

St. Anastasia Catholic School



Family Handbook **2019-2020**

Ms. Denise Akana
Principal

Mrs. Maureen K. Sivia
Asst. Principal

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August 2019

Dear St. Anastasia Families,

Greetings, Saludo, and Pagbati!

Welcome to the 2019-20 school year. I am very honored to begin my first year as your principal. This year's theme set forth by the Office of Catholic Schools is "Angels Among Us."

As we live out our educational ministry, we know we are surrounded by many angels. Some of these angels are heavenly and provide us with inspiration, guidance, and protection. Other angels are earthly. Our Catholic schools benefit deeply from the talents and support of our dedicated teachers, volunteers, and other supporters. We know that angels are present throughout scripture from the proclamations of the Old Testament to the celebration of Christ's birth at the nativity (OCS).

Let us be angels to one another this school year by treating each other with respect and kindness. We all know that the world is in desperate need of these. Let us work together to make our school a place of peace for everyone. We all need to have faith. We need to place our faith not only in God but in each other. It is only by working together and trusting each other that we will be able accomplish great things.

Please know that my door is always open to you. I can be reached by phone or email. Please do not hesitate to contact the teachers or myself. By working together, we can become "Angels" to each other.

Let's have a great school year and continue to place our trust in God and the Angels.

Respectfully,
Ms Akana
Principal

Please note that this handbook may be amended at any time. Please review the handbook with your family and sign the form and return it to school by August 28th.

Introduction

The guidelines and information presented here are intended to help establish a good mutual relationship and understanding between school and home. Positive social skills and self-image, successful life-long learning experiences, respectful stewardship and wholesome relationships are more likely to occur when the home and the school communicate on a regular basis. *“The Catholic Church and this Catholic School recognize parents as the primary educators of their children. The education of students at our school is a partnership between parents and the school. If, in the opinion of the administration, the partnership is irretrievably broken, the school reserves the right to require the parent to withdraw his or her child. This is a very serious decision that is not made lightly.”* It is our intention that this handbook will contribute to the positive relationship of school and home, as well as serve as a source of ongoing valuable information for parents and students.

Changes will occur when new policies are developed by the Office of Catholic Schools, Archdiocese of Chicago and/or the St. Anastasia Advisory Board. Such changes will be communicated to all parents and guardians. The final interpretation of the information herein and the right to create new guidelines as needed, is the sole responsibility of the school administration. Questions or concerns regarding the policies in this handbook need to be communicated in writing to the St. Anastasia School Advisory Board and/or the Principal.

Pronouns used in reference to persons throughout this handbook are intended as generic terms. The word “parent(s)” is used to identify that persons or persons who, by virtue of blood and/or law hold primary responsibility for the well-being of the child.

Notice of Affiliation and Non-Discrimination

St. Anastasia Catholic School is operated under the auspices of the Catholic Archbishop of Chicago, a corporation sole in the Archdiocese of Chicago. It is certified by the Board of Education of the State of Illinois and the Office of Catholic Schools, Archdiocese of Chicago.

St. Anastasia Catholic School admits students of any race, creed, sex, color or national origin, with all rights, privileges, programs and activities generally accorded to students of the school.

St. Anastasia Catholic School does not discriminate on the basis of race, creed, sex, color, or national and ethnic origin in the administration of its educational policies, admission policies, athletics and other school-administered programs.

St. Anastasia Catholic School does not discriminate on the basis of age, sex, race, color, national or ethnic origin in its hiring process.

Elastic Clause

St. Anastasia Catholic School and its administration reserve the right to establish fair and reasonable rules and regulations for circumstances that may arise, requiring actions that are not covered by this handbook.

These rules and policies apply to any student who is on school property; who is in attendance at school or any school-sponsored activity; or whose conduct at any time or place directly interferes with the operations, discipline, or general welfare of the school.

In all cases, rules, regulations, and consequences shall be consistent as possible with previously established rules, regulations and consequences for similar incidents.

Matters omitted from this handbook should not be interpreted as a limitation to the scope of the school's responsibility and the school's authority in dealing with any type of infraction that may not be in the best interest of the safety and welfare of the students



*Archdiocese of Chicago
Office of Catholic Schools
Dr. James Rigg, Superintendent*

Dear Parents,

In today's society, it is no longer just a few teens who use alcohol and other drugs. Today it is often that the teen who does not drink or take drugs is made to feel left out. The misuse of alcohol and other drugs is widespread and touches everyone; no family is spared.

There are many pressures on young people to use alcohol and other harmful drugs. Besides being aware of drug and alcohol use by popular singers, actors, and athletes, they are bombarded daily by television and other media messages that promote the use of chemicals to give pleasure and avoid pain. Some parents compound the problem by permitting underage children to drink in their homes, adding to the children's confusion about the acceptability of drinking.

Many parents who try to provide guidelines for their teens feel helpless. They sense that peer group pressure and society's temptations are a greater influence than their own parental guidance. Many are afraid that they have lost the battle, especially when their children turn to alcohol and other drugs at an increasingly early age. It is tempting for parents to expect schools, churches, police, courts and other community agencies to solve the teenage drug abuse problem; but, in the final analysis, this is a problem that parents and all other concerned individuals and community agencies must solve together.

Since alcohol and other drugs frequently are used at parties, this pamphlet is designed to help parents guide their teens on occasions when they host or attend parties. Each family should consider the guidelines in light of its own values and attitudes. Establishing reasonable standards demonstrates to our young people that we care.

Some parents may hesitate to follow these guidelines out of fear of being alone in their efforts. Therefore, we have included a summary of the laws of the State of Illinois so that parents are able to reinforce their commitment to the health and welfare of their teen. In many communities, parents have discovered that banding together and agreeing to enforce common rules for teenagers' behavior can result in drug-free children.

Sincerely,

*Chicago Archdiocesan Task Force for the Prevention of Alcohol
and Other Drug Use by Youth*

Crisis/Emergency Action Plan

St. Anastasia Catholic School has a *Crisis/Emergency Plan* for all types of unfavorable or dangerous situations. In addition to this PLAN, in the event of an emergency that the school needs to keep students in the premises, teachers and other adults will adhere to the following Contingency Plan.

The Contingency Plan

1. **THINGS TO HAVE:** cell phone, flashlights, water, a variety of ready-to-eat boxed food (crackers, cookies, etc.)
2. **PRINCIPAL OR PERSON-IN-CHARGE CALLS 911.**
3. **LOCK ALL ENTRANCES.** Although all doors are locked, it is best to check all of them in order to prevent intruders from entering.
4. **STAY IN CLASSROOM AND BE CALM.** In order to avoid confusion, teachers must keep the students in the classroom and remain CALM. It is best that students do not get excited to prevent them from making wrong decisions, including running out of the building.
5. **FOLLOW INSTRUCTIONS/DIRECTIONS FROM THE PRINCIPAL OR PERSON-IN-CHARGE.** In the event that students need to be taken to a shelter (church basement), it must be done in an orderly manner to avoid panic, especially for little children who may be trampled on in the crowd.
6. **STUDENT PICK-UP OR RELEASE** — Students can be picked up and/or released only to a parent or guardian.

Emergency Closings

Emergency closings are announced through a centralized computer system. Parents are expected to listen to any of the following stations for late openings, early closings, and cancellation of classes due to severe weather conditions.

**WKRS 1220-AM, WGN, WBBM News radio, WBBM-FM
WMAQ, WCLR, WUSN, WGN-TV, and WF**

ST. ANASTASIA CATHOLIC SCHOOL
*****SECURITY POLICIES*****

*** The **EAST ENTRANCE** to the school is used for **morning drop-off** only. The **EAST** door is the only access to the school during the school day. **WEST ENTRANCE** for bus drop-off and pick-up only.

*** At afternoon dismissal, **all** students who are picked up must be met on the east parking lot. Pre-K through 8th grade teachers will accompany the students outside and stay with them until they are picked up.

*** Any student not picked up will be brought back into the school.

*** **Do not** allow “**tailgating**.” Tailgating is when you are given access to the building and you allow someone else to enter at the same time. Visitors must be given access separately by the office. **Do not** ask anyone to hold the door for you when they go in. Visitors must not open the door at any time to any visitor. This is handled by the office.

*** **All** visitors must sign in at the office and leave a picture ID.

*** Parents of Pre-K students picking up their child(ren), before the 2:45 dismissal must report to the office.

*** **All** church and school volunteers must report to the office every time they enter the building.

Your child's safety is our top priority. Our visitor policy is for everyone's safety. Please understand that it is not our goal to make parents feel unwelcome; however, it makes our security procedure very difficult and confusing with so many extra people in the building during dismissal time.

Administration, Faculty, Staff

Rev. Dennis Zalecki, Pastor (VM 268)
Rev. Radley Alcantara, Associate Pastor (VM 258)
Ms. Denise Akana, Principal (VM 222)
Mrs. Maureen K. Sivia, Assistant Principal (VM 221)

	Voice Mail Number
Mrs. Dana Wilson, Pre-Kindergarten 3	Ext 249
Mrs. Jill Flament, Pre-Kindergarten 4	Ext 250
Mrs. Kathy Sirois, Kindergarten	Ext 251
Mrs. Sandra Burgos, Grade 1	Ext 246
Mrs. Carol Teitz, Grade 2	Ext 245
Mrs. Angela Thomas, Grade 3	Ext 228
Ms. Andrea Ubl, Grade 4	Ext 229
Ms. Sharon Van Dyke, Junior High	Ext 235
Mrs. Wendy Lyons, Junior High	Ext 236
Mrs. Robin McAfee, Junior High	Ext 241
Mrs. Ann Curtin, Junior High	Ext 239
Mrs. Mary Ellen August, Junior High	Ext 238
Mrs. Maureen Sivia, Music & Penmanship	Ext 221
Mr. Tim Marginean, Physical Education & Health	Ext 232
Ms. Maureen Hull, Art	Ext 244
Mrs. Letty Garcia, Admin. Assistant/Tuition	Ext 224
Mrs. Jill Vowels, Adm. Secretary	Ext 226
Mrs. Maria Orozco, Adm. Assistant for Parish	Ext 242
Mrs. Olga Tasker, Preschool Assistant	
Mrs. Cathy Geier, Preschool Assistant	
Mrs. Maria Reyes, Kindergarten Assistant	
Ms. Cara Perusky, Primary Assistant	
Mr. John Sivia, Lunchroom Coordinator	
Mr. Jamie Cantrell, Maintenance Engineer	

Mission Statement

St. Anastasia Catholic School was founded on the premise that each student has a unique and dynamic relationship with the Creator. Our mission is to understand the individual gifts each child possesses, and develop in the four areas of life - spiritual, intellectual, physical and emotional.

