

# St. Anthony Tri-Parish Catholic School

2019-2020

Student & Parent Handbook

ST. ANTHONY  
TRI-PARISH CATHOLIC SCHOOL



*Faith · Knowledge · Service*

# BELIEF STATEMENT

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WELCOME to St. Anthony Tri-Parish Catholic School. Obtaining an outstanding education for your child is the desire of all good parents. Thank you for choosing St. Anthony Tri-Parish Catholic School for your child's education! Our highly educated and qualified teachers and staff will try our best to make your child's experiences rigorous and relevant while honoring his/her unique learning styles. We realize that you could choose any school in the county since Natrona County School District is an open enrollment district. We appreciate your confidence in us to be the source for providing the best education for your child.

The following information has been compiled for parents and students so each will benefit by knowing the expectations, procedures, and policies that help make our school an optimal learning environment. If additional information is needed, please contact the school.

\*St. Anthony Tri-Parish 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 parochial 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 instruction in religion, not just as a separate subject, but it is integrated in all subjects to establish a faith commitment to Christ in their personal lives that is experienced in the context of true partnership with the family.

\*The education offered at St. Anthony Tri-Parish Catholic 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 families, of all denominations, who desire a quality academic and

Christian education. We do 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!" St. Anthony School is un-compromisingly Catholic in nature, delivery, and practice. There will be no exceptions in relaxing the tenets of the Catholic faith for students of other Christian beliefs.

\*We believe that the parents are the first educators and therefore begin the spiritual development of their child. It is the responsibility of St. Anthony's school to continue this development.

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

- Possess a living awareness of Gospel values, Catholic heritage, and integrate Gospel values into daily life.
- Have a sense of self-discipline, personal pride, and positive self-concept as well as 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.

**St. Anthony Tri-Parish Catholic School 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.

## 2019-20 School Board of Directors

St. Anthony School Board of Directors is dedicated to the advancement of the mission of the school. The members have a vested interest in the success of the school and is largely comprised of parents, past parents, and clergy of the three Catholic churches.

President, Father Thomas George (Our Lady of Fatima)  
Vice-President, Father Gary Ruzicka (St. Patrick)  
Secretary, Marty Mohr (St. Patrick)  
Treasurer, Bret Ladenburger (Our Lady of Fatima)  
Debbie Catellier (St. Patrick)  
Scott Klosterman (St. Anthony)  
Brian Petersen (St. Anthony)  
Father Ray Rodriguez (St. Anthony)  
Stuart Youmans (Our Lady of Fatima)  
Bob Cerkovnik, Liaison to SAS Foundation (non-voting)  
Cyndy Novotny, Principal (non-voting)

# GENERAL INFORMATION

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**G1 - ENTRANCE INTO THE BUILDING:** FOR THE SAFETY OF OUR CHILDREN AND STAFF we have a fingerprint access entry/buzz in system through the main doors. Parents, grandparents, and guardians may use the fingerprint access at the right side of the main entrance or use the buzz in system to gain access to the building. The office will set up your privileges upon request.

**G2 - ATTENDANCE:** Success in school is highly correlated to attendance. **Absence from school is the most significant cause for lack of 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. **Students with a high number of absences during a school year may be asked to repeat the current grade.**

**G3 - ILLNESS:** When an unexpected absence occurs, as in the case of illness, **it is the responsibility of the parent/guardian and important that you call the office before 8:30a.m. to inform the office of the absence!!!!!!** If the school has not been notified, every attempt will be made to contact the parent. 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. Children will be sent home only after contact with their parent/guardian. *It is required that parents fill out and return the emergency card yearly so that in the unlikely event of an emergency the school knows 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.*

**G4 - 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. 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. The student is encouraged to check assignments on the school's TeacherEase electronic grading program for assignments posted and request make up work. Students will have limited days to make up work before a grade of 0 or Incomplete will be turned into a failing grade.

**G5 - CHECKING OUT OF SCHOOL:** 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.

**G6 - 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.

**G7 - BACKGROUND CHECKS:** 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 often times takes 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.) Contact the school office for more information.

**G8 - HOT LUNCH PROGRAM:** St. Anthony Tri-Parish Catholic School no longer participates in the National School Lunch Program. We strive to serve healthy and tasty lunches. If student does not wish to purchase a school lunch, they may bring a cold lunch from home. Students are given milk with school lunch purchase and milk for outside lunches is available for purchase. 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 additional tuition assistance that has been awarded through the Scholarship Committee. Applications for reduced or free meals are available in the office at any time.

Each student has a lunch account in Teacherease. Please send lunch money to school in an envelope marked "lunch money" labeled with the student's name. **Do not combine lunch money with tuition payments as these go into separate accounts.** Lunch prices are available through the office. **Lunch bills must not exceed \$20 in the negative on any account.**

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 do not bring in lunches for their child's friends for celebrations or other events without clearing it through the office in advance of the day. Our kitchen manager plans for preordered numbers to assure enough food is planned to cover the day's meal. Creating more food than is eaten often results in food being thrown away and adds unnecessary costs.

If a student signs up for a lunch in the morning and does not eat it at their lunch time, they will be charged for the full price of the meal.

***\*Please refrain from putting peanuts in your child's lunch due to severe nut allergies other students may have.***

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. in order for our kitchen manager to accommodate for extra meals. As part of their required **service hours** (see information on **service hours**), parents are required to assist in the lunchroom on a rotating basis. Please note that credit for volunteer hours is not awarded if the parent comes to eat lunch and *not* assist in lunch duty. Notices will be sent home to you, via your child or e-mail, when your turn occurs. A monthly lunch duty calendar is posted on our school website. **If serving this duty is not possible, your lunch account will be billed \$5.00 for a substitute.**

**G9 – 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.

**G10 - 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**:

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.
4. If a student is on a field trip away from the school and medication is required, numbers 1,2, and 3 are required.

\*This procedure may change as regulations change, and as monitored by the school nurse.

