



We Are One

St. Anastasia Catholic School

Student and Parent Handbook

629 W Glen Flora Ave
Waukegan, IL 60085
847-623-8320

School Office Hours: 7:30 AM-3:30 PM
Monday through Friday when school is in session.

Little Flower Mass Schedule

St. Anastasia: Sun. 8:30am (Eng), Sun. 10am (Sp)
St. Dismas: Sat. 4pm (Eng), Sat. 6pm (Sp), Sun. 7am (Eng), Sun. 11:30am (Eng)
1st & 3rd Sunday: 8:30am (Malayalam) 2nd Sunday: 5:00 PM (Tagalog)

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. 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.

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.

Acknowledgement of Handbook:

Annually, families will be asked to acknowledge the handbook and its contents. This could be electronically or via paper. The handbook is posted on the school website

Statement of Philosophy

Terriers Lead with Faith, Heart, and Purpose

At St. Anastasia Catholic School, we believe that God made each of us special, with a purpose and a heart full of potential. Our school is a place where we grow in faith, learn with joy, and become the people God is calling us to be. We follow the Terriers traits to help us live like Jesus every day:

- **Trustworthy** – We tell the truth, keep our promises, and do the right thing—even when no one is watching.
- **Empathetic** – We care about others and try to understand how they feel. We treat everyone with kindness and compassion.
- **Respectful** – We listen to others, speak with care, and honor everyone’s feelings, space, and differences.
- **Resilient** – We don’t give up when things get hard. We try again, learn from mistakes, and keep going with courage.
- **Imaginative** – We use our creativity and curiosity to solve problems, explore ideas, and make the world a better place.
- **Exemplary** – We set a good example by making wise choices and living our faith every day.
- **Responsible** – We take care of our work, our actions, and the things and people around us.
- **Spiritual** – We pray, go to Mass, and grow closer to God through love, service, and faith.

At St. Anastasia, we learn more than reading and math—we learn how to live with purpose, love like Jesus, and become leaders who make a difference. We are proud to be Terriers, and we walk together in faith, with hearts full of hope.

Amending the Handbook:

Statements in this handbook are subject to amendment without notice. The school will attempt to keep you informed of all changes as soon as practical. Some changes might be made immediately due to unforeseen circumstances.

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

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Admissions

Admissions and Tuition:

Registration fees and all required documents should be provided to the school office before the start of the school year to avoid delay in a student starting. Students from Little Flower Parish have registration priority. All registration is on a first-come, first-serve basis. Registration fees are non-refundable.

Age-Requirements:

- Students entering Pre-School 3 must be three years of age before September 1st of their preschool 3 year.
- Students entering Pre-School 4 must be four years of age before September 1st of their preschool year.
- Students entering kindergarten must be five years of age before September 1st of their kindergarten year.

St Anastasia School is recognized by the State Board of Education for Illinois. All age guidelines set forth by the state are followed.

Tuition:

St Anastasia School relies on the tuition of our families to fulfill our budget obligations. St Anastasia School does its part to educate our students, so we rely on families to pay their tuition on time.

All families will have an account set up with FACTS. Families will set their payment schedule and keep up with their payments.

All tuition must be paid on time. A family that has a tuition account and becomes delinquent is subject to the consequence of school exclusion.

- Parents will be contacted when their account becomes 15 days delinquent.
- If a resolution has not been reached by the 25th day the account is delinquent, a written notice will be sent detailing the delinquency policy:
 - On the 30th day of delinquency a student may be excluded from school until payments are made
 - Student records will not be released for transferring students.
 - A family may not re-enroll for the following year.
- 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.

Registration Requirements:

Upon registration for school, each family will pay a non-refundable \$225 registration fee if registration is submitted after April 1st. To complete the admission process families need to ensure that they have submitted all required paperwork.

- Completed tuition contract
- Completed New Student Application
- A certified birth certificate for office staff to make a copy of for the student's file.
- A copy of the student's baptism certificate if they have been baptized
- A copy of their cumulative file if they are transferring from another school
- Any service plans, 504 or IEP if applicable
- All necessary health forms including physical and vaccination record, eye, and dental
- All medication forms signed off by the doctor for medication to be taken at school. This includes over-the-counter medications to be taken at school.

Birth Certificates & Records

As a non-public school, St Anastasia School maintains copies of certified birth certificates for each student enrolled. The school notifies the parents/guardians that such documentation is required upon registration. In addition, copies of transfer student records must be requested within 14 days of enrollment.

Preschool Admissions:

All students must be fully potty trained. Fully potty trained is when a child can independently use the bathroom facility when necessary. The child needs to independently dress and clean themselves. The child also needs to be able to communicate s/he needs to use the toilet as appropriate. No diapers or pull-ups allowed. If a child has an accident, all teachers-staff are not permitted to clean the child. Parents will be called if assistance is needed. If accidents become disruptive, parents will be notified and the student's continued enrollment will be discussed. Students may be required to not attend school for a period of time until potty training is complete.

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.

New and Transfer Students 60-day Probationary Period:

All student records and payments must be current at the time of acceptance. Any family owing tuition to another Archdiocesan school will not be accepted until outstanding balance is resolved. The principal or designee, as part of the entrance procedure, interviews and tests all applicants. **All new and transfer students are welcome and will be accepted on a probationary period of 60 school days at Saint Anastasia School. Students are expected to maintain passing grades during this probationary period, have no major discipline issues, or require accommodations that the school physically or financially cannot support.** Students with special learning needs may be accepted if the school has the staff and ability to make the necessary accommodations for the child's academic growth and success. During the 60 school day probationary period, if the school determines the student cannot perform with adequate growth in this environment or if behavior occurrences disrupt the school day, the student may be asked to unenroll and any prepaid tuition will be prorated and refunded.

Completing the Application for Registration form is not to be perceived as acceptance by the school. Informed exceptions to any of the admission priorities as stated may be made at the principal's discretion.

Transfer Students:

Tuition is due through the current month even if the student only attends one day of the month. All tuition must be up to date prior to records being released to the new school. A formal withdrawal form needs to be completed.

Student Records:

Student records are kept confidentially at the school for 75 years after graduation. When a student transfers, copies of their records are sent, and the original records are maintained at the original school of entry.

Request to Review Records:

Parents can request to review a student record. The request should be made in writing, and the administration will respond within 10 workdays. At the time of review, nothing can be removed or changed.

Subpoena/Court Order for Records:

A subpoena may request records in lieu of a personal appearance. In this case, the subpoena should state specifically the records being requested.

General

Athletics:

The athletic program is an extension of the school and participation is a privilege with responsibilities both to the sport/team and to the school. Students in athletics are required to attend practices and games. The decision to join a team requires students to balance their schedules to ensure schoolwork is completed in a timely way. Participation in an athletic program requires parental permission, a current physical on file and evidence of insurance. Students must be passing all classes to participate in athletics. **Eligibility will be checked weekly on Wednesdays. If a student is ineligible, the parents will receive an email. They will be on probation for the first week. When grades are checked again on the next Wednesday if they have not improved to passing, they will be suspended from sports for a week.**

Additional athletic policies are reviewed and signed off on in the Athletic Handbook including concussion protocols.