We strive to prepare students for a lifelong learning in order to become creative and responsible citizens, as well as develop confident and cooperative Christian leaders to meet the challenges of our future church and society.

*School Improvement Process 2007-2008
(Revised 01/2008)*



Statement of Philosophy

St. Anastasia is a Catholic School dedicated to the education of the children of the parish and, as it is able, other children of the community. St. Anastasia Catholic School strives to create a Catholic, Christian educational community generating cohesiveness among students, parents and teachers who share a common faith and value system based on principles found within Roman Catholic teachings.

The individuality and uniqueness of each member of the school community is valued at St. Anastasia. A positive self-image, Christian outlook on life, self-discipline, a sense of responsibility and respect for people, are attributes that we strive to inspire in each student.

St. Anastasia Catholic School endeavors to create a faith-filled and peaceful atmosphere conducive to learning. The academic program strives to provide each student with the necessary knowledge and skills needed to succeed in an ever-changing world. St. Anastasia School is committed to this goal in cooperation with the parents, whom we recognize as the primary educators of the child.

St. Anastasia Catholic School participates in supporting parish-based community activities that serve those in need. St. Anastasia takes pride in being a diverse community with opportunities provided for students and families to share their cultures with the school and parish family.

Policies and Regulations

Admission Policies

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St. Anastasia Catholic School admits students of any race, creed, sex, color or national origin, with all rights, privileges, programs and activities generally accorded to students of the school. It does not discriminate on the basis of race, creed, sex, color, or national and ethnic origin in the administration of its educational or employment policies, athletics and all school-administered programs.

Age Requirements

Pre- Kindergarten	3/4 years old by September 1, 2019
Kindergarten	5 years old by September 1, 2019
Grade 1	6 years old by September 1, 2019

Documentation Requirements for New Students

1. An official copy of child's birth certificate
2. Baptismal certificate (if applicable)
3. Current health/medical records

Requirements for Transfer Students

1. Official clearance from transferring school
2. Transfer of student's permanent file upon request
3. Health & immunization record

Priority Listing for Acceptance (in the event of a waiting list)

A) *Children of Parishioners*

1. Children from families with siblings already enrolled in the school
2. Children of newly registered parishioners

B) *Transfer students from other Catholic schools*

1. From schools which are closing, merging or consolidating
2. From schools not offering full programs or parishes without schools

C) *Catholic children of non-parishioners*

D) *Non-Catholic students*

Pre-registration

Pre-registration typically takes place in February for the up-coming school year. This is necessary to guarantee student's continued enrollment, as well as to plan for teacher placement, book and supply needs. After **March 1st**, open enrollment begins, and there is no guarantee of space for the next year.

Homeroom Placement

In the event that there is more than one class of the same grade, students are grouped heterogeneously. There is no preferential placement.

Tuition Schedule and Other Fees

The St. Anastasia Catholic School Tuition Schedule is determined by the Parish Finance Council. Tuition may be paid in 10-month (August to May), 12-month (July to June) installments, annually or semi-annually. ALL tuition payments will be made through FACTS, our outside tuition management company. Questions regarding tuition should be made to Mrs. Letty Garcia at the main office or lgarcia@stanastasiaparish.org.

Registration fee must be paid at the submission of the registration form. This is non-refundable and cannot be applied towards tuition. All material fees are incorporated into the tuition.

Kindergarten – Grade 8

<i>Number of Children</i>	<i>Annual Tuition Rate</i>
One	\$4,321
Two	\$7,439
Three	\$10,239
Four	\$12,615
Five (+)	\$14,775

Registration Fee Per Family \$100.00
(Non-refundable and cannot be applied to delinquent tuition.)

Materials and Supplies Fee Per Student (included in tuition)
Grades K – 8 (includes Annual Achievement Test)..... 285.00
(Miscellaneous Fees information is provided upon registration.)

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Pre-Kindergarten Tuition (3 & 4 year olds)
(Not included on Tuition Schedule for Kindergarten to Grade 8.
Every child pays separate tuition and fees.)

Full Day (Monday to Friday, 8:00 A.M. to 2:45 P.M.) Annual \$4,870

Half-Day (Monday to Friday, 8:00-11:00 A.M) Annual \$4,411

Tuition Collection Policy

A family whose tuition account becomes delinquent is subject to the consequences of a tuition exclusion policy as recommended by the Archdiocese of Chicago. The following tuition policy has been adopted and approved by the St. Anastasia Administration:

- Parent will be assessed a late fee by FACTS after 5 days
- Parent will be contacted by the principal or tuition manager when tuition reaches 30 days delinquent.
- If a step toward a resolution isn't made after the 60th day of delinquent status, a written notice from the principal will inform the parent of consequences being implemented as listed below:
 - Interruption of PowerSchool access
 - Non release of progress report/report card at next grading term.
 - Student(s) attendance denied due to a financial suspension
 - Exclusion dates listed on the calendar are: October 4, 2019; January 10, 2020; and April 10, 2020
 - Non release of student records if unpaid balance for graduating or transferring students.
- Families whose accounts have a delinquent balance may not **PRE-REGISTER** in the spring for the new school year.
- Families whose delinquent account is not paid by **JUNE 30th** will be asked to reconcile the balance, in full, from the previous year before re-enrolling for the new school year.
- Eighth (8th) graders will not take part in any of the graduation activities until tuition and fees are paid in full. Eighth (8th) graders whose parents are in arrears will not be permitted to graduate.

Our goal is to help families get through financial issues, not punish families. However, in order for us to help you, we need to be made aware of issues so that we can make arrangements for delinquent tuition payment plans. Please contact the principal or the tuition manager.

Parent Hours Participation Agreement

Fundraising instills in our children the importance of community and charity, encourages creativity, and the ability to work with others toward a common goal. Fundraising goes hand in hand with volunteering and these contributions would not be possible without the donations and contributions from our school families.

To ensure that all school families participate in activities that occur throughout the applicable school year, and to promote a forum of fellowship among our school families, **a Parent Hour Participation Agreement is signed that commits families to 10 hours of volunteerism at St. Anastasia.** To guarantee that these support activities are achieved, this contract must be signed each year by every family. The contract will be signed at the mandatory parent meeting before the beginning of the school year. If the contract is not returned by the first week of school, it will be assumed that a **“buy out”** is preferred. Make sure that you sign in and out with the person-in-charge of the activity, for proper crediting. By the end of January, all participation hours will be reviewed.

“Buy Out” means that a family chooses not to sign a Parent Hours Participation Agreement and will sign another contract with an agreement to pay **\$500.00** in lieu of performing any of the volunteer activities. (\$50 per volunteer hour of 10 hours = \$500)

A family that does not fulfill the Parent Hour Participation Agreement will be sent an invoice for **\$500.00**.

For the Ticket Full of Miracles fundraising, each family is required to sell at least \$100 worth of tickets.

Education Tax Credit Information

“Effective January 1, 2000, an Illinois resident who is the parent or guardian of one or more qualifying students is eligible to take a tax credit on his or her Illinois Individual Income Tax Return for qualified education paid at an Illinois elementary or secondary school. This income tax credit is 25% of the qualified education expenses. The total credit shall not exceed \$500. In general, qualified education expenses are the amounts paid in excess of \$250 for tuition, book fees, and lab fees at the school where the student is enrolled during the regular school year. (Illinois Department of Revenue – FY 2000-17)

The parent/guardian will need a **calendar year** receipt from the school(s) the children attend. The **receipt(s)** must include the name and address of the school; name and address of the parent/guardian who made the payments; names of the children attending; amount of tuition, book fees and lab fees; and the total paid.

The parent/guardian has the responsibility of filling in their own Social Security Number and that of the student(s), if the school does not have this information. Keep in mind that this receipt is attached to your *Illinois State Tax Return* and **cannot** be deducted on your **federal** form.

Questions may be directed to the Catholic Conference of Illinois at 217-528-9200 or e-mail cciedu@compuserve.com. The Illinois Department of Revenue can be reached at 1-800-732-8866 or 217-782-3336. Their Web site is www.revenue.state.il.us for forms and further information.

School Hours

Regular school days	8:00AM – 3:00PM
Pre-Kindergarten... ..	8:00AM – 2:45PM

Entrance Procedures

- Pre-kindergarten students must be dropped off at the door of the classroom. Parents should park in the northeast lot and bring students in through the East door.
- Students in Kindergarten to Grade 8 must be dropped off at the east lot. Students should not arrive before 7:45am. Students arriving before then will be charged the Morning Extended fee.

Dismissal Procedures

- Students taking a school bus are dismissed by bus numbers. They must stay with the bus monitor until their bus number is called.
- Students who are picked up by parents or are walking home are dismissed at the sound of the bell through the east door. Please check in with your child's teacher when taking your student(s) home.
- Students who are leaving early must be picked up at the school office. For safety reasons, students are not allowed to wait by the doors.
- During inclement weather, students will remain inside the gym for the arrival of a parent.