**G12 - RECESS:** Weather permitting, all elementary students are required to be on the playground during recess and after lunch. Middle School students will participate in recess as arranged by the MS teachers. Preschool students will participate in recess under the supervision of the preschool teachers and assistants. 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. School personnel will determine if the weather is too inclement to go outside.

**G13 - 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.

**G14 - TELEPHONES/CELL PHONE/IPHONE USAGE:** School phones are business phones and should only be used by students for emergencies or school related business and with teacher's permission. Afterschool 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.

**Students are not allowed** to use personal cell phones and I Watch devices **during school hours (7:45 a.m. - 3:45 p.m.)** Cell phones should remain turned off in student backpacks and not on their person during school hours. Abuse of cell phone and texting will result in cell phones being collected by the teacher or office. Cell phones will be released to the parent upon request. Multiple infractions will result in the student not being allowed to have a cell phone on campus. Parents are welcome to contact their children by calling the office. Office personnel will deliver the message at the proper time.

**G15 - 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, or 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.**

## RULES AND REGULATIONS

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**RR1 - 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 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'S REGISTRAR. 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.)

**RR2 - CHILD ABUSE/NEGLECT:** It is a felony for school officials to fail to report suspected child abuse to the proper authorities.

**RR3 - 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. Exceptions to this regulation is a teacher sponsored field trip and must be cleared through the school office by parents/guardians only.

**RR4 - DROP-OFF AND PICK-UP:** In an effort to keep all children safe, please adhere to the following:

- Drivers are to drive around Mick McMurry Loop between the school and Our Lady of Fatima Church. This is a one-way entrance and exit.
- Elementary students are to be dropped off at the east end of the parking lot, by the soccer field.
- The area in front of the school is for Middle School drop-off and pick-up and visitors to the school.
- **Any area painted in red is off limits for parking at all times. This is the designated fire zone.**
- Drivers are not to go faster than **10 miles per hour** in the parking lot and loop.
- Drivers must park and **turn off** cars while waiting for their child(ren). No unattended cars are to be left running.
- Parents may prearrange for a designated pick-up off school grounds. For the student's safety, we request that parents inform the office of this plan so school officials are aware.

**RR5 - EMERGENCY SCHOOL CLOSURE:** In the event of an emergency school closure, the announcement will be made on local radio and TV stations, as well as posted on our school Facebook page. 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 on the Student Emergency Information Card will be used. **It is the parent's responsibility to keep these cards current.**

**RR6 - 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.

**RR7 - 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. Because of this ordinance, students are encouraged to refrain from inviting students from other schools to meet them or visit them on or near campus.

**RR8 - SAFETY:** 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, the Board of Directors has approved a plan to make entrance into the building a single point of entry, with the exception of preschool parents at limited designated times. This entrance point will be at the main entrance. Teachers and staff will bring students in to class from the playground entrance and east side entrance at 8:00 a.m. Fingerprint technology access is used for school entrance access. Being fingerprinted is a voluntary and optional program. A buzz in system for front door 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.

In order to respect the learning process of each child and maintain the safety of everyone, parents and visitors are not allowed to wander in the building unless they are working in the building as part of the Parent Stewardship Hour obligation. *Visitor badges must be in clear site of personnel and students.*

Parent/Visitors are allowed limited visitation in classrooms with the teacher's permission/invitation and knowledge of the office unless the parent/visitor is volunteering in the classroom.

**RR9 - SCHOOL EMERGENCIES AND CRISIS MANAGEMENT:** 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: 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 school, and others. 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). The administration team will review these procedures on a regular basis.

**RR10 - VISITORS:** For the safety of our students, **all visitors** are required to enter through the main entrance of the school building. Visitors must check in at the office and receive a visitor's badge before going elsewhere in the building. No unauthorized visitors are allowed in the building. We **require** that

parents/guardians 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. **All visitors must wear a visitor's badge at all times that is in clear site of school personnel and students.**

## ACADEMICS

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**A1 - ADMISSION POLICY:** Students wishing to enroll at St. Anthony Tri-Parish Catholic School must complete an application and submit current report cards and standardized testing results. **Applying for enrollment does not guarantee admission.**

St. Anthony Tri-Parish Catholic School is open to all students and their families who desire a Catholic, Christian education and show a desire to succeed. According to state law, a child must be 5 years old by September 15<sup>th</sup> to enter Kindergarten and 6 years old by September 15<sup>th</sup> to enter First Grade. The same cutoff date is followed for pre-school. All-day preschool 3 year olds are subject to earlier cut off dates.

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) reside with one parent, the custodial parent must have written approval from the non-custodial parent for permission to enroll.**

Parents wishing to be considered for a Catholic School Tuition Discount are to be registered at one of the three Catholic churches in Casper, be active participants in their church, and make regular donations to the church. It is through these donations that the churches, in turn can grant the school subsidies, helping us to keep our tuition rates low.

**A2 - 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 minimum period of four weeks. New students will not be permitted to enter St. Anthony Tri-Parish Catholic School for 8th Grade unless moving in from out of town, was a student prior, or with the permission of the administration. 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, athletic director, 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 the Discipline section of the handbook.

**A3 - BOOKS/COMPUTERS/IPADS/TECH DEVICES:** The textbooks/computers/iPads/Devices students use while at St. Anthony Tri-Parish Catholic School are the property of the school and are purchased with assessed materials fees and grants/donations. 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 for the current year. Students will be charged for damaged computers and iPads/tech devices. **Parents/guardians are highly encouraged to purchase tech insurance to cover cost of repair in the event the device is damaged or lost. The 2020-21 school year will require all students to purchase device insurance.**

**A4 - CURRICULUM:** St. Anthony Tri-Parish Catholic School respects state and national standards as a minimal benchmark of learning. Our goal is to provide an academically challenging environment for all students and to develop a sense of Christian awareness in all curricular areas. SAS teachers are all degreed with many having earned a Master's degree. All preschool, elementary and, middle school regular teachers are certified by the State of Wyoming. 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. In addition, 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 where the school liturgical and para-liturgical celebrations are considered to be an integral aspect of developing Christian values.

