at any time as long as it is not a disruption to the learning process; however, when a parent wishes to discuss an issue with a teacher or

with the administration, an appointment is necessary. Please contact the office to request such appointments. Every effort will be made to honor the parents' request in a timely manner.

If problems arise regarding discipline, assignments, or classroom management, parents are requested to consult with their child's teacher. If the concern is unresolved, a conference with the teacher and principal may be scheduled. If the parent has a concern regarding a teacher or staff member, it is requested that direct contact be made with the teacher or staff member to discuss the concern. If the concern is not resolved, please contact the principal to schedule an appointment for further discussion. When possible, we will make every effort to resolve concerns in a prudent and reasonable manner.

CURRICULUM: St. Anthony Tri-Parish Catholic School abides by state regulations at all levels. Our goal is to provide an academically challenging environment for all students and to develop a sense of Christian awareness in all curricular areas. 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.

In addition to state mandated curriculum, St. Anthony Tri-Parish Catholic School provides religion classes at all grade levels. The religion classes are based on the established dogma and teachings of the Catechism of the Catholic Church. Classes stress the development of Christian ethical and moral values. All students, regardless of their private religious beliefs, are required to participate in religion classes at St. Anthony Tri-Parish Catholic School and attend weekly mass with the school liturgical and para-liturgical celebrations are considered to be an integral aspect of religion classes.

Curriculum may be viewed in each class or may be accessed from our web site.

DRUGS/ALCOHOL: St. Anthony Tri-Parish Catholic School is a Drug Free School Zone. Tobacco products are not allowed. Communal wine is distributed at weekly masses to individuals having received the Sacrament of First Communion. Over-the-counter or prescription drugs shall not be in the student's possession while on St. Anthony Tri-Parish School campus and must be turned in at the office.

ELECTRONICS: Students are advised not to bring the following items to school: CD and tape players, hand-held video games, I-Pods, etc. If these items are brought to school, students must keep them in their lockers or backpacks during the school day. Cell phones are to be turned into the office upon the student's arrival. They may be picked up at dismissal. The school will not be responsible for any electronic item that is lost or stolen. A violation of this rule may result in the item being confiscated by a school official. Return of the item will be given at the end of a determined period.

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 in 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. Students in a status of suspension (In School or Out of School) will be considered ineligible for the period suspended. Parents may check their child's grades on-line anytime.

EMERGENCY SCHOOL CLOSURE: In the event of an emergency school closure, the announcement will be made on local radio stations. St. Anthony Tri-Parish Catholic School closes for weather emergencies when the Natrona County School District area schools close. If parents need to be reached, phone numbers provided by parents on the Student Emergency Procedure Card will be used. It is the parent's responsibility to keep these cards current.

FIELD TRIPS: Out-of-classroom experiences can help create relevant learning experiences in a variety of curricular areas. Many teachers at St. Anthony Tri-Parish Catholic School utilize this teaching technique by arranging meaningful field trips for their students. Parents' sign field trip permission forms at the beginning of the school year for Casper trips. These forms will be kept on file in the office. Any out of town field trips require special permission forms with all emergency contact and health information. If a student does not have a signed permission form for such field trips, the school cannot accept permission from the parent or guardian by phone and therefore the student will not be allowed to participate. Faxed permission slips will be accepted. Field trips are a privilege and students are expected to maintain a 2.0 grade point average and not be failing in any activities to participate (teacher's discretion.) Poor behavior may result in the loss of a field trip. Parents and students should discuss the importance of behaving responsibly and in a Christian manner prior to going on any field trip. A school official, parent, or guardian may be called to pick up their child if the child does not act responsibly while on the field trip. This also applies to recreational experiences such as winter skiing, bowling, retreats, etc.

As part of the regular class day, students may be taken off-campus to City Park, St. Anthony Catholic Church, or the Holy Family Parish Center. These outings will not require special permission.

FOOD, CANDY & GUM: Occasionally, teachers or staff will offer a treat to the students, or students may be asked to bring treats for classroom use. Any food brought to the school should promote healthy living and not cause a problem for the teacher or custodian. Gum is strictly prohibited at school at all times, including social activities and out of school activities.