Birthdays:

Instead of bringing birthday treats, student birthdays are acknowledged in the morning during announcements and all students receive a birthday bag and a book from the principal. Teachers may also share a small acknowledgement of student birthdays in the classroom. Students are **not** permitted to bring birthday treats to school to share with the class. Students will celebrate their birthdays (or half-birthdays for summer birthdays) with a free jeans day.

Bus Services:

Bus service is provided for Waukegan residents through District 60. Bus service is provided free of charge to students in grades PreSchool through eighth grade that reside within the district and live more than 1.5 miles from school. Registration for bus service is made through the District 60 Office. To prove residency within District 60 boundaries, 2 of the following must be submitted to the school office.

- Lease – Must have parent/guardian's name, landlord's name, and current address.
- Mortgage Papers – Must provide documents showing possession of property-not closing date.
- Gas Bill – Must be current (within 2 months), must be in parent's/guardian's name.
- Electric Bill – Must be current (within 3 months), Must be in parent's/guardian's name.
- Water Bill – Must be current (within 3 months), Must be in parent's/guardian's name.
- Illinois Driver's License or State Identification Card – Card must be current and in parent/guardian's name.

Bus Behavior:

Children riding the bus are expected to be orderly and respectful. Serious or consistent misconduct will result in the loss of bus privileges. Should bus service be interrupted due to weather, strikes, etc. parents are responsible for the student's transportation. Buses will arrive and depart from Poplar Ave. On the bus, students must:

- Be safe
- Stay in your seat
- Respect each other and the space
- Conversational tone of voice (3 or below)
- Use appropriate language
- Windows stay above the marks; no yelling out the windows
- No eating, drinking, or chewing gum
- Keep the bus clean, do not throw garbage on the ground/seat
- Do not get up until bus stops completely
- Always cross in front of the bus
- Respect the bus driver without arguing

Calendar:

The school calendar can be found on the school website, www.stanastasiawaukegan.com. Students attend school for 176 days.

Extended Day Program:

The Extended Day Program (EDP) is a service offered to school parents. Before 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. EDP is only offered on days that school is in session. Flat rate of \$15.00 per day. Financial assistance for EDP can be applied for through the Child Care Assistance Program at <https://www.getchildcareil.org>.

Hours of operation: Before School – 7:00 a.m. to 7:45 a.m.

After School - 3:00 p.m. - 6:00 p.m.

Extra-Curricular Programs:

If a student is suspended from school, he/she is not eligible to participate in extracurricular, including athletic activities during the suspension. If a student is absent from school, he/she is not eligible to participate in extracurricular, including athletic, activities on the days they were absent.

All school rules apply at extracurricular events including cell phone use, dress code, and behavior expectations.

Field Trip Procedures:

Field trips enrich classroom learning and open new areas of interest for the student. Those field trips, which are educational and relate to the total curriculum, are encouraged and are part of the total school program. Parent-signed permission slips, provided by the school, must be turned in by the designated date before a student may go on a trip. **Verbal permission is not acceptable.** No other activity is planned for non-participating students since the field trip is considered part of the educational process. No other children may accompany parent chaperones. All students participating in a school sponsored field trip must ride on school provided transportation only. Field trips are extensions of the school's philosophy, and therefore, students' conduct must reflect earning the privilege to represent themselves as members of the St. Anastasia's Christian community. Incidents that are of the most serious nature, as determined by school administration, may result in denial of field trip privileges. If a student receives three behavior notices, the student will not be allowed to attend the next planned field trip.

Fundraising:

There are several fundraising opportunities that take place throughout the school year. It is important for families and our community to support our fundraising efforts to help our school and/or parish. Fundraising profits are used to bridge the gap between the actual cost of educating our students and what families are asked to pay for tuition. There are long-term fundraising efforts as well as short term fundraising efforts (Candy Bar Sales, Free Dress Days, Raffles). Fundraising is supported by our school, parish, and our FSA (Family-School Association). All families are required to participate in the following fundraising requirements. Each family:

- Must sell at least 1 box of candy bars per student
- Must sell at least 2 items from our popcorn fundraiser
- Must sell at least 5 raffle tickets (\$20 each) per student for our cash raffle

Homeroom Assignments:

If there is more than one class of the same grade, homeroom placement is determined at the principal's discretion along with the teaching team. The school reserves the right to determine the best placement based on the class's needs to create a balanced classroom environment.

Lunch:

St. Anastasia Catholic School participates in the Archdiocesan Breakfast and Lunch program. The lunch pack includes a hot plate, a cold pack, and milk (white or chocolate). The menu is online at the beginning of each month.

Soda/Pop/Energy drinks are not allowed as part of lunch. Students are not allowed to have fast food delivered/dropped off for them. If fast food is dropped off, the student will eat his/her lunch in the school office.

There are four lunch periods from 11:05 AM to 12:35 PM. PreK students eat in the classroom.

Recess:

It is the schools policy that during cold weather, the decision for outside recess based on weather factors such as wind chill, snow, rain, cloud cover, wind etc., will determine whether or not it will be beneficial for students to go outside. When the air temperature and/or wind chill is below 20 degrees Fahrenheit there will not be outdoor recess. Extremely cold weather can be very dangerous. Parents should be certain that their children are appropriately clothed with mittens, hats, coats, and boots, so they can be comfortable outside.

Recess equipment is provided by the school. Students are not permitted to bring their own recess equipment or keep items in their lockers.

Video/Photo Release:

Throughout the school year, we may showcase our school through newspaper articles, social media posts, and school broadcasts. Pictures tell 1,000 words and we love to use them. Annually, we ask families to opt in/out of the photo and academic work release. Families who do not want their child/ren photographed or work published will be noted. **Without written notification, the school assumes that the parent or guardian does not object to their student(s) being photographed and their work being published. We never post last names when we post pictures or work to protect our students and families.**

Attendance

School attendance is fundamental to the academic success and spiritual growth of our students. For this reason, students are expected to attend school on a daily basis for the school term, unless an absence is excused.

A student is absent from school when he/she is not physically present on a required student attendance day. A student is tardy when he/she is not physically present at the posted opening of a regular required student attendance day.

Reporting Process:

Absences: Any day that a student is absent from or tardy to school, the student's parent/guardian must call the school office at 847-623-8320 or email info@stanastasiaschool.org by 8:30 AM to report the student's absence or tardy. If a parent/guardian fails to report a student's absence, it will be recorded as unexcused. The school will contact the parent/guardian if a student is absent and a notice of absence is not received by 8:30 AM.

A student absence will be excused if it is due to: (1) student illness (including mental/behavioral health); (2) observance of a religious holiday; (3) death in the immediate family; (4) a family emergency; (5) other situations beyond the control of the student as determined by the principal; (6)

other circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional or physical health or safety; and (7) other reasons approved by the principal.

Absences due to medical reasons may be required to provide medical documentation. If medical documentation is required and is not provided, the absences will be marked as unexcused.

An unexcused absence is an absence from school for a reason other than those listed above as an excused absence.

Tardies: Students are expected to be in class on time so they maximize their learning opportunities. Students that arrive at school after 8:05 AM are considered tardy and must report to the school office upon their arrival. After reporting to the office and prayer is over, the student will be permitted to join his/her class. Tardies are recorded in the school office and are reported on the student's report card. Students may accrue up to 5 each semester – Excessive absences or tardiness will be addressed on an individual basis and may be subject to disciplinary action.

Early Dismissal: If it is necessary for a student to leave school during the school day, the student's parent/guardian must call the school office at 847-623-8320. Students to be dismissed early from school will be picked up from the school office.