**A5 - HOMEWORK:** Homework is assigned for reinforcement, practice of a concept or make-up work. SAS recognizes the infinite benefit of literacy and encourages 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 after school study/tutor help. Teachers are available to assist with homework before or after school for all grades.

**A6 - 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
- 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 core classes. Students receiving a grade below a C, or an Incomplete, will not be eligible for any Honor Roll.
- Students may earn Graduation Distinction upon graduation if he/she maintains a high-level honor roll throughout middle school

## DISCIPLINE

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**D1 - BEHAVIOR:** 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.

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 administration.

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.

When the administration 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 administration’s involvement. 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 or designee. Further appropriate disciplinary steps will be determined during this conference.

Consequences may include detention, loss of privileges, temporary removal from the classroom, or the student being 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 to 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.

**D2 -\_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	Student Conference	Suspension
	Repeated	Parent Involvement	Suspension
Alcohol/Drugs/Tobacco	First	Suspension	Expulsion
	Repeated	Expulsion	Expulsion
Arson	First	Suspension	Expulsion
	Repeated	Expulsion	Expulsion

Assault/Battery	First	Parent Involvement	Expulsion
	Repeated	Suspension	Expulsion
Burglary/Theft	First	Parent Involvement	Expulsion
	Repeated	Suspension	Expulsion
Defiance/Insubordination	First	Student Conference	Suspension
	Repeated	Parent Involvement	Expulsion
Disrespect	First	Student Conference	Suspension
	Repeated	Parent Involvement	Expulsion
Explosives/Matches	First	Parent Involvement	Suspension
	Repeated	Suspension	Expulsion
False Reports/Bomb	First	Parent Involvement	Expulsion
	Repeated	Suspension	Expulsion
Fighting	First	Parent Involvement	Suspension
	Repeated	Suspension	Expulsion
Forgery	First	Parent Involvement	Suspension
	Repeated	Suspension	Suspension
Habitual Disruptions	First	Parent Involvement	Suspension
	Repeated	Suspension	Expulsion
Harassment/Discrimination/ 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	First	Confiscation	Suspension
	Repeated	Parent Involvement	Suspension
Vandalism	First	Parent Involvement	Suspension/ Restitution
	Repeated	Suspension	Expulsion/ Restitution
Weapons	First	Suspension	Expulsion
	Repeated	Suspension	Expulsion

**D3 - DRUGS/ALCOHOL:** St. Anthony Tri-Parish Catholic School is a Drug Free School Zone. Tobacco products are not permitted. Communal wine is distributed at weekly Mass 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 Catholic School campus.

**D4 - ELECTRONICS:** Students are advised not to bring the following items to school: cell phones, radios, MP3 players, hand-held video games, iPods, etc. If these items are brought to school, students must keep them in their lockers or backpacks during the school day. 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.

**D5 - WEAPONS IN SCHOOL:** Weapons are not 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 a tool of intimidation, such as guns, water and toy guns that resemble actual weapons, Ninja stars, screwdrivers, ball bats, slingshots, bludgeons, and knives (including pocketknives.) Any item such as scissors or pencils used like a weapon are included in the above description. The possession of 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.

**The Bishop of Cheyenne has released a statement that firearms are not allowed on school property at any time.**

## PARENTAL OBLIGATIONS

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**PO1 - 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 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. Parents can expect frequent newsletters to be e-mailed to them from the office; as well, children may bring home weekly notes from their teacher or from the principal's office as necessary. The school's Facebook page located at [www.facebook.com/sascasper.com](http://www.facebook.com/sascasper.com) will give parents instant access to events and activities. The school's website [www.sascasper.com](http://www.sascasper.com) is also a recommended avenue for parents to be informed of school events, activities, and policies.

Parents are welcome to visit the school at any time as long as it is not a disruption to the learning process. Parents should never approach a teacher when the class is in session to discuss the student's progress. If a parent wishes to discuss an issue with a teacher a mutual time should be arranged.

***It is requested that parents address concerns DIRECTLY with their child's teacher before approaching the administration.*** If the parent or teacher deems it necessary, a conference with parent, teacher, and administration will be arranged. Please contact the office to request such appointments. Every effort will be made to honor the parents' request in a timely manner. Teachers are available to make appointments with parents between 3:30-4:00 p.m. Monday through Thursday.

**PO2 – TUITION AND FUND RAISING:** Educating a child at St. Anthony Tri-Parish Catholic School costs approximately \$10,000. 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. Each family in Fulltime Preschool through 9<sup>th</sup> 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. Part time preschool parents are expected to help with fundraising and volunteer hours depending on the which class their child is enrolled as a student. If by the end of the school year a family does not meet these obligations, a fee will be assessed along with tuition balance. (An alternate pilot plan is being offered for

the 2019-20 school year in which a family may opt out of this obligation for a higher assessment. Interested people may inquire in the office.)

Parents have three tuition payment options:

Option 1: Pay in full by September 15th (\$50.00 discount)

Option 2: Pay half by September 15th and half by January 15<sup>th</sup>

Option 3: Sign up for FACTS to have equal payments withdrawn monthly or bi-monthly

***Credit card payments may be made for options 1 or 2.***

***Delinquent tuition may be turned into collections if the balance is not paid by the designated date and subjected to late fees.***

***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. Please inquire at the school office. Every student receives the Archangel discount and if qualified may qualify for the Archangel Tuition Assistance Award.***

***Other scholarship/financial assistance opportunities include Parish Affiliation Discount, sibling discount, Bill Schwartz Scholarship, ACE Scholarship, and Kremer Scholarship.***

***We also offer a tuition discount (250.00) 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.***

**PO3 – PARENT INVOLVEMENT AND STEWARDSHIP:** Parent involvement is crucial to student success and self-esteem. An avenue for involvement is to attend and be an active participant in opportunities provided by SAS.

Stewardship Hours allow us to keep operating expenses down and like fundraising, help in covering the actual cost of a student's tuition. It also provides excellent role model examples of stewardship and service for our students. Our stewardship hour program consists of each family donating a minimum of twenty (20) hours of volunteer time in grades K-8<sup>th</sup> during the year to assist the school in a variety of ways. Full Time Pre-School stewardship hours consist of ten (10) hours.