Student Safety Regulations

Security Regulations

St. Anastasia Catholic School is particularly concerned about the safety of every student. Therefore, we ask parents/guardians to adhere to the following regulations.

- Do not drop off children in the morning before 7:45 am. when supervision begins unless they attend extended day care.
- All tardy students must sign in at the main office.
- PARENTS ARE REQUIRED TO REPORT TO THE OFFICE WHEN ENTERING AND LEAVING THE BUILDING. NO ADULT IS ALLOWED IN THE CLASSROOMS UNANNOUNCED.
- ALL VISITORS MUST WEAR A BADGE.
- The office must be notified of late pick-up. Students are required to wait in extended day care, until they are picked-up. Charges will be assessed according to Innovation Learning guidelines.
- At no time is a child permitted to leave the building with an unauthorized adult.
- Parents who desire to observe a classroom must make an arrangement with the teacher 24 hours in advance.
- The school assumes no responsibility to damages or theft of bicycles. They must be locked securely. Skateboards and roller blades are prohibited on school/church property.

Student Safety Patrols

The safety patrols are only to ensure that students are safe within the immediate environment of the school. St. Anastasia Catholic School, the Archdiocese of Chicago nor the student patrol is liable for the safety of any student when incidents occur beyond the school's control.

Absentees and Tardiness

1. All registered students must be present on the first day of school. The attendance record is marked accordingly.
2. Every student must be in his/her homeroom no later than 8:05 AM in the morning. Tardiness is recorded on the student's Attendance Record.
3. If a student is absent, a parent/guardian must call the office no later than 8:10 am. This is a safety precaution for the student.
4. After an extended illness or concussion, the school must be furnished with a note or certification from the attending physician stating that the child can be allowed to be back in school.

Excessive Tardiness

Students are expected to arrive at school on time every day. Tardiness is disruptive and deprives the student of essential instructional time. In order for a student's tardy to be considered "excused," it must be due to a valid cause.

"Valid cause" for tardiness includes:

- Illness (of the student or another family member)
- Unforeseen transportation issues (i.e. car won't start, accidents, severe weather, other unusual traffic obstacles)
- Other urgent situations beyond the control of the student's family (i.e. fire, flood, natural disaster)

All other reasons for tardiness are considered "tardy without a valid cause" (even if the parents/guardians have notified the school) and are recorded as unexcused in the school's attendance records.

Action Steps for Excessive Tardiness

1. A written warning shall be sent to the parent/guardian informing them of the number of current tardies that the student has accrued.
2. Continued excessive tardiness will result in a mandatory meeting between the principal, teacher(s), social worker, parents, and student to discuss the reasons for the documented unexcused tardies. An action plan to improve student punctuality will be formalized in writing at the meeting.

Truancy

Section 26-2a of the Illinois School Code defines chronic truancy as absence from school without valid cause for 5% or more of the previous 180 regular attendance days (i.e. 9 or more attendance days). A student is considered truant when he/she is absent from school for a school day or portion thereof without valid cause.

Action Steps for Chronic Truancy

1. A written warning shall be sent to the parent/guardian indicating that the student's continued enrollment at the school may be in jeopardy due to excessive absences.
2. Continued chronic truancy will result in a mandatory meeting between the principal, teacher(s), parents, and student to discuss the reasons for the documented unexcused absences and the seriousness of the student's truancy. An action plan to improve student attendance will be formalized in writing at the meeting.
3. Continued chronic truancy may result in termination of the student's enrollment at the school as well as notification to the Lake County Regional Office of Education.

Planned Absences (Vacations)

Saint Anastasia Catholic School discourages planning vacations while school is in session as it interrupts the educational process. In the event that a child is taken out of school, it is the responsibility of the student to get his/her assignments **after** he/she returns. All work must be completed within a week. Any missed assessments will be scheduled at the teachers' convenience.

Early Dismissals

No student shall be allowed to leave the school premises, unless a parent is notified or a parent makes such a request from the office. For early dismissal, a parent or a designated adult must pick-up the student and sign them out from the school office.

Staying After School

Students are not allowed in the building after 3:00 p.m. If a child stays with the teacher after school hours, advance notification is given to parents. Students who remain in the building waiting for sport's practice will be required to attend extended day at the family's expense, according to Innovation Learning guidelines.

Health Laws and Guidelines

Health records must be submitted at registration or before the first day of school.

**ACCORDING TO THE ILLINOIS SCHOOL IMMUNIZATION LAWS,
PARENT/GUARDIANS OF NEW STUDENTS MUST PROVIDE THE SCHOOL WITH
A RECORD OF VACCINES RECEIVED BY THE CHILD.**

Measles ... 2 doses Polio ... 3 doses Rubella 1 dose D.P.T ... 4 doses

Chickenpox Vaccination: The Illinois Dept. of Public Health website www.idph.state.il.us/public/hb/hbchikpx.htm explains the requirements that became effective on July 1, 2002. The following children are required to show proof of immunity to varicella (chickenpox).

Children 2 years of age and older entering a child care facility, a school operated program below kindergarten level or a Head Start Center for the first time, or children who have attended a child care facility must comply with the varicella requirement.

The immunization rules allow doctors, health officials and child care or school health professionals to verify that a parent's or legal guardian's description of chickenpox disease history indicates past infection and to accept such history as documentation that a child has had the disease. If a parent indicates on the health exam form that the child has had chickenpox, a health care provider must still verify this, including the date (or approximate date) of illness, and sign the health exam form. Laboratory evidence of past varicella infection is also acceptable.

All new students and those entering Preschool, Kindergarten or Grade 6 must have a physical examination and an up-to-date immunization for childhood diseases. Students entering Grade 6 must also show proof of having a second measles immunization.

Students in preschool and kindergarten who are 6 years old and younger are required to have lead screening as part of the health examination.

Mumps: Every child should show proof of immunization against mumps before entering school. This applies to all students who are currently enrolled, as well as, those entering for the first time. Children who are 10 years of age and older are not required to receive Rubella vaccine as a condition school attendance.

Hepatitis B Vaccine: Students entering 6th must show proof of all three doses of Hepatitis B vaccine. Changes in the Child Health Examination Code (Part 665), by the Illinois State Legislature, mandate that schools comply with this immunization requirement.

Head Lice & Pin Worm: Indication of head lice may be a very itchy scalp. The symptoms of pin worm may include a sore and itchy rectal area, an unusual night-wakefulness, and complaints of stomach ache. If you observe these symptoms, consult your child's physician to get the proper diagnosis and medication. *Call the school office immediately so that exposure notices can go out.*

Contagious Diseases: Contagious diseases often begin with symptoms of a common cold. Please keep children with fresh or active colds at home. If a child develops a contagious disease such as chicken pox, strep throat, or scarlet fever, please let the school office know so that exposure notices can be sent out at once. All children should have been vaccinated against measles, German measles, mumps, and polio. If you are in doubt about vaccines, please check with your child's physician.

Vision and Hearing Screening: Vision and hearing screening are required annually beginning at age 3 in all licensed daycare/preschool programs. Once a child begins school, vision screening is required in kindergarten. Hearing screening is required at Grade K, 1, 2, and 3. Screening performed by a doctor's office as part of the school physical does not fulfill the mandate. Screeners who are trained and certified by the Illinois Department of Public Health may perform mandated screening. There is \$3.00 charge for vision and hearing screening for preschool. All other students must pay \$4.00 per test, and Grade 2 students pay \$8.00 for both screenings.

Dental Exam: Dental exams are required for all students entering kindergarten, 2nd grade and 6th grade. Forms can be found on the ISBE website at <http://www.idph.state.il.us/HealthWellness/oralhlth/DentalExamProof10.pdf>.

AIDS – Non-Discrimination Policy

Students infected with the AIDS virus enrolled or seeking enrollment are permitted to attend Archdiocesan schools in regular classroom setting with the following provisions.

1. The health of the child as documented by his/her physician allows participation in academic school activities. Based on the condition of the child and the expected type of interaction with others, the principal after consultation with the proper authorities, may limit the student's participation in certain school activities.
2. The student behaves in a manner that would not cause spread of the disease or put others at risk.

3. The student does not have open sores, skin eruptions or any other conditions that prevent his/her control of bodily secretions.
4. There are periodic evaluations of the student's physical condition, with written certification from his/her physician, allowing participation in academic activities.
5. The child meets the normal admission requirements.

In archdiocesan schools, the principal confers with appropriate persons and consults with the Office of Catholic Schools before making the final decision on each AIDS case.

Parents and guardians have the obligation to report to the principal when his/her child is diagnosed as having the AIDS (Acquired Deficiency Syndrome), ARC (AIDS Related Complex), or other illnesses caused by HIV (Human Deficiency Virus) that causes AIDS, also known as HTLVIII or LAV.

Dispensing Medication

(In compliance with Archdiocesan Policy)

Parents/guardians have the primary responsibility for the administration of medication to their children. The administration of medication to students during school hours and during school-related activities is discouraged unless necessary for the critical health and well-being of the student.

It is the policy of St. Anastasia School that school personnel, including teachers, administrators, administrative staff, shall **not** administer medication to students except as provided in the School Medical Procedures established for the administration of medication.

Compliance with the School Medication Procedures established for the administration of medication is the responsibility of the parent/guardian.

Forms can be obtained at the School Office. They include the following:

- ◆ Medication Authorization Form
- ◆ Parent/Guardian Permission and Authorization
- ◆ Medical Information and Emergency Notification Form
- ◆ Physician Request for Self-Administration of Medication

General Curriculum

At St. Anastasia Catholic School, there are certain skills, knowledge and experiences that are central to Catholic education. These are structured into an integrated and coordinated set of courses. All students participate in the required core curriculum.