Excessive Absenteeism: Excessive absenteeism means absences that total 10% or more of school attendance days in the current school year including both excused and unexcused absences. We will periodically review our student absence data to determine if any students are excessively absent and, if so, we may call the parent/guardian to discuss the reasons for the excessive absences. Additionally, if appropriate, the school may provide the parent/guardian with a list of resources where they may obtain counseling or social services that will encourage daily attendance and promote success.

If there is no improvement in attendance or cooperation by the student and parent/guardian with their efforts for their child, the student may be withdrawn from the school.

Planned Absences (Vacations): Saint Anastasia Catholic School discourages planning vacations while school is in session as it interrupts the educational process. School work is not provided in advance for a vacation, nor is the teacher responsible for providing individual instruction in anticipation of or following a vacation. 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.

Additionally, if parents are going to be out of town and someone else is in charge of the household, please notify the school and provide contact information.

Communication

Weekly information will be sent home on Fridays, unless otherwise stated. The information in the Friday Newsletter is sent through ***Constant Contact and Class Dojo***. Parents are asked to review all information in a timely manner. Please make sure you have signed up for your student's teacher's Class Dojo.

All Classroom Teachers also send home communication regarding classroom news through weekly newsletters and Class Dojo. Parents are expected to read all communication sent from the school to keep informed.

If you have a concern, please speak to the classroom teacher first and then seek administration involvement should you have continued or further concerns. **Please remember that teachers and staff are engaged with our students during the school day, so should you need immediate assistance with anything, please contact the school office. Teachers will return emails or phone calls within 24 hours.**

Please note that all planned activities can change. School administration will do their best to advise parents of changes. St. Anastasia School has implemented a school-wide use of email and Class Dojo to improve the communication between parents, faculty, and staff. Each faculty member has a school issued email in which they will use to respond to parents. Email addresses will continue to be posted on the school's website.

Parent/Teacher Conferences:

Mandatory conferences are held each school year in October. This gives parents and teachers an opportunity to discuss the student's rate of progress in school and other matters of concern. Additional conferences may be arranged at the request of parents, teachers, or students, should the need arise. There are no impromptu conferences. **If parent – teacher concerns arise, please make an appointment by sending a note, email, or by placing a telephone call to that particular teacher.** Do not come to the classroom unless there is a scheduled appointment time. There are no conferences before or after school without an appointment. Parents should reach out to the teacher to discuss concerns before escalating it to the administration.

Parent/Guardian Conduct:

Parents/Guardians are expected to demonstrate behavior consistent with the Catholic values at all times with faculty, administration, support staff, students, and volunteers, whether on or off school grounds or at school-related events.

Unacceptable behaviors include, but are not limited to: acts/behavior that is not aligned with the Catholic values and mission of the school, disrespectful, threatening, harassing, abusive behaviors/language, acts of intimidation, battery, assault, or other threats to the faculty, administration, staff, students, and volunteers of the school.

Parents or guardians who post defamatory or threatening statements about the school, staff, or students on social media can be required to remove offensive material or withdraw their child(ren) from the school.

The use of the school's name or any version of its logos is protected by copyright and cannot be used for personal or public purposes without the express approval from the school administration. Athletics, FSA, and other school organizations also need permission from the school administration before using any likeness or image of our school.

When a parent/guardian engages in any of the behaviors outlined above, and in the judgment of the principal and of the pastor, such behavior negatively impacts the teaching, learning, or school environment, he/she may after consulting with representatives from the Office of Catholic Schools.

- Inform parents that the right of the parent/guardian to be present on school grounds is temporarily or permanently suspended.
- Dismiss the child(ren) of the parent/guardian temporarily or permanently from the local Catholic school.

PowerSchool:

PowerSchool is an electronic communication system used to record student records and academic progress. Families need to check the system regularly as this is the main form of communication with families regarding academic progress and grades. Students in 3rd-8th grade and their parents will have access to this system.

Forgotten Items:

Students are not permitted to phone parents for homework, projects, uniform clothes, or other items that may have been forgotten at home. These are learning opportunities for students and a chance for parents to work with their students at home in the evening to be sure they are prepared for the following school day. The office staff cannot guarantee delivery of items if a parent drops materials off after the school day has begun.

Academic Procedures

Homework:

One of the most important objectives of education is to teach the child how to study. Homework is assigned as a means to help students review and enrich the subject matter taught in class. This may take the form of either a written or unwritten assignment.

Grades are posted on PowerSchool for 3rd-8th grade. Parents and students have access to these grades. Should you note your child is missing an assignment or if you have concerns, please do not hesitate to contact the teacher to discuss the child's progress.

It is the student's and/or parent/guardian's responsibility to obtain assignments in case of absence. Homework will be available for the student **once he/she returns to school**. It is the student's responsibility to talk to his/her teacher about what was missed.

For extended absence, the same number of days as the absence will be given to complete the work. (For example, two days absent, two days to complete assignments.)

Students absent in the morning, but present in the afternoon, are responsible for the entire day's assignments, both collected and assigned.

Upon return from a one-day absence, students are required to take any test that was given during the absence. Special testing arrangements will be made for long-term absences.

Promotion/Retention:

Promotion and graduation take place when a student demonstrates satisfactory completion of his/her work at the previous grade level. Promotion and graduation are contingent upon receiving passing grades in all core subject areas. **Core subject areas include: English Language Arts, Religion, Mathematics, Science, Social Studies, and Health.** Art, physical education, Spanish, and music will also be taken into consideration. Students must pass an examination of the United States Constitution and the Illinois State Constitution in 7th/8th Grade.

The decision to retain a student shall be made only after there has been adequate evaluation and documentation that indicates the student would benefit from retention. Falling grades in the last trimester of the year may indicate the need for summer school or an alternative summer program in order to prepare for the next grade.

Progress Reports:

Progress reports are sent home at mid-trimester for students in grades 4-8. These are meant to guide/alert parents and students to a student's progress. This is a time to reassess and set goals for the remainder of the trimester. If the student or parent has questions or concerns they should reach out to the teacher directly.

Reporting Student Progress:

At the end of each trimester students will be presented with a report card to document their progress. Report cards are meant to be a time to discuss with students their goals for the year. Report card grades are final.

Standardized Testing:

Students in Kindergarten through eighth grade will participate in the iReady program. This is an adaptive diagnostic test given 3 times a year in both Math and Reading to help students address areas of strength and areas of improvement. Following each diagnostic period students will be assigned lessons at their individual level to help build skills in areas of need.

Grading Scale:

A+ = 100 - 99	A = 98 - 95	A - = 94 - 93
B+ = 92 - 91	B = 90 - 87	B - = 86 - 85
C+ = 84 - 83	C = 82 - 79	C - = 78 - 77
D+ = 76 - 75	D = 74 - 71	D - = 70 - 69
F 68 and below		

Graduation Requirements:

- Students must have at least a “D” average in all classes and all written assignments completed.
- The student has completed all other requirements for 8th grade.
- All bills have been paid or arrangements have been made with the school.

If any of the above requirements are not met, the graduate will receive an unsigned diploma at the ceremony. Upon final completion, when all items are satisfactory, he/she will receive a signed diploma from the principal.