Parents are required to use part of their stewardship hours helping during lunch and twenty minutes of early morning playground supervision. Parents will be notified in advance 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. This will help us determine if there is adequate supervision on the playground and help during lunch. *Please see Playground Supervision for more information.* Parents are asked to keep track of their hours by recording them on a **Stewardship Hours** log sheet. In an effort to assist the office in accurate record keeping, these log sheets should be turned in at the end of each quarter. Log sheets are available in the office.

**PO4 - 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.

All playground supervisors' main responsibility is to keep students safe while playing and using the equipment. Students should be encouraged to solve minor conflicts and play fairly. If supervisors spend their time solving these conflicts then the main obligation of keeping students safe is at risk.

Students observed not playing fairly or safely will be sent to sit on a bench until the recess period is over.

Elementary parents will be assigned before school supervision times (7:45-8:00 a.m.) on a rotating basis. Generally, this amounts to approximately five times during the year. Calendars will be posted on our website in advance with the parent's names and dates. One half hour of Stewardship Hour time will be awarded for each time served. We ask that parents arrive by 7:40am. and check in at the office.

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.

**PO5 - 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.

**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. Please inquire at the school office. For a more comprehensive description, see the section on tuition in the section PO2.**

**Method of Payment: Inquire in the office or by calling us at (307) 234-2873.**

Current tuition costs are available on the school's website.



## UNIFORM CODE 2018-2019



UC1 - It is commonplace for a Catholic school to have a uniform policy by which all students in Preschool through 8<sup>th</sup> grade are expected to abide. A uniform in itself denotes uniformity. Students in uniform allow for the personality of the child to be their predominate trait as opposed to fashion. Students demonstrate humility, reverence, appropriate behavior, self-control, attention to educational tasks; and respect for self, peers, and adults is more preeminent. A professional and clean standard of dress inherently teaches students the basics of how to dress for success. Our students dress for success, head to toe. *Parental cooperation is expected to ensure students attend school in the correct uniform.*

- All uniforms must be properly fitted, clean, and in good shape; without tears or stains on them.
- Preschoolers are required to wear uniforms. 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) JC Penney, 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.
- Forms for Frenchtoast.com are available in the office to make approved ordering selections easy for you. Our school's source code is QS46G7T.
- **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.**



## UC2 Uniform Specifics

### All uniform pants/shorts: Dress pants

1. No colored trim or contrasting stitching.
2. No baggy, spandex, biker shorts, board shorts, sweatpants, or denim.
3. No zippers, slits, snaps, or flaps on pockets unless the pants are dress pants.
4. Appropriate dress walking/Bermuda length shorts are acceptable.
5. No tight or skinny pants.

### All uniform shirts:

1. Must have a collar.
2. Must have sleeves and cannot be t-shirts.
3. White worn for Mass days.
4. Must be tucked in.

### All uniform shoes and accessories:

- 1. Enclosed heel and toe shoes.
- 2. Uniform tennis shoes will be one solid color on top and can have only one contrasting color on the sole, no neon, and no lights or wheels.
- 3. Shoe colors are black, white, navy, or brown.
- 4. Non-marking soles.
- 5. No spiked or studded accessories.
- 6. All logos and emblems on the uniform must be the St. Anthony Tri-Parish Catholic School
- 7. School approved logo only.
- 8. All pants must **loosely** fit over boots.
- 9. Acceptable boot colors are black, brown, or navy.

## UC3 - Physical Education

- 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.)
- Shoes must be properly fitted.
- **P.E. shoes are to be left at school and used for only P.E. class.**
- Middle School students (6th-8th grade) are required to wear:
  - black or navy-blue shorts
  - grey school issued t-shirt (purchased from library...more than one is recommended)
  - clean non-marking shoes
  - clothes should be clean, fit the student, and not torn
  - clothing should be worn for P.E. activities and subsequently changed for regular school uniform.

## UC4 - 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 other club shirts associated with St. Anthony Tri-Parish Catholic School).
- Clothing, including uniform holiday dress, must be respectful and school appropriate.

- 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.
- Pants cannot be skinny or fitted.
- Uniform Holidays are a privilege and not a right of the student. 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 too tight or revealing, have rips, wearing pants too low on the waist, have inappropriate sayings on shirts, and other clothing not representing a high standard. Students are expected to wear appropriate clothing for all school functions (field trips, dances, afterschool sports, etc.).
- 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.

### UC5 - Elementary Boys

#### **Navy pants/shorts:**

- Cotton, wool-blend, or polyester dress pants. Exterior pockets must be flat (no carpenter, cargo, or denim baggy). Shorts may be worn until October 1<sup>st</sup> and after April 1<sup>st</sup>, as weather permits.

#### **Belt:**

- Plain dress, plain buckle, solid or braided dress black or brown belt.

#### **White or navy collared dress or polo shirt:**

- A white shirt is required on Mass days.
- Long sleeve, short sleeve, or turtleneck; must be tucked in.
- A PLAIN white t-shirt may be worn under collared shirt for added warmth. Sleeve length must be shorter or match the sleeve on the outer shirt.
- Navy school sweatshirt. (All proceeds from these purchases go towards support the library.) No hoodies allowed indoors and sweatshirts may not be tied around the waist.

#### **Shoes:**

- Black, brown, or navy dress oxford, buckle, penny loafer, hush puppy shoes, or one-color tennis shoes. Tennis shoes will be black, white, navy, or brown in color with solid non-neon laces and one contrasting color allowed on shoe; the sole may be one non-neon contrasting color and not have lights, this includes all stitching, trim, and emblems. **White, black, or navy socks only.**

#### **Hair:**

- Hairstyles and hair color cannot be a distraction (Mohawks, rat-tails, spiked, or dyed unnatural colors are not allowed.) Hair must be out of the student's eyes and the length in back not to exceed the collar. **No earrings.**

#### **Navy sweater vest (optional):**

- School collared/polo shirt must be worn under sweater vests.