Religion classes and religious practices are of major importance within the curriculum because they give the student a clear identity as a child of God. All students are required to attend religion classes and Mass.

St. Anastasia Catholic School offers an academic program that promotes values of our Catholic Christian faith. The faculty strives for excellent quality education, and the curriculum is designed to meet the needs of students. The learning situations are primarily teacher-directed, while student self-directed activities are very much encouraged. A variety of teaching/learning experiences include hands-on activities, field trips, small and large group work, peer tutoring, cooperative learning, and computer skills. **The school does not offer classes in Special Education.**

The school provides learning experiences for the development of skills in:

- ___ thinking
- ___ acquiring information
- ___ developing social attitudes
- ___ creating interest
- ___ recognizing the richness of students' ethnic identity

Early Childhood Program

The **Early Childhood Program** focuses on being the foundation for later grades. Coherent curricula are created that will progressively support and build on learning and development throughout the student's early childhood years. A variety of appropriate experiential learning opportunities are emphasized in a relaxed, unhurried and unpressured environment.

The school provides resources and opportunities to meet the needs of the students:

- experiences that instill Catholic, Christian values because he/she is a special child of God
- rapport with peers and adults, as foundation for proper social development
- consistent and nurturing care
- opportunities for physical activities, indoor and outdoor exercises
- opportunities to explore and meaningfully interact with the environment
- opportunities for creative, ideas through a variety of media, including technology
- opportunities to interact with, learn from and be appreciated by other students
- proper discipline with respect to the use of school equipment and materials
- stimulation and support to develop socially, emotionally and physically

Pre-Kindergarten Program

Social & Emotional Expectations at registration

- Be away from the parents without being upset
- Is not afraid to go to school
- Takes care of toilet needs independently
- Cares for belongings (*All personal belongings must be labeled*)
- Dresses self independently
- Knows full name
- Knows parents' names
- Recognizes authority
- Speaks easily

Pre-Kindergarten Guidelines

Philosophy

Our goal is to respect and develop the individuality of each child. We encompass the whole child — spiritually, academically, physically and socially. We assist each child in developing a positive self-image and increase his/her awareness of others and the world around him/her.

Curriculum

The teacher plans and provides the best atmosphere for the total growth and development of the students. Our curriculum includes many opportunities for language, art, music, free play, social, physical and spiritual development. The lessons are based on weekly or monthly themes that include the basic academics, as well as other topics.

Discipline

Students are encouraged to exercise proper behavior through positive tone of voice and praise. If the misbehavior is severe, the child is placed in a “time-out chair,” and discussion concerning the reasons occurs between the child and the teacher.

Clothing

Clothing must be suited for active and messy play. All clothing must be labeled with the child's name. A complete change of clothing in a plastic bag should be brought to school for emergency situations.

Notes & Other Communications

Any notes, papers and money to be sent to school must be put in an envelope with the child's name on it.

Kindergarten Program

The Kindergarten Program incorporates academic and skills development within the framework of appropriate experiential activities that will result in both academic success and joy of learning. The school provides opportunities to grow in all important developmental areas, namely religious, cognitive, social, emotional and physical.

The learning activities include:

- simple prayers and activities that give the students a clear identity as children of God
- exploration of the classroom environment
- guided discovery
- concrete experiences
- structured and unstructured play
- independent activities
- large- and small-group instruction
- theme-oriented activities
- language development skills - *speaking, discussing, listening, comprehending, role-playing* (Super Kids Reading Program)
- number skills - *rote counting, recognizing numerals, hands-on activities, number stories*
- music and arts
- introduction to computers

Grades 1 to 8 Program

At St. Anastasia Catholic School, there are certain skills, knowledge and experiences that are central to Catholic education. It is an integral part of the students' religious formation to attend the weekly school masses. Family masses are held every Sunday.

The academics are structured into an integrated and coordinated set of courses. All students participate in the required core curriculum. The primary and intermediate levels (*Grades 1-4*) are self-contained, and the junior-high level (*Grades 5-8*) is departmentalized. Cooperative learning is incorporated in the curriculum within the classroom, as well as between grades. Our curriculum meets state and archdiocesan academic standards.

Subjects include Religion, Language Arts, Mathematics, Science, Social Studies, Penmanship, Art, Music, Spanish, and Health and Physical Education.

Science Program

The science program immerses students in the scientific world that surrounds them. Comprehensive materials and multi-media tools allow students to examine past discoveries, current findings, and future predictions in this galaxy and beyond. Basically, Life, Physical and Earth Sciences are taught. Instructional methods vary to support students and to engage them in both literal and critical thinking.

In the primary grades, students are encouraged to be inquisitive and to delight in their gathering of the building blocks of science. Intermediate and junior-high grades place a strong emphasis based on the scientific investigation method. Students routinely observe and participate in the use of this methodology - learning to pose a question, hypothesize an answer, test a hypothesis and form a conclusion.

Health Program

Students in 5th -8th grade have health class one trimester a year, for four years. The topics in 5th grade cover the various body systems and how they work. 6th grade curriculum includes Health and Wellness, Stress Management, Managing Mental and Emotional Health, and Building Responsible Relationships. 7th grade topics include Making Healthy Decisions, Physical Fitness, Eating Responsibly, and Adolescent Growth and Development. The topics for 8th grade include Preventing Abuse and Violence (and include a presentation from the Zacharias Center), Tobacco, Alcohol, Infectious Diseases, Medicine and Illegal Drugs and the Abandoned Newborn Infant Protection Act.

Technology

Technology is designed to reinforce skills learned in the different subject areas, as well as to learn basic computer skills of word processing and Internet accessing, and is embedded into the core curriculum. Computer skills taught vary from grade-to-grade. All grades participate in Common Sense Media, a research-based classroom tool to help students harness technology for learning and life. The school has a computer lab for students in Grades K-8, as well as classroom sets of Chromebooks and iPads.

Software used is carefully chosen for age appropriateness and educational quality. In the lower grades, students learn about the various parts of the computer using correct terminology. They begin to recognize the fundamentals of good keyboarding technique, such as placement of the letters and numbers.

Every classroom is equipped with interactive boards to enhance instruction and learning in all the various subjects, including fine arts.

Drug Prevention Program

Drug Prevention Program and AIDS Education are integrated in Health Education. These programs can only be effective when a cohesive working relationship among the school, the home and the community is in existence. In this context, faculty, staff and students are not allowed to use prohibitive drugs or substances (*i.e., alcohol, illicit drugs, non-therapeutic use of prescribed drugs, misuse of solvents and other dangerous substances*) at, or during any school or school-related activities, whether held on school property or at locations off-campus.

When a child is suspected of being a potential drug-user, or involved in gang-related activities, faculty members are expected to document observations and submit documentation to the principal. The principal confronts the student by stating the observations and he/she must notify the parents of the observations. The school assists the parents and the student and suggests alternatives on how to get counseling and evaluation through a family physician, a social service organization, or a drug-abuse agency available to the school or in the local community. School consequences will be determined based on the severity and circumstances of the infraction.

Confidentiality of information including educational records shall be handled in accordance with archdiocesan policies. Release of information to counselors, therapists, or any person treating or monitoring a student's drug or gang activity problems is with a formal consent of the parents.

Field Trips

Field trips are arranged at the discretion of teachers for the purpose of enhancing the students' education. If a charge is made for the trip, it is to cover transportation and entry fees. All students are expected to attend school-sponsored field trips. The school has the prerogative to restrict students who are habitual discipline problems. Those who are excluded must attend school on the day of the trip. Classroom work is provided for those students. ***Only day trips are permitted per Archdiocesan Policy.***

Homework

Homework is assigned with great care for the purpose of fostering habits of independent study. It is also intended to help students in reviewing, comprehending, and enriching subject matters taught in class. It allows the parents on a nightly basis to observe and evaluate their child's progress. Because students vary on the level of ability and areas of concentration, it is difficult to project a definite span of time to be spent on homework. However, the following total lengths of time are suggested, and parents should ordinarily expect that their child is assigned homework every night. Reading each night is part of the student homework.

Preschool	None
Kindergarten	Occasionally
Grades 1 & 2.....	15-30 minutes
Grades 3 & 4.....	45 minutes to 1 hour
Grades 5 - 8.....	1 1/2 to 2 hours

Parents are encouraged to provide sufficient time and working conditions, show interest in their child's work, and cooperate with the school in doing homework effectively.

Student Assessment

Report Cards

St. Anastasia Catholic School uses the Archdiocesan Report of Student Progress for Grades 2-8, and a modified report card for Preschool, Kindergarten and Grade 1, marked three times during the school year.

Assessment of a student's achievement and progress are based upon several factors which include attendance, class participation, accomplishment of class work & homework, ability to explain learned skills, quizzes, tests, etc. Teachers confer with the principal in cases where a student is questionable with his/her promotion to the next grade.

Report cards are sent home to the parents via the student.

Parent/Teacher/Student Conferences

Parent/Teacher/Student Conferences are scheduled once a year after the first grading period and are mandatory for parents and students. **A second conference time is set aside in March for student-led conferences.** At the discretion of the principal and teacher, an optional conference may take place at the end of each trimester, or at any time that the principal and teacher(s) deem necessary. If parents believe their child is encountering some problems, they should not hesitate to call the school and ask for a conference with the teacher.

The value of conferring with the school cannot be over-estimated. ***Appointments must be scheduled in advance by mutual agreement with the teacher.*** A note to the school requesting an appointment receives prompt attention.