FUND RAISING: To educate a child at St. Anthony Tri-Parish Catholic School, the cost is approximately \$5000. Tuition covers approximately 52% of the actual per student cost. All families are expected to assist in the fund raising efforts of the PTO help to cover 48% of the remainder of tuition, each family is required to raise \$500 in revenue through

fundraising to offset the cost of tuition. If these obligations are not met by the end of the school year, the balance will be billed along with tuition billings. All parents are requested to participate in the school's gift card (scrip) program. For more information, please contact the office.

GYM CLASS: All students have Physical Education classes regularly. Students may be required to provide and wear appropriate attire for PE classes. Middle School students are required to wear black or navy blue shorts, school issued t-shirts, and tennis shoes are considered appropriate gym attire. The following regulations apply to PE classes:

Clothes should be clean, fit, and not torn.

Clothing should be worn for PE activities and subsequently changed for regular school attire.

Gym shoes are to be worn in gym class at all times. Other shoes may compromise the student's safety.

In special cases, students may be assessed a minimal fee in order to participate in off-campus PE activities. In cases where the fees create a hardship, the school will provide assistance so that no student is denied participation in these activities due to financial constraints.

HOMEWORK: Homework is an important aspect of our school program. Although some is written, it often involves study or reading. If a child spends excessive time on home study, the teacher should be contacted. It could be that school time is not being used profitably or that he/she may need additional help in the development of study skills. Likewise, parents should question children who rarely have homework in grades 3-9. Regular scheduled study or reading time is suggested for home. Should the child have no definite assigned homework, he/she should read or be read to daily. Studies support the importance of recreational reading in the improvement of test scores, schoolwork, and increased knowledge.

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 whose grades in any subject have fallen below a C are required to attend study skills class from 3:00 to 4:00 pm. twice weekly until grades show improvement. Teachers are available to assist with homework before or after school for all grades.

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         | 4.0 GPA         |
| Principal's Honor Roll | 3.8 to 3.99 GPA |
| 1st Honor Roll         | 3.5 to 3.79 GPA |
| 2nd Honor Roll         | 3.0 to 3.49 GPA |

Honor Roll guidelines are as follows: GPA (grade point average) is calculated by using the point value of letter grades from all classes. Students receiving a grade below a C, or an Incomplete, will not be eligible for any Honor Roll.

HOT LUNCH PROGRAM: St. Anthony Tri-Parish Catholic School participates in the National School Lunch Program. Students are served a Type-A nutritional lunch or they may bring a lunch (milk tickets are available). Reduced and free meals are provided according to guidelines established by the State Department. Applications for reduced or free meals are available in the office at any time. 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 asked to set up a family lunch account. Please send lunch money to school in an envelope marked “lunch money” with the student’s name on it. Do not combine lunch money with tuition payments. Lunch prices are available through the office. Soda pop is not allowed with lunches.

Parents are always welcome to eat lunch with their child. It is necessary for parents to call the office by 8:30 a.m. in order for our cooks to accommodate for extra meals. As part of their required PIP hours (see information on PIP), parents are required to assist in the lunchroom on a rotating basis. Notice will be sent home to you, via your child, when your turn occurs. The monthly lunch menu also includes the parent helper for the day. If serving this duty is not possible, your lunch account will be billed \$5.00 for a substitute.

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. Information for inexpensive insurance is available at the school. **THIS INSURANCE IS NOT SPONSORED OR MANAGED BY THE SCHOOL.** Insurance is not mandatory except in cases of those students who participate in school sponsored athletic programs.

LOCKERS: Students in grades K-9 are provided lockers. In grades 1-5 the lockers are primarily meant for backpacks, coats, and other clothing; students of these lower grades are expected to store their books and materials in their desks. In grades 6-9, each student is provided with a locker in which to store their books as well as gym clothes, 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.

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 ground 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.

Because of this ordinance, students are encouraged to refrain from inviting students from other schools to meet them or visit them on or near St. Anthony Tri-Parish Catholic School property.

LOST AND FOUND: Please mark student belongings with names. Found items will be located in the hallway near the first floor north door. All unclaimed items will be donated to charity at the end of the month.