#### **Red/blue plaid TIE from French Toast or navy TIE (optional).**

## UC6 - Middle School Boys

### **Navy or Khaki pants/shorts:**

- Cotton, wool-blend, or polyester dress pants. Exterior pockets must be flat (no carpenter, cargo, or denim baggy). Shorts may be worn until October 1<sup>st</sup> and after April 1<sup>st</sup>, as weather permits.
- **Belt:**
- Plain dress, plain buckle, solid or braided dress black or brown belt.

### **White or navy collared dress or polo shirt:**

- A white shirt is required on Mass days.
- Long sleeve, short sleeve, or turtleneck; must be tucked in.
- A PLAIN white t-shirt may be worn under collared shirt for added warmth. Sleeve length must be shorter or match the sleeve on the outer shirt.
- White, burgundy, and navy sweaters plus a navy or burgundy school sweatshirt or fleece jacket for purchase. (All proceeds from sweatshirt and fleece jacket purchases go towards support the library.) No hoodies allowed indoors and sweatshirts may not be tied around the waist.

### **Shoes:**

- Black, brown, or navy dress oxford, buckle, penny loafer, hush puppy shoes, or one-color tennis shoes. Tennis shoes will be black, white, navy, or brown in color with solid non-neon laces and one contrasting color allowed on shoe; the sole may be one non-neon contrasting color and not have lights, this includes all stitching, trim, and emblems. **White, black, or navy socks only.**

### **Hair:**

- Hairstyles and hair color cannot be a distraction (Mohawks, rat-tails, spiked, or dyed unnatural colors are not allowed.) Hair must be out of the student's eyes and the length in back not to exceed the collar. **No earrings.**

### **Navy sweater vest (optional):**

- School collared/polo shirt must be worn under sweater vests.

### **Red/blue plaid TIE from French Toast or navy TIE (optional).**

## UC7 - Elementary Girls

### **Navy pants/shorts/skorts/capris:**

- Cotton, wool-blend, or polyester dress pants. Exterior pockets must be flat (no carpenter, cargo, or denim baggy). Shorts/skorts/capris may be worn until October 1<sup>st</sup> and after April 1<sup>st</sup>, as weather permits. Fitted and skinny pants/shorts/capris, leggings are not allowed.
- Blue/red plaid or navy skirts or jumpers.
- Hems must be appropriate length (at or below the knee or up to 2" above). If length is not deemed appropriate, the student will call for a change of clothes.
- White or navy tights or knee highs are required under skirts and jumpers during October, November, December, January, February, and March.

- Navy or white tights only under skirts or jumpers.
- **Belt:** Plain dress, plain buckle, solid or braided dress black or brown belt.

**White or navy collared dress or polo shirt:**

- White shirt required on Mass days.
- Long sleeve, short sleeve, or turtleneck; must be tucked in.
- A PLAIN white t-shirt may be worn under collared shirt for added warmth. Sleeve length must be shorter or match the sleeve on the outer shirt.
- Navy or white sweaters.
- Navy school sweatshirt and fleece tops are available for purchase in the Library. (All proceeds from these purchases go towards support the library.) No hoodies allowed indoors and sweatshirts may not be tied around the waist.

**Shoes:**

- Black, brown, or navy dress Mary Jane, oxford, buckle, penny loafers, or one-color tennis shoes. Tennis shoes will be black, white, navy, or brown in color with solid non-neon laces and one contrasting color allowed on shoe; the sole may be one non-neon contrasting color and not have lights, this includes all stitching, trim, and emblems.
- White or navy ankle socks, tights, or knee highs.

**Accessories:**

- Earrings are studs or small hoops only. **Only one piercing per ear.**
- No make-up or dark colored nail polish (subtle colors only).
- No hair color that causes distractions such as colored hair extensions or colored high lights. Hair must be out of the student's eyes.

**Red/blue plaid TIE from French Toast or navy TIE (optional).**

**Pants that are fitted or skinny will not be allowed.**

UC8 - **Middle School Girls**

**Navy or Khaki pants/shorts/skorts/capris:**

- Cotton, wool-blend, or polyester dress pants. Exterior pockets must be flat (no carpenter, cargo, or denim baggy). Shorts/skorts/capris may be worn until October 1<sup>st</sup> and after April 1<sup>st</sup>, as weather permits. Fitted and skinny pants/shorts/capris are not allowed.
- Blue/red plaid or navy/khaki skirts or jumpers.
- Hems must be appropriate length (at or below the knee or up to 2" above). If length is not deemed appropriate, the student will call for a change of clothes.
- White or navy tights or knee highs required under skirts and jumpers during October, November, December, January, February, and March.
- Navy or white tights only under skirts and jumpers.

**Belts:**

- Plain dress, plain buckle, solid or braided dress black or brown belt.

**White or navy collared dress or polo shirt:**

- A white shirt is required on Mass days.

- Shirts must be loose fitted, not form fitting, no logo except St. Anthony Tri-Parish Catholic School logo allowed on shirts.
- Long sleeve, short sleeve, or turtleneck; must be tucked in.
- A PLAIN white t-shirt or camisole may be worn under collared shirt for added warmth. Sleeve length must be shorter or match the sleeve on the outer shirt.
- Navy, burgundy, or white sweaters.
- Navy or burgundy school sweatshirt or black fleece jacket can be purchased in the library). (All proceeds from these purchases go towards support the library.) No hoodies allowed indoors and sweatshirts may not be tied around the waist.

**Shoes:**

- Black, brown or navy dress Mary Jane, oxford, buckle, penny loafers, or one-color tennis shoes. Tennis shoes will be black, white, navy, or brown in color with solid non-neon laces and one contrasting color allowed on shoe; the sole may be one non-neon contrasting color and not have lights, this includes all stitching, trim, and emblems.
- White or navy ankle socks, tights, or knee highs.