Annual Achievement Tests

The school administers the *Aspire* test from Grades 3 to 8. Grades K, 1 and 2 will have a grade level achievement test. The achievement test is one of the tools to assess the performance of students during the school year. The test results are used by teachers to analyze individual and class achievement. They are also utilized to identify the strengths and needs of the curricular program, and as an instrument in planning instructional strategies.

The achievement tests are given in the month of April for all grades. Individual results are sent home approximately six weeks after the school receives the scores. The *Aspire* is a multiple assessment tool that focuses on national educational standards.

Any student(s) who are absent during the Achievement Test days because of travel or other non-illness related absences will be charged an **\$100.00 make-up fee per day.**

School Records

St. Anastasia Catholic School abides by the provisions of the Family Records Act with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, we provide the non-custodial parent access to the academic records and to other school-related information regarding the child. If there is a court order specifying that no information is to be given, it is the custodial parent's responsibility to provide the school with an official copy of the court order.

Sacramental Programs

First Eucharist/Reconciliation

The Sacraments of the First Eucharist and Reconciliation are received in Second Grade. In preparation for this sacrament, students along with their parents are required to attend weekly Sunday masses. Parents must also attend meetings relative to this program and monthly formation classes. The preparation of the children is a concerted effort among our pastor, second-grade teacher/s and Religious Education director.

Fee Per Student - \$50.00

Confirmation

The Sacrament of Confirmation Program takes place during the candidate's eighth-grade year. There is a prerequisite of at least one-full year enrollment in a Catholic school before a candidate can be considered for the program. In preparation for this sacrament, students along with their parents are required to attend weekly Sunday masses. Parents must also attend meetings relative to this program and monthly formation classes. The preparation of the children is a concerted effort among our pastor, eighth-grade teacher/s and Religious Education director.

Once enrolled, the candidate must fulfill the basic requirements, including 35 service hours, in addition to continued participation in the Religious Education Program of a Catholic school.

The Sacrament of Confirmation is administered to candidates sometime during the second or third trimester of the school year, depending upon the availability of the administering bishop.

Fee Per Student - \$70.00

These fees will be added to the family's FACTS account in early October.

Student Code of Discipline

“Discipline involves awareness and acknowledgement of the problem and options to solve the problem, all the while leaving a student’s dignity intact.”

I. Conduct Expectations

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

II. Anti-Bullying Policy

“As Catholics, we believe in the dignity and respect of each individual created in the image of God. Bullying is contrary to Gospel values and has no place in the Catholic school community. The school follows the mandate of the Archdiocese of Chicago and requires a parent-teacher conference with both parties if an accusation of bullying is made.”

Bullying is:

- Any intentional, repeated, hurtful act or conduct (physical, verbal, emotional, or sexual) including communications made in writing or electronically
- Occurring on-campus or off-campus during school or non-school hours
- Directed toward another student or students, that has or can be reasonably predicted to ...
 - Place the student or students in an unreasonable fear of harm to the student or students’ person or property
 - Causes a substantially detrimental effect on the student or students’ physical or mental health
 - Interferes substantially with the student’s ability to participate in or benefit from the services, activities, or privileges provided by the school
- **Bullying can take place in many forms**, including violence harassment, threats and behaviors related to shunning or ignoring another student.
- St. Anastasia School uses the Olweus Bullying Prevention Program to prevent bullying as well as deal with issues of bullying. This is a school-wide program in which all students and staff participate. Letters and participation forms are sent home annually for students and parents to sign.

III. Consequences for Unacceptable Behavior

The following discipline procedures will be implemented for behavior infractions. These discipline procedures will be recorded on a trimester basis. All referral forms must be signed by a parent and returned the next school day. Another form will be issued if this procedure is not followed. Serious infractions may result in an immediate detention.

- A. **Uniform Violation** – a discipline form will be sent home for any uniform infraction. Three uniform infractions within a trimester will result in a detention.
- B. **Behavior Warning** – A student exhibiting behavior that interferes with teaching and learning will be issued a Behavior Warning and the student will be asked to leave the classroom. Behavior Warnings require a parent signature in order for the student to return to class the following school day. Three Behavior Warnings within a trimester will result in a Detention, as well as a mandatory meeting between the teacher(s), parents and principal. The expectation of this meeting is to provide the student with a plan of action to make choices better aligned with St. Anastasia’s Code of Conduct. Three Detentions within a trimester will result in an in-school suspension.
- C. **Detention** – A detention will be issued by any staff member for repeated behavioral offense or in the case of severe misconduct offenses. Detention slips must be signed by a parent and returned the following school day. Detentions take place on Tuesdays and Thursdays after school from 3:15-4:00. Three Detentions within a trimester will result in an in-school suspension.
- D. **In-school Suspension** – An in-school suspension is the isolation of the student from some or all school activities. Work will be done at school in an isolated location.
- E. **Expulsion** - Continued disregard of the school rules, policies or the unwillingness to respond to corrective measures by both student and parents may result in expulsion. Expulsion is warranted when the student has acted in serious violation of school policies. The final decision to expel a student is made jointly by the pastor and the principal. An expelled student is no longer enrolled in Saint Anastasia School. A transfer is issued immediately.

A. Exclusion from Activities

On occasion it may be necessary to exclude students from special activities. These activities include, but are not limited to: field trips, classroom celebrations, and/or extra-curricular activities.

B. Discipline Related to School-Sponsored Extracurricular Activities, Student Council, & National Junior Honor Society (NJHS)

Any student receiving a detention or suspension may not participate in any practice, game, or school related event for one week and is required to personally notify the coach and/or the adult in charge of the event. Student Council and NJHS members are expected to be good role models and exhibit exemplary leadership qualities. Any Student Council member receiving more than one detention could be removed from his/her position for the remainder of the current school year. Any NJHS member who does not remain on the honor roll or receives a detention will become inactive for the following trimester.

C. Conduct

All discipline forms are recorded and placed in the student’s file.

D. Extension of School Rules

All school rules are in effect at all school activities whether the activities are held on school grounds or at another location. Since the school bus is an extension of the school, the rules that apply with respect to conduct within the school also apply to conduct while on the bus.

E. Technology Use Outside of School

Parents/Guardians are responsible for the student's appropriate and ethical use of technology outside of school. However, the inappropriate use of technology outside of school may subject a student to disciplinary action. Inappropriate use of technology may include, but not limited to harassment of others, use of the school name, remarks directed to or about teachers and staff, offensive communications including videos, photographs, and threats. Though St. Anastasia may not request or require a student to provide a password or other related account information, we may require the student to share content in the course of an investigation. Unauthorized costs incurred for online purchases charged to the school are the responsibility of the student and the family.

St. Anastasia's Code of Conduct



BE RESPECTFUL

- Follow directions
- Use kind words
- Make eye contact when talking with someone
- Raise your hands to speak
- Consider the feelings of others
- Respond to situations in a calm manner
- Listen to others and speak when it is your turn
- Keep your voice at an inside level when in the building
- Have good posture and keep hands out of pockets

BE RESPONSIBLE

- Make good choices
- Tell the truth
- Be helpful
- Do your work/use your time wisely
- Follow the rules of the community/school
- Be prepared
- Take responsibility for your actions
- Clean up after yourself

BE SAFE

- Walk in the hallways
- Keep hands and feet to yourself
- Walk quietly and listen during drills
- Stay in assigned areas
- Ask for help if you are not safe or feel you are not safe
- Solve problems peacefully
- Share and take turns

CATEGORY I OFFENSES

<p style="text-align: center;">School Expectations</p> <p style="text-align: center;">What's Expected of Students</p>	<p style="text-align: center;">Expected Behavior</p> <p style="text-align: center;">What Students Should Do</p>	<p style="text-align: center;">Infractions of Expectations</p> <p style="text-align: center;">What Students Should Not Do</p>	<p style="text-align: center;">Choices to Address Student Infractions</p> <p style="text-align: center;">These are not intended to be the only choices or sequential.*</p>
<p>BE RESPECTFUL</p>	<ul style="list-style-type: none"> • Follow directions. • Obey classroom rules. 	<ul style="list-style-type: none"> • Disobedience • Disruptive behavior • Inappropriate communication 	<ul style="list-style-type: none"> • Re-teach the behavioral expectations • Create a behavior contract that includes expected student behaviors, as well as consequences for infractions and incentives for demonstrating expected behaviors • Require the student to complete a community service task • Have the student choose a method of apologizing or making amends to those harmed or offended • Provide a reflective activity • Office referral • Detention, during which the student completes work • In-school suspension time, during which school work is completed • Restitution
<p>BE RESPONSIBLE</p>	<ul style="list-style-type: none"> • Tell the truth. • Do your work. • Be in proper uniform 	<ul style="list-style-type: none"> • Cheating • Electronic communication devices • No gum chewing 	
<p>BE SAFE</p>	<ul style="list-style-type: none"> • Stay in assigned area. 	<ul style="list-style-type: none"> • Not following directions during a drill • Not in the location expected 	

CATEGORY II OFFENSES

<p>School Expectations What's Expected of Students</p>	<p>Expected Behavior What Students Should Do</p>	<p>Infractions of Expectations What Students Should Not Do</p>	<p>Choices to Address Student Infractions These are not intended to be the only choices or sequential.*</p>
<p>BE RESPECTFUL</p>	<ul style="list-style-type: none"> • Use polite words • Consider the feelings of others 	<ul style="list-style-type: none"> • Profanity or obscenity • Bullying/harassment/intimidation • Depictions of prohibited conduct 	<ul style="list-style-type: none"> • Conference with student • Parent contact • Loss of privilege • Re-teach (may include role-play) • Create a behavior contract • Require the student to complete a community service task
<p>BE RESPONSIBLE</p>	<ul style="list-style-type: none"> • Ask before borrowing • Take care of property belonging to others 	<ul style="list-style-type: none"> • Stealing/possession of stolen property • Damaging/destruction of property 	<ul style="list-style-type: none"> • Written reflection • Have the student choose a method of apologizing or making amends to those harmed or offended
<p>BE SAFE</p>	<ul style="list-style-type: none"> • Solve problems peacefully • Keep hands and feet to yourself 	<ul style="list-style-type: none"> • Fighting • Violent disorderly conduct 	<ul style="list-style-type: none"> • Restitution • Arrange linkage with counseling agency • Create a home/school communication system • Require daily or weekly check-ins with administrator for a set period of time • Identify a mentor and establish a schedule of activities related to school performance • Detention • In-school suspension • File charges if law is broken