MEDICATION: 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. School personnel will administer no medication--including Aspirin, Tylenol, cough drops, or vitamins-- unless requested in writing by the child's parent/guardian or physician. If a student must have medication of any type during school hours, the following procedure will be followed:

1. 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.
2. 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.
3. 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.

NINTH GRADE STUDENTS: It is important for all ninth grade students to understand that credits earned in ninth grade will be applied toward their high school graduation requirements. In the spring of the year, counselors from the Natrona County School District high schools provide St. Anthony ninth graders with orientation and registration information. It is advised that both parents and teachers be actively involved in helping a student choose the most appropriate classes for his/her course of study.

A graduation ceremony is held for our students at a special Mass at the end of the year. The annual awards assembly will also be held. Ninth graders are assessed a graduation fee of \$45.00 to cover expenses.

PARENT TEACHER ORGANIZATION: Parent involvement is crucial to student success and self-esteem. An avenue for involvement is to attend and be an active participant in our PTO. Parent education, along with suggestions, feedback, and

involvement is encouraged at these meetings. Meetings are held regularly and are noted on the monthly calendars. Parents are encouraged to attend and will earn PIP hours for these meetings.

PIP: (Parent Involvement Program): PIP donations allow us to keep operating expenses down and, like fundraising, helps in covering the actual cost of a student's tuition. This service hour program consists of each family donating a minimum of twenty (20) hours of volunteer time during the year to assist the school in a variety of ways. Pre-school PIP hours are different. Please check with the teacher for the hours needed. Parents are required to use part of their PIP hours helping during lunch and twenty minutes of early morning playground supervision. Parents will be notified in advanced when their assignments are posted. If a parent cannot provide assistance during this time, it is their responsibility to find a substitute. We request that parents check into the office before reporting to duty. *Please see Playground Supervision for more information.* Parents are requested to keep track of their hours by recording them on a PIP log sheet. In an effort to assist the office in accurate record keeping, these log sheets should be turn in at the end of each quarter. Parents *will not* earn PIP hours for attending conferences, performances, or helping with scouting activities. PIP hours must have a direct correlation to reducing the cost of operating the school such as helping in the classroom, tutoring, or supervision of school activities, etc. Log sheets are available in the office.

PLAYGROUND SUPERVISION: The playground at St. Anthony Tri-Parish Catholic School is intended for use during school hours only. The school provides playground supervision in the morning beginning at 7:45 a.m., and during recesses. We assign elementary and middle school parents to help keep all students safe on the playground. Parents will be assigned before school supervision time (7:40-8:00 a.m.) on a rotating basis. Generally, this amounts to approximately five times during the year. Calendars will be sent in advance with the parent's names and dates. One half hour of PIP (see PIP information) time will be awarded for each time served.

Students are not to loiter in front of the building, in the building, or in the bathrooms during these times. Students are not to use the playground outside of these times unless accompanied by a teacher or parent. Unfortunately, St. Anthony Tri-Parish School does not provide before or after school care. Parents who cannot accommodate regular school times for pick up and delivery of children are asked to arrange for supervision for their child. There are a number of reliable agencies that can provide for the students' needs.

In cases of co-curricular activities that meet after or before 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 that time, the parents for supervision or pick-up must make arrangements. Failure to recognize parental responsibility in this area may result in a meeting with the administration during which an acceptable alternative will be arranged.

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, then the child should be kept at home. Students are to be suitably dressed for the weather.

SCHOOL EMERGENCIES: A primary responsibility of St. Anthony Tri-Parish Catholic School is to provide a safe and secure environment for all. Therefore, our school has established procedures and plans for responding to foreseeable crises. Parents of students enrolled at St. Anthony Tri-Parish Catholic School need to know that procedures for dealing with the following foreseeable crises have been established for our school: bomb threat, earthquake, emergency school closure, environmental disaster/hazardous materials, explosions, exposure to blood borne pathogens, fire, post-vention for school tragedies, search and seizure, tornado, violence, weapons in schools. Our Building Crisis Management Team developed these plans. Each of the plans includes a prevention, intervention, and post-vention component. 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).

SECOND GRADE STUDENTS: An important aspect of the Second Grade Religion 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.