Technology

Since the Internet connects computers and individual users all over the world, parental permission is needed before a student may use this resource. With this access also comes the availability of material that may not be considered to be of educational value in the context of the school setting. St. Anastasia School has taken precautions to restrict access to controversial materials by both employees and students through the use of software and a firewall that prevents access to designated inappropriate sources. However, it is impossible to ensure that all inappropriate sites have been blocked. The school believes that the advantages and opportunities the Internet provides far outweigh the disadvantages.

The smooth operation of our computer resources relies upon the proper conduct of the users. Guidelines are provided here so that the school community will be aware of the responsibilities they are about to acquire. We ask that the parent/guardian read over the document with his/her child and discuss the terms, conditions, and significance of acceptable behavior.

Technology: Use Outside of School:

Parents/Guardians are primarily 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 the student to disciplinary action. Inappropriate use of technology may include, but is 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.

The amended Juvenile Court Act (effective January 1, 2011) prohibits a minor under the age of 18

from electronically distributing or disseminating any material that depicts another minor nude or engaged in any sexual or lewd conduct.

The possession of sexually explicit images of minors on any device is prohibited regardless if any state laws are violated or not. Parents/Guardians and the police may be contacted to investigate all involved in sexting. Students will be disciplined for sexting and each case will be referred to local law enforcement to determine whether or not criminal charges are appropriate.

It is the school's expectation that parents monitor their child's media accounts. Students may not post negative comments or pictures about St Anastasia School, their peers or staff on any social media sites. Additionally at no time may a student "friend request" an employee of St Anastasia School. Attempting to "friend" an employee or comment on an employee's personal social media account, or screenshot a staff's social media account, is strictly prohibited. School staff may not request or require a student to provide a password or other related information to their account in order to gain access to the student's account or profile on a social networking site. School staff may conduct an investigation or require a student to cooperate in an investigation if there is sufficient evidence to suggest the student's social network account violates the school's disciplinary policy, and the school may require the student to share content from their social media account in the course of the investigation. (105 ILCS 75/15)

Electronic Communication Devices:

During school hours including extended day students are only permitted to use electronic devices owned and managed by the school. This includes but is not limited to computers, tablets, phones, smart watches, headphones/Airpods and iPod/iPads. In grades 5-8 students will turn in their cell phones and all electronic communication devices brought from home to their homeroom teacher. Younger students will follow the classroom rules and are not allowed to use devices during the school day.

Behavior

Our philosophy is based on the gospel values of Jesus. St. Anastasia is a school community of individuals who have rights—to learn, to feel comfortable and safe, and to have opportunities to reach full potential. We recognize the dignity and equality of all persons. To function as a successful educational Christian community, each child has the responsibility to respect the rights of others. Our goals, as educators and parents, must be to consider the common good and to ensure that our actions and treatment of others will help create God's Kingdom on Earth.

The school and parents must share the responsibility for promoting positive student behavior at all times in all places. St Anastasia School administration and teachers must maintain a safe school atmosphere. While at St Anastasia, this supervision can be maintained as structured classroom management. Off-campus school sponsored events and activities are extensions of the school's

philosophy and therefore students' conduct must reflect earning the privilege to represent themselves as members of the St Anastasia's Christian community.

Conduct which is detrimental to or negatively affects the mission and reputation of a Catholic school, whether inside or outside school may result in other corrective disciplinary actions. Incidents of inappropriate and/or disruptive behavior are dealt with within the classroom whenever possible. The teachers work with the children to make sure the classroom rules are understood and the reasons for rules taught. Children learn that each adult may have different procedures to help them follow the rules.

Some of the following consequences may be used by classroom teachers:

- Student must accept responsibility for the behavior
- Student must resolve to avoid recurrence of the chosen behavior
- Student must repair what has occurred
- Students may be sent away from class to a supervised area
- Students may receive a detention and be required to come before, or stay after school
- Behavior notice to parents may include email and/or phone call
- Administration has the authority to decide on the disciplinary action of any given offense.

Consequences occur when actions take away another person's rights and opportunities. Teachers will articulate and display rules and expectations that are necessary for successful classroom management. Children must understand that there are consequences for their chosen actions. Consequences may be warnings, discussions of the problem with the child and/or parent, or other penalties such as, before or after school detentions and lunch detentions. Whatever measures are used, the ultimate purpose is to impress upon the child the need to be responsible for the choices and actions they take, as well as to contribute to the educational and social needs of the community. It is important that parents, teachers, and students have a common commitment to ensure a peaceful and productive environment.

School-Wide Expectations:

As stated in the school's mission statement, the school is committed to reach out through prayer, service, and education. These School-Wide Expectations will foster our mission through respect of self, others, and the environment.

- Follow directions from adults.
- Respect the space of others by keeping your hands, feet, body, and objects to yourself.
- Follow appropriate noise levels.
- Respect school property and personal belongings.
- No student is allowed in a classroom without an adult.
- Cell phones must be turned off and stored in your backpack or classroom as directed by your teacher.

Incidents of inappropriate and/or disruptive behavior are dealt with in the classroom whenever

possible.

The teachers work with the children to make sure that classroom and school rules are understood and the reasons for the rules are taught. **Children learn that each adult may have different procedures to help them follow the rules.**

Detentions: (3:10 to 4:15 PM)

A detention can be given to support the learning process or to modify behavior. The detention is served on the day indicated on the notice and is sent home for the parent's signature. The signed detention slip is returned to the issuing teacher the next school day. If the student fails to bring the signed detention slip, a parent will be called. The signature of the parent is necessary to notify the parent of the infraction so as to elicit support and as a safety precaution.

Lunch Detention:

A lunch detention can be given by the classroom teacher to support the learning process. The lunch detention is served with the teacher in the classroom.

Suspensions:

Suspension from school is a very serious procedure that involves the removal of the student from the normal school environment. While on suspension, the student will not participate in any class or school sponsored function, e.g., sports, field trips or parties. In-school suspension means the student will not be able to attend regular classes but will be under the supervision of the school administration. Out-of-school suspension means the student will not be permitted in school.

The administration determines the number of days a student is suspended. The student loses any eligibility for trimester awards. Suspensions are recorded in the student's permanent records. When a student is suspended, parents will be notified and an appointment will be set for a conference with the parents, child, teacher, and principal. On the morning following the suspension, the student and parent (s) will be required to meet with the principal at 8:00 AM in the school office.

Suspension may include but is not limited to any of the following:

- Insolence toward any adult.
- Continued disruptive behavior that hampers the teaching and learning process. This includes repeated non-completion and turning in homework.
- Vandalism or theft of parish/school property. Monetary compensation will be expected.
- Physical fighting and endangering the well being of others.
- Truancy.
- Abusive language to an adult or peer in school or anywhere on campus.
- Serious incidents of cheating, including plagiarism.

- Three detentions in one trimester.
- Possession and/or use of harmful materials and substances, such as: knife, gun, explosives, weapons, questionable reading materials, tobacco, drugs, and alcohol.
- Any other reason not listed but deemed necessary and appropriate.

Expulsions:

Involves the permanent dismissal of a student from attending St Anastasia School. It is invoked rarely and then only as a last resort. Except in extreme cases, expulsion will be imposed only after a period of suspension.

Bullying/Harassment:

As Catholic school educators, we respect the dignity of each person created in the image of God. From this reverence for the individual, we are committed to shaping Catholic school communities of faith and kindness, communities in which all students are welcomed and in which bullying, or harassment is not tolerated.