<p>School Expectations What's Expected of Students</p>	<p>Expected Behavior What Students Should Do</p>	<p>Infractions of Expectations What Students Should Not Do</p>	<p>Choices to Address Student Infractions These are not intended to be the only choices or sequential.*</p>
<p>BE RESPECTFUL</p>	<ul style="list-style-type: none"> • Accept refusals gracefully • Cope with the answer “no” 	<ul style="list-style-type: none"> • Extortion 	<ul style="list-style-type: none"> • Conference with student • Create a behavior contract • Require the student to complete a community service project
<p>BE RESPONSIBLE</p>	<ul style="list-style-type: none"> • Choose the right time to celebrate • Stay out of other people’s property • Obey the laws of the school and neighborhood 	<ul style="list-style-type: none"> • False alarms or tampering with alarm systems 	<ul style="list-style-type: none"> • Have the student choose a method of apologizing or making amends to those harmed or offended • Arrange linkage with counseling or mentalhealth agency • Create a home/school communication system • Require daily check-ins with administrator, counselor or social worker for a set period of time
<p>BE SAFE</p>	<ul style="list-style-type: none"> • Eat and drink healthy foods. • Ask for help if you are not safe. 	<ul style="list-style-type: none"> • Alcohol and drugs • Physical assault • Serious bodily injury • Firearm look-alikes • Firearms 	<ul style="list-style-type: none"> • Identify a mentor and establish a schedule of activities related to school performance • Possible suspension with recommendation for expulsion • File charges if law is broken

Conclusions

Learning to be responsible means accepting the consequences of one's behavior. Knowing the expectations and rules, realizing the consequences of one's actions, and making appropriate choices are the key elements of responsible behavior. Sometimes the consequences of one's choice may be a corrective measure as employed by a faculty or staff member and deemed appropriate for the nature of the situation and the age and maturity of the student. The corrective measure is not intended as a punishment, but rather as a reasonable consequence to behavior that is inconsistent with school rules and expectations. Corrective measures may include discussion of the problem, detentions, and/or conferences with the parents, student and the principal. All behavior consequences are at the discretion of the principal.

Whatever corrective measures are used, the purpose is to help the student accept more responsibility for his/her own actions and to become more self-disciplined.

Communication and Documentation Information

Rights of Non-Custodial Parents

St. Anastasia School abides by the provisions of the Buckley Amendment with respect to the rights of the non-custodial parent. In the absence of a court order to the contrary, the school will provide the non-custodial parent access to the academic records and other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Sexual Harassment Regulations

Sexual harassment by one employee to another, by an employee to a student, by a student to an employee or by one student to another is unacceptable conduct. Employees or students who engage in any type of sexual harassment will be subject to appropriate discipline, including suspension and/or dismissal.

Retaliation in any form against an employee or student who exercises his or her right to make a complaint under this policy is strictly prohibited, and will in itself be cause for appropriate disciplinary action.

Any employee or student who knowingly makes false charges against an employee or a student in an attempt to demean, harass, abuse or embarrass that individual shall be subject to the sanctions for misconduct set forth above.

The school will determine the facts regarding all allegations of sexual harassment in as prompt and confidential a manner as possible and will take appropriate action when warranted.

Sexual Abuse and Neglect

The school is mandated by law to report to the State of Illinois Department of Children and Family Services (DCFS) allegations and/or suspicions of child abuse and neglect. As required by law, DCFS personnel have the right to speak to any child in our school without parent permission. St. Anastasia administration may not contact any persons regarding a DCFS call/visit.

School Internal Management Procedures

Emergency Information Card

Parents must fill out a form for each child and submit it to the office within the first week of school. It is extremely important that the school has names and phone numbers of adults authorized to take responsibility for the child, in the event of an emergency, should the parents be unreachable. It is also important that this record be kept-up-to-date. Changes in phone numbers, work hours or other important information required on the emergency records must be communicated to the school office immediately.

Change of Address and/or Telephone Number and Transfers

Any change of address or telephone number should be reported to the school office immediately. In the event that there is a change of residence or a child is transferred to another school, the parents must notify the school office so that necessary documentation can be prepared. No records shall be transferred to the new school until all financial obligations to the school are settled.

Newsletters and Calendars

Ordinarily, communications from the school and all the organizations of the school and parish are sent every Thursday through email. If you do not have access to email and prefer a copy sent home with your student, please notify the office. No business advertising is sent home through the school. It is not an agent of any commercial business.

The school calendar is posted on the website and is updated as events happen. Any changes in the calendar that take place within a week will be sent home to parents via the Thursday email blast.

School Web Site

Parents can access the St. Anastasia School Web site at www.stanastasiaschool.org, which includes the calendar and teacher's web page. ***Parents and students are responsible for checking the information found on their Teacher's Web Page.***

School Visitors

All school visitors must check in at the office. No person without permission from the office is allowed to roam the school premises or to go into any classroom for any reason. Should this policy be violated, the police may be called. This is to ensure the safety of all students.

Cellular Phones & Telephone Use

Students are not allowed to use personal cellular phones at any time on school property including Extended Care. Cell phones must be turned off and kept in the student's backpack. If a student uses his/her cell phone during the school day, the phone will be confiscated. It may be returned only to a parent or guardian. The school and staff are not responsible for lost or stolen items.

Birthday Treat/Celebrations

Students/parents are not permitted to bring in birthday treats. The office will do a celebration each day for all birthdays/half-birthdays.

Problems/Concerns

Problems, questions and concerns must first be addressed with the teacher concerned. If not satisfactorily answered by the teacher, the next recourse is to direct the issue(s) to the principal.

School Uniforms

All uniforms MUST be purchased at Lands End.

1-800-963-4816

www.landsend.com

Principles of cleanliness, good grooming and complying with uniform regulations are necessary to set an atmosphere conducive to learning. The basic responsibility for adhering to the dress code must rest with the student and his/her parents. Referrals will be given for dress code violations. Two uniform violations in one trimester will result in a detention.

GIRLS

Shirts:

- Green or white polo shirts with the St. Anastasia logo, tucked in at all times

Sweaters/Sweater Vests/Jackets:

- Forest green cardigan sweater or pull-over vest with logo or fleece jacket with logo

Skirts:

- Kindergarten to Grade 4 Green/White plaid jumper
- Grades 5 to 8 Green/White plaid skirt no shorter than two inches above the knee

Pants:

- Kindergarten to Grade 4 Navy–blue dress pants ONLY with plain black, brown or navy belt (plaid belt from Lands End may be worn)
- Grades 5-8 Khaki loose fitting dress pants with a plain black, brown or navy belt (plaid belt from Lands End may be worn)

Shorts: During the months of August, September, May and June

- Kindergarten to Grade 4 Navy blue walking length shorts ONLY with belt (same as above)
- Grades 5-8 Khaki loose fitting, walking length shorts with belt (same as above)

Shoes/Socks:

- Solid black or brown shoes (no flip flops, shoes without back, or high tops)
- Crew or knee-hi socks in solid black, navy blue, forest green or white

BOYS

Shirts:

- Green or white polo shirts with the St. Anastasia logo tucked in at all times
- White T-shirt ONLY to be worn under the uniform shirt

Sweaters/Sweater Vest/Jackets:

- Forest green V-neck pullover or vest with logo or fleece jacket with logo

Pants:

- Kindergarten to Grade 4 blue dress pants with plain black, brown, or navy belt
- Grades 5 to 8 Khaki dress pants with a plain black, brown or navy belt

Shorts: During the months of August, September, May and June

- Kindergarten to Grade 4 Navy blue walking length shorts ONLY with plain black, brown or navy belt
- Grades 5-8 Khaki walking length shorts with a plain black, brown or navy belt

Shoes/Socks:

- Solid black or brown shoes (no flip flops, shoes without back, or high tops)
- Crew socks in solid black, navy blue, forest green or white

Gym Uniform

- St. Anastasia School gym uniforms with the school logo are to be worn for gym classes.
- School logo sweatshirts and pants may be worn during gym class in the wintertime.
- Kindergarten through Grade 4 may wear the gym uniform or St. Anastasia School sweats on gym days.
- Grades 5 through 8 must change into their gym clothes.

Uniform Codes

Students with incomplete uniforms will be given a referral. Parents will be called to bring the proper uniform.

- Simple jewelry (no earrings for boys)
- No makeup, nail polish or fake nails
- No dyed hair or hair designs
- Boys hair may not be below the ears or more than two inches on top

On “special dress” days or off-uniform days, students must wear attire that is **MODEST** and in **GOOD TASTE**. The following attire is **NOT** allowed: shorts or skirts shorter than **TWO INCHES** above the knee, leggings, cut or torn pants, tank tops, midriff tops, halter tops, bare shoulder tops, low-cut, tight, back-less or see-through blouses, shirts with pictures or letterings that are inappropriate or associated with drugs, alcohol, tobacco or off-color messages that are not in keeping with a wholesome school atmosphere. In the case of inappropriate casual dress, a referral will be given and the parents will be called to bring suitable attire.