SEVENTH GRADE STUDENTS: An important aspect of the Seventh Grade Religion Education Program is preparation for the sacrament of Confirmation. Parents are expected to be involved in the preparation for this celebration. The teacher will send home necessary information.

STUDENT RIGHTS AND RESPONSIBILITIES: It is imperative to remember that every right has a corresponding responsibility. No student has the right 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, has the responsibility 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.

SUPPLIES: A list that outlines the supplies a student will need to start the year is available from the office. 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 if possible.

TELEPHONES: Office phones are business phones and should only be used by students for emergencies. Teachers can provide a phone pass for school related, important reasons to use the phone. Please arrange afterschool plans in advance of the start of the day on the student's own time. It should not be necessary for students to call home at dismissal time to know what the arrangements are. Students are not allowed to use personal cell phones during school hours.

TUITION: the School Board adopts tuition amounts in the spring of each year. Approximately fifty-two percent of the St. Anthony Tri-Parish Catholic School budget is funded through tuition with the remainder provided by church subsidies, annual giving from the parents, donations, PTO fund-raising, and dividends from trust accounts. In addition, families registered in any of the three local parishes are supported by their home parish in the form of a subsidy that covers 20% of the established tuition. To qualify for Catholic tuition, families must be registered at St. Anthony's, St. Patrick's, or Our Lady of Fatima churches and provides proof of such. Forms for verification are available in the office. Information on tuition assistance is available through the school office and on our web site.

2009-10 Fees:

PRESCHOOL:

- Registration fee: \$40.00 (non-refundable)
- 3-year-old Pre-school: \$115 (monthly)
- 4-year-old Pre-school: \$145 (monthly)
- Pre-K: \$200 (monthly)

GRADES K-9:

- Registration Fee: \$50.00 per child (non-refundable)
- Book Fee: \$150.00 per child (non-refundable after June 30)

Tuition

|                       | Tuition Catholic | Tuition Non-Catholic |
|-----------------------|------------------|----------------------|
| 1 <sup>st</sup> Child | \$2,690          | \$3,180              |
| 2 <sup>nd</sup> Child | \$2,190          | \$2,680              |
| 3 <sup>rd</sup> Child | \$1,690          | \$1,180              |
| 4 <sup>th</sup> Child | \$1,190          | \$1,680              |
| 5 <sup>th</sup> Child | \$ 690           | \$1,180              |

*St. Anthony Tri-Parish School offers tuition assistance for qualifying families. No student will be turned away due to inability to pay. We encourage families to apply early. Please inquire at the office.*

Method of Payment: Inquire in the office (307 234 2873).

UNIFORM CODE: Pre-school students are not required to wear uniforms. Students in Kindergarten through 9<sup>th</sup> Grade are expected to abide by the school uniform regulations. Parental cooperation in assuring students attend school in the correct uniform is required. Students in uniform violation will call his/her parent or guardian to correct the violation. Excessive violations could result in the student being placed on behavioral probation. UNIFORM PIECES WILL BE ALLOWED AT THE ADMINISTRATION AND/OR DESIGNEE'S DISCRETION.

## BOYS UNIFORM CODE GRADES K-5

**PANTS AND SHORTS** All pants and shorts must fit and be worn on the waist.

- Navy blue cotton, wool blend, or polyester (no corduroy), dress pants
- Belts must be worn on pants and shorts that have belt loops—even under sweatshirts.
- Belts are to be plain navy, black, or brown
- No cutting off belt loops.
- No baggy pants or shorts
- NO colored trim or contrasting stitching
- Exterior pockets must be flat (no carpenter or cargo pants or shorts)
- NO zippers, slits, snaps, flaps, etc...
- NO jean style pants or shorts with brads, raised pockets except on authorized jean holidays
- Appropriate length shorts may be worn in August-October, April-June, weather permitting
- NO spandex, biker shorts, cargo or carpenter shorts, jams, board shorts, gym shorts, sweatpant shorts, or jean shorts.

**SHIRTS** Solid white only, plain or button down collar, turtlenecks, or knit polo shirts (Ties may be worn in navy blue or the school plaid.)