No student shall be subjected to bullying during any school-sponsored education program or activity, while in school, on school property, on school buses or school vehicles, at school bus stops waiting for the school bus, or at school sponsored or sanctioned events and activities or through the transmission of information from school, home, or public computer network, or other similar electronic school, home, or public equipment.

Bullying is:

- any intentional, repeated, hurtful act or conduct (physical, verbal, emotional, or sexual) including communications made in writing or electronically (including but not limited to email, texts, Snapchat, Facebook, Twitter, and Instagram).
- occurring on campus or off campus during non-school time,
- 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 student's person or property
 - cause a substantially detrimental effect on the student or student's physical or mental health;
 - interfere substantially with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

Bullying can take many forms, including violence, harassment, threats and behaviors related to shunning or ignoring another student.

In cases in which the severity of the incident may imply a criminal act, the matter should be turned over to the local police department immediately and the parents/guardians of the students involved will be notified. This includes any threats or sexual images conveyed through electronic communication (e.g., Internet, phone, text or social media.)

All allegations and incidents of bullying are taken seriously; the complainant (student, parent, guardian, teacher, staff, bystander, relative or other) should immediately report the bullying incident to a teacher, staff person, or principal.

Response & Consequences to Bullying/Harassment:

- **INTERVENTION:** The inappropriate/unacceptable conduct should be stopped immediately.
- **INVESTIGATION:** The complaint will be investigated promptly, thoroughly, and impartially. In cases in which the severity of the incident may imply a criminal act, the matter will be turned over to the local police department and the parents/guardians will be notified.
- **RESPONSE:** Disciplinary or restorative action for bullying/harassment and/or failure to follow school rules may be taken which is not limited to an action plan, probation, suspension, and/or expulsion from the school.

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 itself be cause for appropriate disciplinary action.

Sexual Harassment:

The staff of St Anastasia School believe that all students and employees are entitled to work and study in school-related environments that are Christ-centered and free of harassment. Sexual harassment by one employee of another, by an employee of a student, by a student of an employee, or by one student of another student is unacceptable conduct. Employees or students who engage in any type of sexual harassment will be subject to appropriate discipline, including suspension, expulsion or termination. 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 itself be cause for appropriate disciplinary action. Any student or employee, who knowingly makes false charges against an employee or student in an attempt to demean, harass, abuse or embarrass that individual shall be subject to the sanctions for misconduct set forth above.

Attacks of School Employees:

Upon receipt of a written complaint from any school personnel, the appropriate school administrator for a private school, shall report all incidents of battery committed against teachers, teacher personnel, administrative personnel, or educational support personnel to the local law enforcement authorities immediately after the occurrence of the attack. The school administrator must also notify the Illinois State Police (ISP) within 3 days of each incident through the School Incident Reporting System (SIRS).

Cell Phone/Smart Watch/Wireless Earbuds (or similar) Policy:

Cell phones may not be used during school hours. This includes the hours that a class may be on a

field trip, dances or other activities, unless specific directions are given by a teacher. If anyone should need to get in touch with a student during the actual school day, a call to the main office is the only acceptable means of doing so. Similarly, if a student needs to get in touch with someone off campus, a school phone will be made available. The use of a cell phone for any reason—calling, texting, listening to music; checking the time, the weather, the news; whatever—is prohibited during school hours. Communication apps that allow texting such as iMessage, WhatsApp, are not allowed to be used during the school day

Any cell phone or device brought to school must be powered off and given to the homeroom teacher during morning homeroom for all students.. If cell phones are used before or after school hours, calls must be made outside of the school buildings. **If students are found to be using their cell phones or smart devices/watches during the school day, the device will be held in the office for a parent to pick up.**

Faith Formation/Catholic **Identity/Prayer and Liturgy**

Sacramental Preparation:

In keeping with the most recent recommendations of the Archdiocesan Office of Religious Education, the children of St Anastasia School participate in a program of sacramental preparation which is based on parental involvement and responsibility. Instruction is provided in a group setting by the classroom teacher and the parents are encouraged to discuss this instruction with their child at home. The parish priests determine readiness of the child for the sacraments. Preparation for reception of Eucharist and Reconciliation takes place in second grade. Confirmation preparation and reception take place in eighth grade. Sacramental guidelines are given at parent meetings.

Liturgical Involvement:

An important aspect of the Religious Education Program of the school involves participation in the liturgy of the Church. In order to make this as meaningful as possible, provisions are made for prayer services and liturgies at which the whole school participates.

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 should attend weekly Sunday Masses. Parents are encouraged to discuss with their child at home what they are learning in preparation for the sacraments. The preparation of the children is a concerted effort among our

pastor, second-grade teacher/s, parents, and/or Religious Education director. Cost for Sacramental Materials Per Student- **\$50.00** (*Added to family FACTS account in Oct*)

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 should attend weekly Sunday Masses. Parents should discuss with their child what they are learning in their sacramental preparation classes. The preparation of the children is a concerted effort among our pastor, eighth-grade teacher/s, parents, and/or Religious Education director.

Once enrolled, the candidate must fulfill the basic requirements, including 25 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. Cost for Sacramental Materials Per Student **Student - \$75.00** (*Added to family FACTS account in Oct*)

Safety

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.

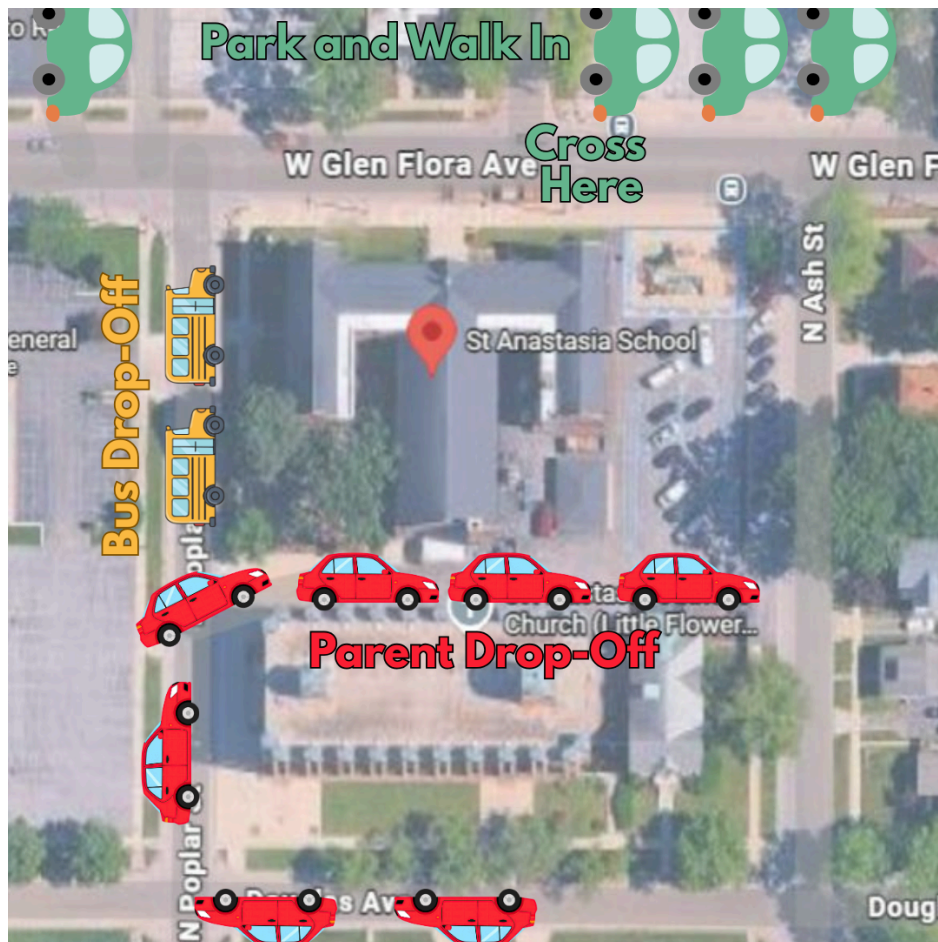
- Do not drop off children in the morning before 7:45 A.M. when supervision begins unless they attend extended day care.
- All tardy students must sign in at the main office.
- NO ADULT IS ALLOWED IN THE CLASSROOMS UNANNOUNCED.
- ALL VISITORS MUST WEAR A BADGE.
- The office must be notified of late pick-up.
- 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 for damages or theft of bicycles. They must be locked securely. Skateboards and rollerblades are prohibited on school/church property.