School Organizations

School Board

The Educational Policy Manual for School Administrators (2017) states that each school shall have a local board. There are two types of boards: Advisory and Specified Jurisdiction. Saint Anastasia School has an Advisory Board. The Advisory Board serves as a consulting organization to the pastor and principal to review the effectiveness, viability, and policies of the school. A particular focus of each board should be placed on school strategic planning, student recruitment, and fundraising.

Board Members shall be drawn from a variety of school and parish stakeholders. Serving as a member on the School Board counts towards parent participation hours.

If interested in serving on the School Board, please contact the school office.

Family & School Association (FSA)

The primary purpose of the St. Anastasia Family & School Association (FSA) is to promote the welfare of each child in the home, school, church, and community. Its objectives are:

- to raise funds for various non-budget activities of the school
- to assist in the public relations of the school
- to assist the students in various school activities
- to provide school-wide activities for families

Meetings are held on the 1st Wednesday of the month, from August to June.

Parent Ambassadors Program

The Parent Ambassadors Program is the marketing arm of the school. It is composed of parents who are dedicated to work on increasing the enrollment by harnessing the power that parents of current students represent. The members leverage their personal network to identify prospective parents. They deliver relevant and consistent message about the school. They are aware of the archdiocesan management initiatives.

Athletic Program

The athletic program of St. Anastasia Catholic School is an extension of the academic program and its philosophy. It exists to instruct children on the fundamentals of different sports and teach them the value of teamwork and sportsmanship. The program's main goal is to teach the children that participating in athletics is enjoyable and a way to learn about one's ability. Students, coaches, and other participants are to maintain a Christian standard of conduct that adheres to the school's rules, to common decency, and respect for others. While winning is important, the object of competition is learning to do one's best, regardless of the outcome. St. Anastasia School has a fine tradition of competitive sportsmanship.

Meetings are held the 3rd Wednesday of the month, from August to June.

Sports Activities

- **Boys:** Soccer/Basketball/Volleyball
- **Girls:** Volleyball/Basketball/Soccer

Rules and Regulations

The interscholastic athletic program at St. Anastasia Catholic School is an extension of a Catholic school educational program. It is an opportunity for growth in the areas of physical ability and fitness, team building, and sportsmanship. It helps to develop a student's sense of responsibility, tolerance, and self-control.

Since students do not try out for a team, there may be quite a number of players. For this reason, equal playing time is not reasonable to expect, but all members will have some playing time in each game.

- Athletes are expected to attend practices, cooperate with coaches and/or team members and maintain sportsman-like attitude. Non-compliance will result in any of the following: loss of playing time, suspension from practice and games or removal from the team.
- Absence from school the day of the game/practice disqualifies the student from participation in that day's game/practice.
- A student may play in two sports scheduled within a season provided there is no conflict with his/her academic activities.
- Parental permission forms, fees, and health examinations must be on file. If a student does not have these forms, he/she cannot practice or participate in a game.
- Decision for academic eligibility will be left up to the parents.

Detention/Suspension: Any child that receives a detention or suspension will be ineligible to participate in practices and in games for one week from the time the detention is given. It is the responsibility of the athlete to contact his/her coach regarding the detention. The Athletic Director will be notified by the school. If a student willfully disregards the procedure, he/she will be suspended from practices and games for an additional week. If the procedure is continually ignored it could result in removal from the team.

Code of Ethics

The student agrees to:

- display a Christian attitude both on and off the court
- cooperate with teammates and coaches
- support the school and team at all times

The coach agrees to:

- supervise students in his/her care at all times
- be fair and reasonable in the playing time for each student
- display a Christian attitude toward team members, referees, other coaches, and spectators
- cooperate with the athletic board, administration, and parents in decisions concerning eligibility and meet with the board to discuss duties, responsibilities, and procedures

The parents agree to:

- support the team through their willingness to supervise/transport students to and from games
- display a Christian attitude toward coaches, referees, students, and other spectators
- cooperate with the athletic board, administration, and coaches in decisions concerning student eligibility
- support the prompt pick-up and drop-off of players

The athletic board, with school administration and school board support agree to:

- oversee the organization of the program adhering to Christian values and league guidelines
- be fair and reasonable in carrying out any disciplinary action
- support athletes, coaches, and parents

Hot Lunch Program & Recess

St. Anastasia Catholic School participates in the Archdiocesan Lunch Program. The archdiocese determines who qualifies for free or reduced cost. Families are asked to fill out the *application form and submit it to the school office*. All information provided is kept confidential.

The lunch pack includes a hot plate, a cold pack and milk (white or chocolate). The menu is online the beginning of each month. Those who pay reduced or full price may choose only the months they want to order. *Please check monthly calendar for the due date of order and payment*. Lunch orders are to be completed online.

There are four lunch periods, from 11:05 a.m. to 12:45 p.m. Pre-kindergarten students eat in the classroom. **Recess** will be 20 minutes. Students will be outside as long as the temperature is above 32 degrees. Please dress students accordingly.

Extended Program (EP)

The Extended Program (EP) is a service offered to school parents. Before and after care is available for those families who need extended care on school days. It is for St. Anastasia School students only. The before care will be run by the school with our staff. The afternoon care will be run by Innovation Learning.

EP is offered on days that school is in session, as well as school holidays. For non-school days, parents will have to register early, to Innovation Learning, as stated in their guidelines. Children are completely supervised until they are picked up by a parent/guardian. A parent signs in his/her child in the morning and signs out in the evening.

EP does not provide occasional baby-sitting. Families using the service must register at the beginning of the school year.

Registration fee per family - \$10.00
AM flat rate of \$3.50 per day

Hours of operation:
Before School – 7:00 a.m. to 7:45 am
After School – 3:00 p.m. to 6:00 pm

Illness or Accident:
Parents are notified according to the information provided on the Emergency Sheet or Registration Form.

Alcohol, Drugs, Parties and the Law

A practical guide for parents and teens

The Laws of Illinois

It is unlawful for a minor, that is, a person under twenty-one years of age, to possess or consume alcohol or drugs (with the limited exception noted in paragraph 1 below). Possession or consumption of alcohol or drugs can result in court action, fines, probation and/or commitment to the Juvenile Division of the Department of Corrections. Adults who furnish alcohol or drugs to minors may be charged with a misdemeanor, punishable by a fine of up to \$1,000 and imprisonment for up to one year, or with a felony, punishable by a fine of up to \$200,000 and imprisonment for up to thirty years. Parents and adults may also be liable for money damages if their actions or those of their children result in injury to another person or another person's property.

Following is a summary of several Illinois laws pertaining to the possession and consumption of alcohol and drugs by minors, and to adult responsibility for the use of alcohol and drugs by minors.

1. No person shall give alcoholic liquor to any person under the age of 21 years, except in the performance of a religious ceremony or service. Any person who violates this provision is guilty of an offense punishable by imprisonment for up to one (1) year and a fine of not less than \$500. In addition, a parent or adult who furnishes alcohol or drugs to a minor may be guilty of contributing to the delinquency of a child, an offense punishable by a fine of up to \$2,500 and/or imprisonment for up to one (1) year. A parent or adult who furnishes marijuana to a minor may be guilty of a felony, either punishable by a fine of up to \$25,000 and/or imprisonment up to six years (6).

2. Any person at least 21 years of age, including a parent, who pays for a hotel or motel room or facility knowing that the room or facility is to be used by any person under 21 years of age for the unlawful consumption of alcoholic liquors and such consumption causes the intoxication of the person under 21 years of age, shall be liable to any person who is injured in person or property by the intoxicated person under 21 years of age.

3. It is unlawful for any person knowingly to possess a controlled or counterfeit substance. A violation of this law may result in fines up to \$200,000 and/or imprisonment for up to fifty (50) years.

4. It is unlawful for a person under the age of twenty-one (21) years to consume alcoholic liquor unless the consumption is in performance of a religious service or ceremony or under the direct supervision and approval of the parent or parents or those persons standing in *loco parentis* of such person under 21 years of age in the privacy of a home. Consumption of alcoholic liquor by any person under the age of 21 years under any other circumstance is punishable by a minimum fine of \$500 and/or imprisonment for up to one (1) year.

5. Any person under the age of 21 who has any alcoholic beverage in his or her possession on any street or highway or in any public place or in any place open to the public is guilty of an offense punishable either by a minimum fine of \$500 or imprisonment for up to one (1) year or both, unless that person is making a delivery of an alcoholic beverage in pursuance of the order of his or her parent or in pursuance of his or her employment.

6. It is unlawful for any person under the influence of alcohol, other drug or combination of both to drive or be in actual physical control of any vehicle. Driving while under the influence of

alcohol, drug or combination of both is an offense punishable by a minimum of \$500 and/or imprisonment for up to one (1) year. (ILCS 5/11-501) Any person who drives or is in actual control of a motor vehicle on a public highway within the State of Illinois shall be deemed to have given consent to take a complete chemical test or test of blood, breath or urine to determine the alcohol content, other drug, or combination of both in the person's blood if arrested for the offense of driving while under the influence. If a person refuses to submit to all chemical tests requested, his driving privileges will automatically be suspended for a minimum of six (6) months.

7. Effective January 1, 1995, under the "Use It and Lose It" zero tolerance law, drivers under the age of twenty-one (21) with any trace of alcohol in their system will lose their driving privileges. Example: First violation is a loss of driving privileges for three (3) months; second violation is a loss of driving privileges for one (1) year. Penalties are issued through the Office of the Secretary of State.

Information about these laws and other laws affecting minors can be obtained by calling the Deerfield Police Dept. Youth Officers at: (847)945-8636.

Chicago Archdiocesan Task Force for the Prevention of Alcohol and other Drug Use by Youth.