- Long or short sleeves may be worn
- NO sleeveless, collarless, or t-shirts are permitted.
- Shirts must be tucked in at all times.
- Only a *plain white t-shirt* may be worn under white shirts for warmth. Sleeve length must be shorter or match the sleeve on the outer shirt.
- On Fridays, students may wear St. Anthony Tri-Parish School approved t-shirts (such as Science Fair, Math-A-Thon, Choir, Class colored T-shirts, and other club shirts associated with St. Anthony Tri-Parish School).
- NO torn or faded t-shirts will be allowed. St. Anthony t-shirts and sweatshirts are available in the school library.
- FOR MASS DAYS---ALL MUST WEAR A WHITE WITH LOGO SHORT OR LONG SLEEVE POLO SHIRT. These logo shirts may be worn on other days, but it is a requirement for MASS DAYS. These may be purchased at the school.

**SWEATSHIRTS AND SWEATERS**

- ONLY St. Anthony sweatshirts may be worn during the day as well as plain white or plain navy sweaters.
- White, collared shirts must be worn under sweaters and sweatshirts.
- Sweatshirts must be worn properly---NOT tied around the waist. NO SWEATSHIRTS WILL BE ALLOWED DURING MASS.
- Hoodies will not be allowed in the school building as these are considered outerwear.
- Beginning in the fall of '08, only royal blues will be allowed.

**SHOES and SOCKS**

- Enclosed toes and heeled shoes and socks must be worn at all times.
- Shoes must fit properly and laces MUST BE TIED.
- Appropriate gym shoes are to be worn for P.E. classes.
- NO flip-flops or sport sandals (Keens, Crocks, etc...)
- NO heels

**OUTERWEAR**—Hooded sweatshirts may be purchased for outerwear. Style choices included pullover and zippered.

**OTHER**

- NO earrings, nail polish, or makeup may be worn in school.
- NO spiked or studded accessories are allowed.
- NO hairstyle or hair color may be worn that causes distraction or undue attention.
- Hair must be out of the student's eyes and the length in back not to exceed the collar.
- Clothing, including uniform holiday dress, must be respectful and school appropriate.
- SPORT TEAM MEMBERS may wear St. Anthony Tri-Parish School jerseys on game days with uniform pants. White t-shirts or school shirts are to be worn under these jerseys.
- Hair must be out of the student's eyes and the length in back not to exceed the collar.

## BOYS UNIFORM CODE GRADES 6-9

**PANTS AND SHORTS** All pants and shorts must fit and be worn on the waist.

- Navy blue or khaki cotton, wool blend, or polyester (no corduroy), dress pants
- Belts must be worn on pants and shorts that have belt loops—even under sweatshirts.
- Belts are to be plain navy, black, tan, or brown
- No cutting off belt loops.
- No baggy pants or shorts
- NO colored trim or contrasting stitching
- Exterior pockets must be flat (no carpenter or cargo pants or shorts)
- NO zipper, slits, snaps, flaps, etc. . .
- NO jean style pants or shorts with brads, raised pockets except on authorized jean holidays
- Appropriate length shorts may be worn in August-October, April-June, weather permitting
- NO spandex, biker shorts, cargo or carpenter shorts, jams, board shorts, gym shorts, sweat pant shorts, or jean shorts.

**SHIRTS** solid white, navy only, plain, or button down collar, turtlenecks, or knit polo shirts

- Long or short sleeves may be worn
- NO sleeveless, collarless, or t-shirts are permitted.
- Shirts must be tucked in at all times.
- Only a *plain white t-shirt* may be worn under white shirts for warmth. Sleeve length must be shorter or match the sleeve on the outer shirt.
- On Fridays, students may wear St. Anthony Tri-Parish School approved t-shirts (such as Science Fair, Math-A-Thon, Choir, Class colored T-shirts, and other club shirts associated with St. Anthony Tri-Parish School).
- NO torn or faded t-shirts will be allowed. St. Anthony t-shirts and sweatshirts are available in the school library.
- FOR MASS DAYS---ALL MUST WEAR A WHITE WITH LOGO SHORT OR LONG SLEEVE POLO SHIRT. These logo shirts may be worn on other days, but it is a requirement for MASS DAYS. These may be purchased at school.