Supervision of Students:

St Anastasia School provides supervision beginning 15 minutes prior to the start of school, beginning at 7:45 AM. The school provides supervision after the school day ends until 3:05 PM. Outside of these times, if parents/guardians have to drop students off early or pick up late, students will be sent to Extended Day while waiting and all fees will apply.

Arrival Procedures:

- Students report to their classroom first and leave all belongings in the classroom before leaving room/lockers.
- Drop-offs & walkers enter on the East side
 - Parents should park in the northeast or northwest lot across Glen Flora if walking their child to the door.
 - Parents dropping off their child, will pull through the alley entering from Poplar and exiting onto Ash. If parents need to get out of their car, please use the parking lot across Glen Flora.



- Bus drop-off on the West side
- Enter starting at 7:45am. Early arrivals will be sent to Extended Day and charged the appropriate fee.

Dismissal Procedures:

- Students exit through the west door for buses and east door for pick-up.
 - Bus riders are dismissed by bus number and must stay with the supervisor until their bus number is called.
- Students will wait with their teacher for their parent/guardian to pick them up.

- Walk in the parking lot and on the sidewalk.
- Watch for cars/No playing.
- No cell phone use without teacher permission.
- At 3:05 walk with adult EDP if not picked up.

Traffic Rules:

When dropping off and picking up students, the first priority is the safety of all students. Drivers must observe the following rules:

- Parking and/or stopping on Glen Flora Ave in front of the school is prohibited.
- Parking and/or stopping on Poplar Street by the west entrance is prohibited between the hours of 7:30 AM and 3:15 PM. Buses need to get through.
- Be courteous of our neighbors and only park in diagonal spots on Ash.
- At arrival, please drop your child off in the drop-off line going through the alley between the school and church.
- Students are not permitted to cross the street alone. Please meet your child's teacher at the designated pick up spot and walk your child to your car.

Release of Students from School:

Students will only be released to parents/guardians or an authorized pick-up person. If your child will ride home with another parent, please contact the school office. Parents or legal guardians need to contact the school office if anyone is to be added or removed from the approved pick-up list.

Asbestos Management Plan:

In 1986, Congress passed the Asbestos Hazard Emergency Response Act. This law requires all schools to be inspected and identify any building materials containing asbestos. The law further requires the development of a management plan, based upon findings of the inspection.

Asbestos was used extensively in the past in building materials because of its insulating and fire retarding capabilities. Buildings built before the 1970's contain at least some asbestos in the insulation and structural fireproofing. We, too, have asbestos materials in our building. The primary concern arises when those materials begin to deteriorate or become damaged. The inspection report and management plan outline in detail the methods used to maintain the materials in a safe manner.

A copy of the inspection report and the management plan are on file for your review should you request to review it.

School Security:

Each door of the school building is locked during the school day. All parents and visitors must sign in at the East Door, Door #1 (Main Office) and go directly to and from their destination. The school works together with local law enforcement to develop safety procedures.

Child Abuse:

The Archdiocese of Chicago shall follow the Illinois Abused and Neglected Child Reporting Act and the Archdiocesan procedures when allegations and/or suspicions of child abuse are made against Archdiocesan personnel.

Safe Environment Requirements for All Volunteers:

Volunteers are responsible for logging into their Virtus account (www.virtusonline.org) to confirm their account is in compliance. If you are compliant and able to volunteer, all the tiles should be green and your role should be "Volunteer" at St. Anastasia School. Please check this to see your compliance status. Contact Letty Garcia (lgarcia@stanastasiaschool.org) with any questions. **The tasks and training must be completed before beginning work with children in the school as a school employee or volunteer.**

If your account was not compliant, you will need to add a new role when you are completing the requirements.

1. Create a Virtus account (www.virtusonline.org) and identify St. Anastasia School as your location with volunteer as your role (do not set an end date).
2. Attend/Complete a Virtus - Protecting God's Children training (now virtual).
3. Virtually sign the Standards of Behavior annually on the Virtus website annually.
4. Complete the CANTS 689 form annually to return to the school office.
5. Every 3 years complete the Keeping the Promise Alive (about 1/2 hour online training) on the Virtus website. Anyone who completed the Protecting God's Children training 3+ years ago should login to Virtus to complete this training.
6. Every 3 years complete the Mandated Reporter Training at <https://mandatedreporter.dcf.illinois.gov> and submit the certificate to the office.
7. Submit the form acknowledging you are a mandated reporter (CANT 22).
8. Every 3 years allow and clear a background check to be run through your Virtus account.

Visitor Guidelines:

Volunteers are expected to conduct themselves respectfully. Please note that discipline is not the responsibility of a parent volunteer. Should a student need redirection during an activity, the volunteer should defer to the teacher or school personnel on-site. If volunteer behavior is disrespectful or not aligned with the school mission, the administration may ask that the volunteer discontinue volunteering.

All school visitors must check in at the office and get a badge. No person without permission from

the office is allowed to roam the school premises or to go into any classroom for any reason, unless it is to complete his/her assigned duties. When visitors have concluded their volunteer time, they are to sign out in the office, return the badge, and exit the building.

Child Custody:

If a student enrolled at St Anastasia School does not reside with both parents due to divorce/separation, it is the responsibility of the parents to provide official documentation of custodial arrangements as expressed in a court decree. So that we are aware of custodial agreements, a copy of the court decree bearing the case number, pages referring to child custody as it relates to the school, and the pages bearing the judge's signature are to be submitted to the principal for the student's file. This information will be retained in the student's confidential file and is essential for maintaining appropriate and expected communication between home and school.

St Anastasia School abides by the Buckley Amendment with respect to the rights of the non-custodial parent with access to the academic records and to other school-related information regarding the student. 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.

Both parents are responsible for timely tuition payments unless otherwise stated in the custody papers. If one parent isn't paying, the student will be excluded following the tuition exclusion policy.

Emergency Procedures:

An emergency form is kept on file in the school office. Students will only be released to individuals listed on that form. Lock down procedures are practiced each year and reviewed with the Waukegan Police Department.