*Archdiocese of Chicago
Office of Catholic Schools
Dr. James Rigg, Superintendent*

Queridos Padres,

En la sociedad de hoy, no se trata de unos cuantos adolescentes usando el alcohol y otras drogas. Frecuentemente es el adolescente que no toma ni usa drogas que se encuentra aislado. El abuso del alcohol y otras drogas es extenso y afecta a toda la población, no hay ninguna familia que se escape.

La juventud está bajo mucha presión para que usen alcohol o\y otras drogas dañinas. Además de estar conscientes del uso del alcohol por cantantes, actores y atletas populares, se encuentran bombardeados diariamente por la televisión y otros medios de comunicación con mensajes promoviendo el uso de químicas para sentirse bien y evitar el dolor. Algunos padres complican el problema permitiendo que menores tomen alcohol en sus hogares, lo cual añade a la confusión de la juventud acerca del grado de aceptación de la bebida.

Muchos padres que tratan de imponer reglas para sus adolescentes se sienten incapacitados. Comprenden que la presión que enfrentan sus hijos de parte de sus compañeros tiene mucho mas impacto que la de ellos como padres. Muchos temen que ya han perdido la batalla, especialmente cuando sus hijos acuden al alcohol y a las drogas a edades sucesivamente más y más jóvenes. Es tentador para los padres suponer que las escuelas, las iglesias, la policía, las cortes y otras agencias comunitarias resuelvan el problema del abuso de drogas en los adolescentes. Pero, en el análisis final, esto es un problema que los padres, agencias comunitarias y otras personas interesadas tienen que resolver juntos.

Ya que el alcohol y las drogas frecuentemente son usadas en fiestas, este folleto está diseñado para ayudar a que los padres puedan presentarles a sus adolescentes guías para cuando ellos tengan o asistan a fiestas. Cada familia deberá considerar estos puntos en luz de sus valores y actitudes propias. El establecer metas razonables demuestra a nuestra juventud que en verdad los queremos.

Algunos padres no estarán muy convencidos a seguir estas guías por temor de sentirse solos en este esfuerzo. Por esta razón incluimos un resumen de las leyes del estado de Illinois, para que los padres puedan reenforzar su compromiso para la salud y bienestar de sus adolescentes. En muchas comunidades padres de familia han descubierto que el unirse y el estar de acuerdo a enforzar reglas comunes para el comportamiento de sus hijos puede resultar en jóvenes libres de drogas.

Sinceramente,
*Equipo Arquidiocesano de Chicago
para la Prevención del Alcohol y otro
uso de Drogas en los Jóvenes*

Alcohol, Drogas, Fiestas y La Ley

Una guía practica para padres y adolescentes

Las Leyes en Illinois

Es contra la ley que un menor, esto es, una persona de menos de veintiún años de edad, tenga en su poder o consuma alcohol o drogas (con una excepción limitada, ver el párrafo de abajo). La posesión o consumo de alcohol o drogas puede resultar en corte, multa, libertad vigilada y compromiso a la División del Departamento de Correcciones. Padres o adultos que les proporcionen alcohol o drogas a menores pueden ser acusados de delito, ser castigados por una multa de hasta \$1000 y ser puestos en prisión hasta por un año, o con una felonía, que es castigada con una multa hasta de \$200,000 y ser puestos en prisión hasta por treinta años. Los padres o adultos también pueden ser responsables por daños monetarios si sus acciones o las de sus hijos resultan en daños para otra persona o a la propiedad de otros.

A continuación está un resumen de varias leyes de Illinois pertinentes a la posesión o consumo de alcohol y drogas por menores, y a la responsabilidad de los adultos para el uso de alcohol y drogas por menores.

1. Ninguna persona deberá dar alcohol a personas menores de 21 años excepto cuando se hace como parte de una ceremonia o servicio religioso. De hacerlo sería una ofensa que se castiga con encarcelamiento hasta un de(1) año y con una multa no menos de \$500. (a)) Asimismo el padre o adulto que le proporcione alcohol o drogas a menores puede ser culpable de contribuir a la delincuencia de un niño, una ofensa que es castigada por una multa de hasta \$2,500 y/o encarcelamiento de hasta un (1) año. El padre o adulto que le proporcione marijuana a un menor puede ser culpable de un crimen, que pudiera ser castigado con una multa de hasta \$25,000 y/o encarcelamiento hasta de seis (6) años.

2. Cualquier persona que tenga por lo menos 21 años de edad, incluyendo un padre, que pague por un cuarto o facilidad de hotel o motel sabiendo que el cuarto o facilidad está siendo usado por una persona menor de 21 años de edad para el consumo ilegal de alcohol

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y dicho consumo cause la intoxicación de la persona menor de 21 años de edad, será responsable de cualquier persona o propiedad que sea dañada.

3. Es ilegal para cualquier persona poseer una sustancia controlada. Una violación de esta ley pudiera resultar en una multa de hasta \$200,000 y/o encarcelamiento hasta por cincuenta (50) años

4. Es ilegal que una persona menor de veintiún (21) años consuma alcohol al menos que el consumo sea para un servicio o ceremonia religiosa o lo haga bajo la supervisión directa y aprobación de su padre o padres o aquellos que estén en loco parentis de dicha persona menor de 21 años de edad en la privacidad de su hogar. El consumo de alcohol por cualquier persona menor de 21 años de edad bajo cualquier otra circunstancia es una ofensa que se castiga con una multa de \$500 y/o encarcelamiento de hasta un (1) año.

5. Cualquier persona menor de veintiún años que tenga alcohol en su poder en cualquier calle, autopista o cualquier lugar público, o en cualquier lugar accesible al público, puede ser culpable de una ofensa que se castiga con una multa mínima de \$500 o encarcelamiento hasta de un (1) año o ambos, a menos que esa persona esté haciendo un entrego de alcohol que haya sido solicitado por sus padres o por su trabajo.

6. Es ilegal para cualquier persona manejar o tener control físico sobre cualquier vehículo bajo la influencia del alcohol, otras drogas o la combinación de las dos. Manejar bajo la influencia del alcohol, droga o una combinación de las dos es una ofensa que se castiga con una multa mínima de \$500 y/o encarcelamiento hasta de un (1) año. Cualquier persona que maneje un vehículo de motor en alguna carretera pública en el estado de Illinois, deberá someterse a un examen químico o examen de sangre, aliento o orina para determinar el contenido de alcohol, otra droga, o combinación de las dos en la sangre si la persona es arrestada por manejar bajo la influencia del alcohol. Si alguna persona se rehusa a someterse a la prueba, su licencia de manejar será automáticamente suspendida por lo menos seis(6) meses.

7. Comenzando el 1 de enero de 1995, bajo la ley de "Úselo y lo Perderá" la ley de cero tolerancia, choferes menores de veintiún (21) años con cualquier huella de alcohol en su sistema, perderán sus privilegios de manejo por tres (3) meses; en la segunda violación perderán sus privilegios de manejo por un (1) año. El castigo será enforzado por la oficina del Secretario de Estado.

EQUIPO ARQUIDIOCESANO DE CHICAGO PARA LA PREVENCIÓN DEL ALCOHOL Y OTRO USO DE DROGAS EN LOS ADOLESCENTES



Archdiocese of Chicago
Asbestos Content and Management Plan or St. Anastasia School
Notification Letter to Parents, Teachers and All School Employees

*Post Office Box 1979, Chicago, Illinois 60690-1979
.312-751-8342, FAX: 312-751-9805*

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA). That law requires all schools, kindergarten through twelfth grade be inspected to identify any asbestos-containing building materials. The law further requires the development of a Management Plan, based upon the findings of the inspection, which outlines our intent in controlling the potential for exposure to asbestos fibers in our school.

In the past, asbestos was used extensively in building materials because of its insulating and fire retarding capabilities. Virtually any building built before the late 1970s contains at least some asbestos in pipe insulation and structural fireproofing. We, too, have buildings that contain asbestos materials. The primary concerns arise when these materials begin to deteriorate or become damaged.

Our school has been inspected and some asbestos containing materials were identified in your building. The materials are distributed in various locations and include floor tile, pipe insulation and mechanical areas not readily accessible to building occupants or students.

Our school's Inspection Report and management Plan outlines in detail the methods used to maintain the materials in a safe manner. In addition, as required by law, appropriate school staff members have been trained to administer this program.

A copy of the inspection report and the management plan is on file at our school office for review if you so desire.

Sincerely,

Ms. Denise Akana
Designated Person

ST. ANASTASIA CATHOLIC CHURCH

624 Douglas Avenue, Waukegan, IL 60085

Tel. 847-623-2875 FAX 847-623-0556

E-Mail cbrolley@stanastasiaparish.org

Website: www.stanastasiaparish.org

Rev. Dennis Zalecki, Pastor

Rev. Radley Alcantara, Associate Pastor

Masses & Devotions

Saturday - 5:00PM

Sunday - 7:30AM; 9:00AM (Spanish); 11:00AM

Holy Hour (Mondays) 9:00AM-8:00PM

Weekdays (Monday – Saturday) - 8:30AM

New Parishioners

Welcome to our parish!

Packets are available for registration at back of church.

Prayer Phone Network:

Contact Parish Office

Communion for Shut-ins

Please call the Minister of Care or the Parish Office

Sacrament of Reconciliation (Confession)

Saturday 11:00 to 11:30 AM or by appointment

Sacrament of Baptism

Before final arrangements can be made, parents must attend a special preparation session.

The English session is held on the 3rd Saturday of each month at 9:30 AM in the rectory.

The Spanish session is held on the 3rd Sunday of each month at 3:00 PM in the church hall.

Please call the Parish Office to make arrangements.

Sacrament of Matrimony

Please make arrangements at the Parish Office at least six months in advance.

No date can be set for a wedding without an appointment with one of the priests.

Sacrament of Anointing of Sick

Please call the Rectory.