**SWEATSHIRTS AND SWEATERS** (Middle School colors are burgundy or navy blue)

- ONLY St. Anthony sweatshirts may be worn during the day as well as plain white or plain navy sweaters.
- White, collared shirts must be worn under sweaters and sweatshirts.
- Sweatshirts must be worn properly---NOT tied around the waist. NO SWEATSHIRTS WILL BE ALLOWED DURING MASS.
- Hoodies will not be allowed in the school building as these are considered outerwear.

**SHOES and SOCKS**

- Enclosed toes and heeled shoes and socks must be worn at all times.
- Shoes must fit properly and laces **MUST BE TIED**.
- Appropriate gym shoes are to be worn for P.E. classes.
- NO flip-flops or sport sandals (Keens, Crocks, etc. . .)
- NO heels

**OUTERWEAR**—Hooded sweatshirts may be purchased for outerwear. Style choices included pullover and zippered.

**OTHER**

- NO earrings, nail polish, or makeup may be worn in school.
- NO spiked or studded accessories are allowed.
- NO hairstyle or hair color may be worn that causes distraction or undue attention.
- Clothing, including uniform holiday dress, must be respectful and school appropriate.
- SPORT TEAM MEMBERS may wear St. Anthony Tri-Parish School jerseys on game days with uniform pants. White t-shirts or school shirts are to be worn under these jerseys.

#### GIRLS UNIFORM CODE GRADES K-5

**SKIRTS and JUMPERS**

- Blue/Red Plaid from French Toast or plain navy blue.
- Hems must be appropriate length (at or below the knee or up to two inches above) If length is not deemed appropriate, the student will call for a change of clothes

**SLACKS, SHORTS and CAPRIS** All slacks, shorts, and capris must fit and be worn on the waist.

- Navy blue cotton, wool blend, or polyester dress slacks (no corduroy or knit slacks or gauchos)
- Belts must be worn on slacks, shorts, and capris that have belt loops—even under sweatshirts.
- Belts are to be plain navy, black, or brown. No cutting off belt loops.
- No skorts
- NO colored trim or contrasting stitching
- Exterior pockets must be flat (no carpenter or cargo pants or shorts)
- NO zipper, slits, snaps, flaps, etc...
- NO jean style slacks, shorts, or capris with brads, raised pockets except on authorized jean holidays
- Appropriate length shorts may be worn in August-October, April-June, weather permitting
- NO spandex, biker shorts, cargo or carpenter, jams, board shorts, gym shorts, sweat pant, or jean shorts.

**SHIRTS and BLOUSES:** Solid white only, plain or button down collar, turtlenecks, or knit polo shirts

- Long or short sleeves may be worn. NO sleeveless, collarless, or t-shirts are permitted.
- Shirts must be tucked in at all times.
- Only a *plain white t-shirt* may be worn under white shirts for warmth. Sleeve length must be shorter or match the sleeve on the outer shirt.
- On Fridays, students may wear St. Anthony Tri-Parish Catholic School approved t-shirts (such as Science Fair, Math-A-Thon, Choir, Class colored T-shirts, and other club shirts associated with St. Anthony Tri-Parish School).
- NO torn or faded t-shirts will be allowed. St. Anthony t-shirts and sweatshirts are available in the school library.
- **FOR MASS DAYS---ALL MUST WEAR A WHITE WITH LOGO SHORT OR LONG SLEEVE POLO SHIRT.** These logo shirts may be worn on other days, but it is a requirement for MASS DAYS. Logos must be seen on Mass days and not covered by jumpers. Logo shirts may be purchased at school.

**SWEATSHIRTS AND SWEATERS**

- ONLY St. Anthony sweatshirts may be worn during the day as well as plain white or plain navy sweaters.
- White, collared shirts must be worn under sweaters and sweatshirts.
- Sweatshirts must be worn properly---NOT tied around the waist. **NO SWEATSHIRTS WILL BE ALLOWED DURING MASS.**
- Hoodies will not be allowed in the school building as these are considered outerwear.
- Beginning in the fall of '08, only royal blue will be the only color allowed.