Fire and Tornado Drills:

Fire drills are conducted on a regular basis and tornado drills are conducted throughout the year. Detailed escape plans are posted inside the door of each classroom. For fire drills, each class has an escape route to an outside area that is a safe distance from the building(s). Children are moved to these designated areas in a safe, quiet, and orderly manner. During tornado drills, each classroom goes to a designated area within the building(s).

Tornado Warnings:

If a tornado warning is in effect in the locality of St. Anastasia School, students shall be taken to the designated safety area. Children shall not be released from the school building during a tornado warning. Parents/guardians waiting to pick up children during such a warning are encouraged to enter the school building and take cover with the students and staff.

Emergency Closing:

School closing information will be available through the following:

- WGN Radio 720 and WBBM Newsradio, Television channels 2, 5, 7, WGN NEWS, FOX, CLTV, www.EmergencyClosings.com
- Class Dojo & Facebook

In the event that school is closed, Extended Day and Athletic programs are also canceled.

Gang Activity:

Gang-related activities are contrary to Catholic Social Teaching and have no place in the Catholic school. Intimidation and disrespect of any person are unacceptable.

The following may be subject to disciplinary action:

- intimidation and threat of physical harm of others;
- symbols that may be gang-related in the manner displayed, including but not limited to jewelry, jackets, sweatshirts, caps or other forms of clothing;
- display of signs/symbols on paper, notebooks, textbooks, and other possessions that may be gang-related;
- conduct on or off premises that may be gang-related; and imitation of gang signs, symbols, actions, clothing, etc., at play before or after school, at recess, on or off school grounds.

Parents/Guardians are notified when their children are either suspected of being involved in gang-related activities or are a victim of gang-related activity. Gang activity may result in probation, suspension, and/or expulsion.

The principal has the authority and responsibility to investigate and report suspected gang activity to local law enforcement immediately.

Weapons and Firearms:

Policy ES 159.1/HS 309.1 The principal, with appropriate consultation, shall develop local policies and procedures regarding student substance abuse, use of alcohol, and possession of weapons.

To uphold the dignity of the human person, the sacredness of human life, and provide a safe, secure school:

- Students shall not carry, possess, or use weapons or firearms in school, or on school premises.
- Weapons include, but are not limited to the following: knives, brass knuckles, “billy clubs,” bats, pipes, sticks and any other object that causes bodily harm.
- Firearms (handgun, rifle, or shotgun) are defined as a weapon from which a shot is discharged by gunpowder.

School authorities have the right to inspect and search lockers, desks, parking lots and school campus property. Parents/Guardians of the students involved shall be notified as soon as possible. Students who violate these directives are subject to suspension and/or expulsion.

Searches Conducted by School Personnel:

All property of the school, including student desks and lockers, as well as all contents, may be opened, searched or inspected at any time without notice. School personnel have an unrestricted right to search this property as well as any containers, book bags, purses, or articles of clothing that are left unattended on the school campus.

School personnel should always have another school authority present when a search is conducted. The search of a student's person or of any item brought onto school property (including modes of transportation) is permissible when there is any suspicion that the student may be carrying contraband. Contraband is defined as any weapon, dangerous object, illegal drug, drug paraphernalia or other items prohibited by law or school policy.

Conducting the search:

- Secure the safety of the students and staff
- If a weapon, dangerous object, explosive, or ammunition is suspected, the school should contact the local police department immediately and should not attempt to disarm the individual.
- If a student refuses to voluntarily empty pockets or turn over personal items, the student should be detained until parent/guardian is contacted and present
- Parents/guardians should be informed that the student is risking possible suspension or expulsion for refusing to comply with the directive, if applicable.
- If a weapon, illegal drug or controlled substance is seized, the school authority must contact the local police department to report the incident and secure the contraband until the police arrive at the school. The contraband must be turned over to the local police jurisdiction. Students are subject to disciplinary action, including suspension and/or expulsion.

Health And Wellness

St Anastasia School seeks to provide a learning environment that promotes health and wellness, a balance of good nutrition, and providing an environment where students can develop and learn.

Students will receive education in health and wellness skills including nutritional education.

- Students in grades K-8 will participate in physical education class at least twice a week, and recess daily to promote physical activity. Preschool students will have physical education class once a week and extra recess time throughout the day.
- Special pizza lunches will be offered each month during the school year.
- Classroom celebrations take place three times a year (Halloween, Christmas and Valentine's Day). Teachers will work to provide healthy alternatives during class parties.
- Teachers will use limited food/treat rewards and will work for alternative rewards for

students.

Medical Examinations:

All students entering preschool for the first time, kindergarten, and sixth grade must have a medical exam, including an immunization record on file dated within one year before entering preschool, kindergarten, or first grade, and upon entering 6th grade. Students attending school in Illinois for the first time, regardless of grade, need a medical exam on file. If students do not have a record on file by October 15th, they are excluded from school until the exam is completed and the form is returned to school.

Dental Examinations:

All children entering Kindergarten, second and sixth grades must have a current dental examination by a licensed dentist. Parents/Guardians seeking an exemption to this requirement must submit the dental examination waiver form provided by the State of Illinois, Department of Public health to the school office to be in compliance.

Vision Examinations:

All children entering Kindergarten or an Illinois school for the first time are required to have a current eye exam on file at the school.

Medical Objections:

If there are medical objections the Physician Statement of Immunity must be attached to the Health Examination form and families must note that they have been counseled about the risks of not vaccinating

Religious Objection to Immunizations:

A religious exemption must be in writing and set forth the specific religious belief which conflicts with each immunization or examination.

Medication Procedures:

Parents/guardians have the primary responsibility for the administration of medication to their children. The administration of medication to students during regular school hours and during school-related activities is discouraged unless necessary for the critical health and well-being of the student. Teachers, administrators, and administrative staff shall not administer medication to students except as provided in these School Medication Procedures.

If a child is required by a medical doctor to take prescription medication during the school day, a medical authorization form available in the school office must be completed and submitted to the school office.

1. The school receives a copy of the doctor's order that includes:

- Name of medication
 - Condition for which it is being given
 - Dosage and time of administration
 - Duration of the request
 - Doctor's signature and telephone number
2. Medication must be in the original pharmacy bottle with written information clearly visible
 3. Required paperwork must be completed and is available on the school's website.

Administration of Medical Cannabis:

Students are not permitted to use or possess cannabis in our schools except in accordance with the law and school policy. School policy should provide that if a parent/guardian of an elementary/secondary student who demonstrates his/her son or daughter is a "registered qualifying patient" and has an individual who is a "registered designated caregiver," both of whom hold medical cannabis registry identification cards, then the parent/guardian or registered designated caregiver must be permitted to administer a medical cannabis product to the student (non-smoking/non-vaping form) at school.

A parent or guardian or other individual may not administer a medical cannabis product in a manner that, in the opinion of the school, would create a disruption to the school's educational environment or would cause exposure of the product to other students.

Allergy and Epi-Pen Guidelines:

St Anastasia School works to reduce allergen risk and provide a safe environment for all students. Any students having an allergen requiring an Epi-Pen will need to provide an allergen alert form including the student's photo along with the medication administration form signed by a physician.

Asthma Guidelines:

St Anastasia School allows students to self-carry their inhaler provided the family has brought in the original packaging with the prescription along with the medication administration form.