**Accessories:**

- Earrings are studs or small hoops only. **Only one piercing per ear.**
- No hair color that causes distractions such as colored hair extensions or colored high lights. Hair must be out of the student's eyes.
- Nail color and make-up need to be subtle.

**Red/blue plaid TIE from French Toast or navy TIE (optional).**

UC9 – Preschool Uniform Code

**PRESCHOOL UNIFORM CODE - BOYS**

**Navy pants/shorts:**

- Elastic waistband/pull-ons. No belts, if possible. Shorts may be worn until October 1st and after April 1st, as weather permits.

**Baby blue or navy collared dress or polo shirt:**

- Long sleeve, short sleeve or turtle neck; must be tucked in.
- A PLAIN white t-shirt may be worn under collared shirt for additional warmth.
- Navy school sweatshirt. (May be purchased at the school.)

**Shoes:**

- Black, brown or navy dress Oxford, buckle, penny loafer, hush puppy, stride rite shoes or non-marking athletic shoes. Sandals with back straps are also permitted until October 1st and after April 1st. White, black or navy socks only. **Recommended:** shoes that can be easily put on by the student and are safe in the event of an emergency evacuation or drill.

**Navy sweater vest (optional):**

- School collared/polo shirt must be worn under sweater vest.

**Navy blue or school plaid TIE from French Toast (optional).**

## **PRESCHOOL UNIFORM CODE - GIRLS**

### **Navy pants/shorts/skortts/capris:**

- Elastic waistband/pull-ons. No belts. Shorts/skortts/ capris may be worn until October 1st and after April 1<sup>st</sup>.
- Blue/red plaid jumpers and skirts or navy skirts. Check for appropriate plaid through French Toast.
- White or navy tights or knee highs are required under jumpers and skirts from October through March. Shorts are to be worn under jumpers and skirts.

### **Baby blue or navy collared dress or polo shirt:**

- Long sleeve, short sleeve or turtle neck; must be tucked in.
- A PLAIN white t-shirt may be worn under collared shirt for added warmth.
- Navy school sweatshirt. (May be purchased at the school.)

### **Shoes:**

- Black, brown or navy dress Mary Jane, Oxford, buckle, penny loafers or non-marking athletic shoes. NO HEALS. Sandals with back straps are also permitted until October 1st and after April 1st. White, black or navy socks only. **Recommended:** shoes that can be easily put on t=by the student and are safe in the event of an emergency evacuation or drill.

### **Accessories:**

- Earrings studs or small hoops only. Only one piercing per ear.
- No make-up or dark colored nail polish.
- No hair color that causes distractions such as colored hair extensions colored highlights. Hair must be out of student's eyes.

**Red/blue school plaid TIE from French Toast or navy TIE (optional). Pants that are fitted or skinny will not be allowed.**

## **FOR ALL PRESCHOOLERS:**

### **Friday shirts:**

- Any St. Anthony school shirt, such as Track Day t-shirt, may be worn on Fridays. Friday shirts are also available for purchase at the school.

### **Mass days:**

- Students are REQUIRED to wear baby blue collared dress or polo shirts on Mass day.

### **Uniform Holidays:**

- Students will have a uniform holiday on last Friday of each month unless otherwise designated.

**All full day students are REQUIRED to keep a clean pair of non-marking PE tennis shoes and an extra change of clothes at school.**

**3 and 4 year olds part time morning students, and Pre-K afternoon students, are REQUIRED to keep a clean pair of non-marking PE tennis shoes at school.**

**PARENTS PLEASE NOTE:** School uniforms may be purchased at Target, JC Penny's, or Walmart. Online stores that you are able to shop by schools include: French Toast (Code QS46G76), Dennis Uniform, Lands' End, Old Navy or Amazon Smile to name a few.

*If a staff member deems clothing as inappropriate, a parent may be contacted. The Dress Code may be modified under the administration's discretion at any time of the year to bring a change of clothes. If the student has repeated offenses, disciplinary action may be taken.* It is the responsibility of the parent to help their child adhere to the approved Uniform Code.

## Drop-Off and Pick-Up

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**DP1** - School hours are 8:00 a.m.-3:30 p.m. **Children are expected to arrive at school by 8:00 a.m. and be picked up no later than 3:45 p.m.** unless involved in sanctioned co-curricular activities.

**FOR THE SAFETY OF ALL CHILDREN:** Drivers are expected to use caution when entering the school grounds and driving to and from the school in the neighborhood. The speed limit in the driveway is 10 miles per hour. Please respect 20 miles per hour in the school zone and stop at all stop signs. Pedestrians have the right of way, but should cross at designated crosswalks. Students are expected to be seat belted and sit in the legally approved seats appropriate for the age and weight of the child. Any child riding on a motorcycle with a parent or guardian is expected to wear an appropriate sized helmet.

**Students not involved in co-curricular activities or after school care, must be picked up no later than 3:45 p.m.**

**DP2 - PARKING:** Parents are allowed to park in the large parking lot north of the school. Our Lady of Fatima graciously allows our parents and guests to temporarily park by the Youth Center and Church for limited times. Staff will make every attempt to use the backspaces of the parking lot leaving the middle and front of the parking lot for parents and guests. Please look for designated handicapped parking. These spots are allowed only for cars with a handicap sticker or license plate. One designated parking space is reserved for the winner of the PIE auction.

**DP3 - MAIN ENTRANCE DROP-OFF & PICK-UP**

As a courtesy, we open at 7:45 a.m. to allow parents to be to work by 8:00 a.m. Our teachers and staff are busy preparing for the day's activities and are unable to provide supervision (except for playground supervision in which our teachers rotate a supervision periodically.)

We offer an after school Extended Day Program (EDP) for children with working parents. This is a tuition-based program designed to help working parents needing additional care after school. Spaces are limited due to Department of Family Services regulations. Other options for after school care include Boys and Girls Club, the YMCA, and local day care facilities. It is the parents' responsibility to make arrangements with these organizations for pick-up and holidays, as we may not match up with Natrona County School District's days' off.

**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.

\*Drivers may drop-off and pick-up children at the front of the school but may not park and leave their cars to come inside.