**SHOES and SOCKS**

- Enclosed toes and heeled shoes and socks must be worn at all times.
- Tights are permitted but only in blue or white
- Shoes must fit properly and laces **MUST BE TIED.**
- Appropriate gym shoes are to be worn for P.E. classes.
- NO flip-flops or sport sandals (Keens, Crocks, etc...)
- Heels should be minimal to ensure safety. Heel heights will be at the discretion of the administration and designees

**OUTERWEAR**—Hooded sweatshirts may be purchased for outerwear. Style choices included pullover and zippered.

**OTHER**

- NO dark nail polish or makeup may be worn in school.
- No dangling earrings are allowed as this causes a danger in P.E. classes. Only one earring in each ear is allowed. No nose jewelry is allowed.
- NO spiked or studded accessories are allowed.
- NO hairstyle or hair color may be worn that causes distraction or undue attention. Hair must be out of the student's eyes.
- Clothing, including uniform holiday dress, must be respectful and school appropriate.
- **SPORT TEAM MEMBERS** may wear St. Anthony Tri-Parish School jerseys on game days with uniform slacks. White t-shirts or school shirts are to be worn under these jerseys.

#### GIRLS UNIFORM CODE GRADES 6-9

**SKIRTS and JUMPERS**

- Blue/Red Plaid from French Toast or plain navy blue or khaki.
- Hems must be appropriate length (at or below the knee or up to two inches above) If length is not deemed appropriate your child will call for a change of clothes

**SLACKS, SHORTS and CAPRIS** All slacks, shorts, and capris must fit and be worn on the waist.

- Navy blue or khaki cotton, wool blend, or polyester dress slacks (no corduroy or knit slacks or gauchos)
- Belts must be worn on slacks, shorts, and capris that have belt loops—even under sweatshirts.

- Belts are to be plain blue, black, tan, or brown. No cutting off belt loops.
- No skorts
- NO colored trim or contrasting stitching
- Exterior pockets must be flat (no carpenter or cargo pants or shorts)
- NO zipper, slits, snaps, flaps, etc...
- NO jean style slacks, shorts, or capris with brads, raised pockets except on authorized jean holidays
- Appropriate length shorts may be worn in August-October, April-June, weather permitting
- NO spandex, biker shorts, cargo or carpenter shorts, jams, board shorts, gym shorts, sweat pant shorts, or jean shorts.

SHIRTS and BLOUSES: Solid white or navy only, plain or button down collar, turtlenecks, or knit polo shirts

- Long or short sleeves may be worn. NO sleeveless, collarless, or t-shirts are permitted.
- Shirts must be tucked in at all times.
- Only a *plain white t-shirt* may be worn under white shirts for warmth. Sleeve length must be shorter or match the sleeve on the outer shirt.
- On Fridays, students may wear St. Anthony Tri-Parish School approved t-shirts (such as Science Fair, Math-A-Thon, Choir, Class colored T-shirts, and other club shirts associated with St. Anthony Tri-Parish School).
- NO torn or faded t-shirts will be allowed. St. Anthony t-shirts and sweatshirts are available in the school library.
- FOR MASS DAYS---ALL MUST WEAR A WHITE WITH LOGO SHORT OR LONG SLEEVE POLO SHIRT. These logo shirts may be worn on other days, but it is a requirement for MASS DAYS. These may be purchased at school.

SWEATSHIRTS AND SWEATERS

- ONLY St. Anthony sweatshirts may be worn during the day as well as plain white or plain navy sweaters.
- White or navy, collared shirts must be worn under sweaters and sweatshirts.
- Sweatshirts must be worn properly---NOT tied around the waist. NO SWEATSHIRTS WILL BE ALLOWED DURING MASS.
- Hoodies will not be allowed in the school building as these are considered outerwear.

SHOES and SOCKS

- Enclosed toes and heeled shoes and socks must be worn at all times.
- Tights are permitted but only in blue or white
- Shoes must fit properly and laces MUST BE TIED.
- Appropriate gym shoes are to be worn for P.E. classes.
- NO flip-flops or sport sandals (Keens, Crocks, etc...)
- Heels should be minimal to ensure safety. Heel heights will be at the discretion of the administration and designees

OUTERWEAR—Hooded sweatshirts may be purchased for outerwear. Style choices included pullover and zippered.