\*Drivers may not double or triple park in the front of the school to drop-off or pick-up their children.

\*If you are dropping off children at the main entrance please, pull up to the curb and **have all children exit on the right side of the vehicle**. Please drop off elementary children by the recess gate on the east side of the school.

\*The left side of the road is for exiting cars and through traffic **ONLY**.

\*Please respect all traffic signs and remember not to exceed our 10 mph speed limit.

#### **DP4 - EAST SIDE GATE/ENTRANCE**

\*Please follow the above-mentioned rules when dropping-off or picking-up children.

\*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 8:00 a.m. bell.

\*Parking spaces directly in front of the East entrance are reserved for preschool parents.

\*Drivers in large vehicles may not see small children crossing in front of them. It is requested that all large trucks and SUV's park at the back part of the parking lot. Drivers may not block more than one parking space or block the flow of traffic by parking in any of the lanes.

**DP5 - Preschool Students**: A parent or registered designated adult must walk their child to their classroom and sign them in **no earlier than 7:45 a.m.** No student is to be left by the classroom door. They must be signed in and out each day. The front row of parking spots is reserved for parents of preschool aged children. It is not permitted for a parent to leave a car running while bringing a child into the classroom. If you need to meet with the teacher, please schedule a meeting prior to the beginning of the day as teachers are spending time preparing for the day.

**DP6 - Elementary Students**: Please drop your child off at the entrance to the gate leading into the playground. We provide supervision **beginning at 7:45 a.m.** until school begins at 8:00 a.m. Students should not be dropped off before this time and will not be allowed to drop off their backpacks before school. If a parent needs to go to the classroom before school begins, it is required that the parent checks in at the office. The office will call the teacher to come to the office to meet with the parent. If you need to meet with the teacher, please schedule a meeting prior to the beginning of the day as teachers are spending time preparing for the day. Teachers office hours are from 3:30 p.m. to 4:00 p. daily.

**DP7 - Middle School Students**: May not be dropped off **before 7:45 a.m.** Students may go directly though the office to go upstairs after being let in by a teacher and go directly to their Advisee Groups. Middle School teachers are not available from 7:45-8:15 a.m. as they are in advisee groups. Please make appointments for times to meet with teachers. Teachers office hours are from 3:30 p.m. to 4:00 p. daily.

**All** Elementary and Middle School students entering after 8:00 a.m. must come through the main door to obtain a tardy pass. Tardies are tracked and become a part of the child's permanent legal record.

IN THE EVENT OF INCLEMENT WEATHER, THE ASSIGNED TEACHER OR ADMINISTRATIVE DESIGNEE WILL MAKE THE CALL FOR INDOOR RECESS.

**DP8 - PICK-UP**: 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. We have serious safety concerns for the children who walk or run in front of cars to get to their rides.

Drivers may not park in the front of the school in the red zone. The lane to the farthest north of the entrance will be a designated passing lane only.



Please arrange a safe designated pick-up place in advance with your child(ren). For older children, 4<sup>th</sup> grade and up, they may meet in the parking lot by the Youth Center at Our Lady of Fatima Church or at the Ridley's parking lot. Please let us know your preference.

Younger children, grades K-3, are to be picked up by the bicycle racks, where we have adult supervision.

St. Anthony Tri-Parish Catholic School provides limited after school care. Parents wishing to have after care, must arrange in advance to secure an available opening. This is not a drop-in program, as 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.

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 which time, the parents are responsible for supervision and pickup and the parents must make these arrangements prior to the activity.

**DP9 - 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.

## Additional Information

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**A11 - 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. A mandatory meeting for parents will be held in the fall.

**A12 - SACRAMENT OF CONFIRMATION:** 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 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 Cheyenne. A mandatory meeting will be held for parents and a retreat will be held for students.

**A13 - PLAYGROUND RULES:** 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. Recess is also a time for students to learn how to deal with other personalities and are encouraged to problem solve situations of fairness, getting along.

1. All students should be in the area where the playground supervisor can see them at all times.
2. The fences surrounding the playground area are not to be climbed over or climbed on at any time.
3. Students **MUST** always get permission from the playground supervisor before leaving the playground for any reason.
4. Games such as football, soccer, kickball, etc. must be confined to the field on the east side of the playground area. Students can play basketball with a regular type basketball.
5. 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.
6. All students should practice proper use of the playground equipment.
  7. Harassment and intimidation are not permitted.

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 PRESCHOOL CLASSES ONLY.

GAMES including Four Square and Basketball:

- a. Play fairly and follow the rules. If you cannot follow the rules, do not participate.
- b. All students should make every attempt to include all children in their play and practice the “*The Golden Rule*” when playing with peers.

NOTE: Recess is a privilege and not a right. Playground Supervisors have one purpose and that is to help ensure that children play safely. 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 grades are on the playground. Any variation will be at the Playground Supervisor’s discretion.

**A14 - 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 A1) 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 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.

**ATHLETICS:**

**A15 - 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 in, compete in, and complete a sport in good standing. Team managers may be awarded letters at the discretion of the coach.

**A16 - 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 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 fundraising 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.

**A17 - 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. Students in a status of suspension (In School or Out of School) will be considered ineligible for the period suspended.

**A18 - 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.

**A19 - 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.

## ELECTRONIC POLICIES

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### On-Line Acceptable Use

**EP1** - Internet and e-mail access are available to students and staff of Saint Anthony Tri-Parish Catholic School. This service is provided to promote educational excellence in school by facilitating research, resource training, innovation, and communication in support of the curriculum and individual academic needs.

Access to e-mail and the internet will enable learners to explore thousands of libraries, databases, and bulletin boards while exchanging messages with internet users throughout the world. Users are warned, however, that some materials accessible via the internet are controversial and, by some standards offensive. We believe that the valuable information and positive interactions available on this worldwide network far outweigh the possibility that users may procure material that is not consistent with the educational goals of our school. Users are expected to behave in an ethical, responsible, legal manner, accessing information, and engaging in activities consistent with the educational goals of the school. SAS has installed rigorous filters to prevent access to questionable information.

**EP2 - Responsible users may:**

- Use the internet for educational research purposes.
- Use the e-mail function to collaborate with others for educational purposes.

**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 e-mail without prior permission.
- Use obscene, threatening, or cyber bullying language.

**Responsible users should:**

- Recognize that e-mail is NOT guaranteed to be private.
- Download accumulated e-mail or other research files from the fileserver to save storage space.

**Responsible users should not:**

- Reveal personal information (age, phone number, address, etc.) about yourself or others.

The school maintains the network, software, and equipment upon which the internet and e-mail access is provided and will assign and have access to all user accounts, including e-mail. 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. Updates and changes in policy may be implemented when needed by publishing modifications on the network system.

SAS cannot control what students download while the devices are not in the care of the school where the filters are in place. In an effort to prevent misuse of the internet, e-mail, and network applications at St. Anthony Tri-Parish Catholic School, students will not be permitted multiple chances of misuse. Misuse of the internet, e-mail, or other network software or hardware will result in the loss of computer privileges for one year.

## Device Use Policy

**EP3 - Equipment**

St. Anthony Tri-Parish Catholic School retains sole right of possession of the device and related equipment. The device will be issued to students per the guidelines set forth in this document. The classroom teacher, school

administration, or school employees retain the right to collect and/or inspect the device at any time and to alter, add, or delete installed software or hardware. Usage is a privilege and not a right.

#### **EP4 - Substitution of Equipment**

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. 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.

#### **EP5 - Customization of Equipment**

The student is permitted to alter or add files and to customize the assigned device to their own working styles (i.e. System Preferences). The student is not permitted to install software on the assigned device. The student may also customize their case for their device, as long as it adheres to school policy.

#### **EP6 - Damage or Loss of Equipment**

Report any damage or loss to the classroom teacher as soon as it occurs. The Technology Director/Principal will determine necessary action. All devices are covered by a manufacturer's warranty. The warranty covers manufacturer's defects. If a device is lost or damaged by neglect or abuse, **it is the family's financial responsibility to replace the device.** If a device is damaged, St. Anthony Tri-Parish Catholic School will work with the student and manufacturer to determine if it is a warranty or repair/replace issue.

#### *Standards for Personal iPad Care*

##### **EP7 - Student Responsibilities:**

- Bring the device to every class.
- Follow teacher instructions for device return at end of day.
- Keep the device with you or within your sight always.
- Do not let anyone use the device other than yourself, a classroom teacher, or other St. Anthony Tri-Parish Catholic School employees.
- Adhere to St. Anthony Tri-Parish Catholic School Acceptable Use Policy at all times.
- Report any problems, damage, or theft immediately to your teacher.
- Do not play games on devices during class time unless it is part of the teacher's instructional plan.

##### **EP8 - General Care:**

- 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.
- Keep the equipment clean. For example, do not eat or drink while using the device.

##### **EP9 - *Carrying the device***

- Transport the device by hand, unless a personal device case is provided that has ample protection to be placed in your backpack.

##### **EP10 - *Screen Care***

- Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens only.

##### **EP11 - *Personal Health & Safety***

- Avoid extended use of the device while resting directly on your lap. The bottom of the device can generate significant heat.
- Take frequent breaks when using the device for long periods of time. Look away from the device approximately every fifteen minutes.
- Do not provide your personal information to anyone over the internet.

- Do not share your passwords with anyone.
- Keep the device in a secure location when it is not at school.

### **EP12 - Restricted Use**

Students placed on restricted use will not have access to devices, and may be referred to laptops and/or desktops.

Students who violate one or more of the conditions below may, at the Principal's or designee's discretion, be placed on restricted use, until the Principal or designee determines the student has satisfied the conditions for non-restrictive use as specified by the Principal or designee.

Reasons for placing a student on restricted use include the following:

- Excessive damage.
- Excessive loss.
- Non-acceptance of user agreements.
- Excessive interruptions in service due to repair of local modifications.
- Violation of St. Anthony Tri-Parish Catholic School Online Acceptable Use Agreement.
- Inappropriate, defamatory, inaccurate, abusive, obscene, profane, or illegal material found on the device.
- Violating Standards for personal device care.
- Repeated failure to bring to class.

By using St. Anthony Tri-Parish Catholic School devices, you are agreeing to be bound to the above device use policy and the Online Acceptable Use Agreement.

## **STAFF DIRECTORY**

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### **Preschool**

Jennifer DeGaugh	3's, 4's, PreK	<a href="mailto:jennifer.degaugh@sascasper.com">jennifer.degaugh@sascasper.com</a>
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### **Elementary School**

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#### **Middle School**

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Ryan King	Math	ryan.king@sascasper.com
Marilyn Stafford	Math	<a href="mailto:marilyn.stafford@sascasper.com">marilyn.stafford@sascasper.com</a>

#### **Specialist Teachers**

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Osmeli Russian	Spanish	<a href="mailto:osmeli.russian@sascasper.com">osmeli.russian@sascasper.com</a>
Meg Sundell	Art	<a href="mailto:meg.sundell@sascasper.com">meg.sundell@sascasper.com</a>

#### **Administration**

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Michelle Leyba	Admin. Services Dir.	<a href="mailto:michelle.leyba@sascasper.com">michelle.leyba@sascasper.com</a>
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#### **Office & Staff**

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Missy Frank	Sacristan	Call office 307 234 2873
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Ashley Radosevich	Tutor	<a href="mailto:ashley.radosevich@sascasper.com">ashley.radosevich@sascasper.com</a>
Courtney Ladenburger	SAS Foundation  Office Administrator	<a href="mailto:courtney.ladenburger@sascasper.com">courtney.ladenburger@sascasper.com</a> (307 337-1362)

**Parents wishing to contact their child’s teacher(s) may also call the school’s main phone at (307) 234-2873. Email addresses are also available on our website.**

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

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Handbook Revised July 2019

### **USDA Nondiscrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.



To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) Fax: (202) 690-7442; or
- (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

October 14, 2015