OTHER

- Make up is allowed if it is discreet and natural (no make up deemed as gothic is allowed.). Make up is not to be distracting.
- No dangling earrings (these pose a danger during P.E. classes) are allowed but small hoops are allowed. Only one piercing in the ear is allowed. No nose jewelry is allowed.
- NO spiked or studded accessories are allowed.
- NO hairstyle or hair color may be worn that causes distraction or undue attention. Hair must be out of the student's eyes.
- Clothing, including uniform holiday dress, must be respectful and school appropriate.
- SPORT TEAM MEMBERS may wear St. Anthony Tri-Parish Catholic School jerseys on game days with uniform slacks. White t-shirts or school shirts are to be worn under these jerseys.

**VISITORS:** For the safety of our students, all visitors are required to enter the main door near the corner of 7th and Wolcott. Visitors must check in at the office and receive a Visitor's Pass before going elsewhere in the building. No unauthorized visitors are allowed in the building. We request parents picking their children up for appointments check in at the office. The office will call your child from class, minimizing disruptions to the learning process.

WEAPONS IN SCHOOL: Under no circumstances are weapons allowed on school property 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. Weapon definition includes any item that can be construed as tool of intimidation, such as guns, water and toy guns that resemble the real thing, Ninja stars, screwdrivers, ball bats, slingshots, bludgeons, and knives including pocketknives. The possession or any such weapon shall require proceedings for suspension, with the possibility of expulsion, of the student(s) involved. This shall be initiated immediately by the administration. 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.

## ST. ANTHONY TRI-PARISH CATHOLIC SCHOOL PLAYGROUND RULES

PLAYGROUND RULES are intended to provide a safe and productive atmosphere for all students using the playground. The most important rule to remember when playing is that common sense and concern for others is the best and safest behavior.

1. The playground is the fenced in area to the alley. All students should be in the area where the playground teacher can see them at all times. Students should not be behind the portable.
2. Playing in between the buildings is not permitted.
3. The chain link fences surrounding the playground area are not to be climbed over or climbed on at any time.
4. Students MUST always get permission from the playground supervisor before leaving the playground for whatever reason.
5. Games such as football, soccer, kickball, etc. must be confined to a specific area, and should not overlap with other games in the area. Students can play basketball with a regular type basketball. All other equipment, i.e. football, soccer, kickball, etc. must be made of NERF material.
6. If a teacher or supervisor believes there are too many students on the playground and soccer ball or kickball is too dangerous that supervisor may stop the game and ask students to play something else.
7. Following are examples that are not acceptable.
  - a. Pushing, shoving, hitting, tripping, tackling, and picking other students up and/or piggyback rides.
  - b. Throwing objects such as rocks, sand, snow and all items other than those designed to be thrown.
  - c. NO SNOWBALLS AT ANY TIME.
  - d. Spitting on someone or spitting anywhere on the school grounds.
  - e. Swearing
  - f. Eating
  - g. Any activity that results with another person on the ground.
8. All students should practice proper use of the playground equipment. In general, the following guidelines should apply:

LARGE EQUIPMENT: Must be used in a safe manner.

SMALL EQUIPMENT:

THIS IS TO BE USED BY STUDENTS IN GRADES PRE-2 ONLY AT ALL TIMES.

GAMES including Four Square and Basketball;

a. Play fairly and follow the rules. If you cannot follow rules, do not participate.

9. All students should make every attempt to include all children in their play and practice the *Golden Rule* when playing with their peers.

NOTE:

Recess is a privilege and not a right. Playground Supervisors have one purpose and that is to help ensure that children play safe. It is the role of the playground supervisor to assess if behavior is safe and appropriate and will determine the best course of action necessary to redirect behaviors. Students will comply with appropriate behaviors or risk the possibility of having playground privileges revoked. If there is a question about the safety of any student, play will be suspended and offenders will be required to sit out the remainder of the period. There will be instances when game rules might vary, depending on what classes are on the playground. Any variation will be at the Playground Supervisor's discretion.

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