Diabetes:

St Anastasia School is in accordance with the Care of Students with Diabetes Act and will admit children with diabetes St Anastasia School will create a Diabetes Care Plan in conjunction with Policy 415.06 standards. School employees are protected by the **Civil Immunity Law (105 ILCS 145/45):**

- a. A school or a school employee is not liable for civil or other damages as a result of conduct, other than willful or wanton misconduct, related to the care of a student with diabetes.
- b. A school employee shall not be subject to any disciplinary proceeding resulting from an action taken in compliance with this Act, unless the action constitutes willful or wanton misconduct.

CPR & First Aid:

All staff receive First Aid/CPR training annually and are trained about first aid kits and our AED. The training includes how staff are informed/trained on their availability, location and contents and procedures for reporting refilling needs.

Supply of Undesignated Opioid Antagonists Policy:

In accordance with applicable State law, the School will make all reasonable efforts to maintain a supply of undesignated prescribed opioid antagonists in the name of the School and provide or administer them as necessary according to State law.

To the extent the School is able to maintain a supply of undesignated opioid antagonists, they will generally be available during:

- school hours:
- after-school hours:

Maintained in the following designated secure locations: school office. However, no one should rely on the School for the availability of opioid antagonists. This Policy does not guarantee the availability of undesignated opioid antagonists.

An opioid antagonist is defined as a drug that binds to opioid receptors and blocks or inhibits the effect of opioids acting on those receptors, including, but not limited to, naloxone hydrochloride or any other similarly acting drug approved by the U.S. Food and Drug Administration.

A school nurse or trained personnel, as defined in State law, may administer an undesignated opioid antagonist to any person that they, in good faith, believe is having an opioid overdose while in school, while at a school-sponsored activity, while under the supervision of school personnel, or before or after normal school activities. The School shall maintain a list of trained personnel. Prior to the administration of an undesignated opioid antagonist, trained personnel must submit to the School's administration proof of completion of a training curriculum to recognize and respond to an opioid overdose.

Upon any administration of an undesignated opioid antagonist, the School must immediately notify the student's parents or guardian or emergency contact.

Within 24 hours after the administration of an opioid antagonist, the School must notify the health care provider who provided the prescription for the opioid antagonist of its use.

Within three days after the administration of an opioid antagonist, the School must report the required information to the Illinois State Board of Education on the form titled, Undesignated Opioid Antagonist Reporting Form.

The Catholic Bishop of Chicago, an Illinois corporation sole, the School, their employees and agents are to incur no liability or professional discipline, except for willful and wanton conduct, as a result of any injury arising from the administration of an opioid antagonist, regardless of whether

authorization was given by the student's parents or guardians or by the student's physician, physician's assistant, or advanced practice registered nurse. A student's parent(s) or guardian(s) must indemnify and hold harmless the Catholic Bishop of Chicago, an Illinois corporation sole, the School and their employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the administration of an opioid antagonist, regardless of whether authorization was given.

The parents or guardians of the student must sign a statement acknowledging that the School and its employees and agents are to incur no liability, except for willful and wanton conduct, as a result of any injury arising from the administration of opioid antagonists, regardless of whether authorization was given by the student's parents or guardians or by the student's physician, physician assistant, or advanced practice registered nurse, and that the parents or guardians must indemnify and hold harmless the School and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the administration of an opioid antagonist, regardless of whether authorization was given.

Illness/Accident at School:

If a student is ill when they wake up in the morning they should be kept home and a phone call to the school should be placed by 8:30am. If the office doesn't hear from you, they will call to verify your student's absence. Please don't be offended when we ask about your child's illness, we are required to report certain illnesses as well as notify other class members if there is illness in their class.

If a child becomes ill during the day, school staff will contact the parent/guardian to arrange pick up. Students should NOT be contacting parents via their cell phones or smart devices during the school day.

Students should be fever and symptom free for 24 hours before returning to school. This means if your child goes home at lunchtime and then is feeling better the following morning, they should not return to school until the next day.

Please keep students' home if the following symptoms are present:

- Fever
- Nausea/vomiting
- Rash or sores
- Red/watery or swollen eyes
- Diarrhea
- Excessive Coughing/Sneezing
- Headache
- Sore Throat
- Earache

If the student required medication in the morning prior to school to reduce symptoms (not of chronic illness/allergies) they shouldn't attend school that day.

Parents are notified according to the information provided on the Emergency Sheet or Registration Form. In the event of an emergency school staff will contact parents and local EMS.

If a student is absent/ill they may not attend extracurriculars on the day of the absence.

Substance Abuse: Alcohol and Drugs:

Substance is defined as illegal drugs and drug paraphernalia, alcohol, anabolic steroids, tobacco, chemicals, inhalants, solvents, prescription or over-the-counter drugs used for purposes other than those for which they are indicated or in a manner or in quantities other than directed.

Substance abuse means the consumption or use of any substance for purposes other than the treatment of sickness or injury as prescribed or administered by a person duly authorized by law to treat sick and injured human beings.

Illegal Violations:

The possession, use, delivery, transfer, or sale of tobacco, alcohol, drug paraphernalia, illicit substances, chemical or any substance designed to look like or represented as such by students, on school premises, in school buildings, on school buses, or at school sanctioned events is expressly forbidden.

SCHOOL PROCEDURES FOR HANDLING VIOLATIONS

- Notify the parent/guardian and suspend the student during the school investigation.
- Notify local law enforcement authorities immediately as directed by law.
- Conference with principal, parent/guardian, student, pastor, and other appropriate persons as determined by the principal.
- Notify the Illinois State Police (ISP) within one to three days of the incident on the ISBE School Incident Reporting System (SIRS).
- Notify representatives from the Office of Catholic Schools of the incident; fax a copy or send a PDF of the completed Accident/Incident Report within 24 hours to the appropriate archdiocesan representative.
- If the violation is founded, professional evaluation and, if necessary, treatment shall be provided by the parent/guardian.
- Based on the results of the certified clinical evaluation, the status of the student for continued attendance in the school will be determined by the principal. Options include but are not limited to continued suspension and/or expulsion.
- Appropriate confidentiality shall be maintained.

Alcohol Use:

The principal and administration have the right and responsibility to prohibit consumption of alcoholic beverages at school sponsored events/activities on and off campus where students are present.

Dress Code

At St Anastasia School, our goal is to create a positive atmosphere conducive to learning, reduce competition, and project a wholesome image of our school.

Enrollment at St Anastasia School implies agreement with and acceptance of the dress code. All students are to be in full uniform beginning on the first day of school and at all times unless otherwise directed by the school.

Parents/guardians are the first Dress Code Monitors and are expected to ensure students are sent to school in compliance. The teachers and principal have authority in regard to interpretation and enforcement of the dress code. Written notification is required if there are exceptional medical reasons for the student not to be in the proper uniform.

Uniforms are not required for pre-school students.

If a student is in violation of the dress code, the following actions will be taken:

- First Violation: Email note sent home from the teacher.
- Second Violation: Call home to parents/guardians.
- Additional Violation(s): Detention and parent/guardian will be required to bring in a change of

clothes.

General Appearance:

Category	Boys	Girls
Hair	● Hair must be kept neat and hair length must be kept above the shirt collar. ● Designs or “lines” are not permitted. ● No artificial color or dye allowed. ● Extreme or “fad” hairstyles are not permitted.	● Hair must be kept neat. ● No artificial color or dye allowed. ● Extreme or “fad” hairstyles are not permitted. ● Hair should be approximately the same length on all sides.
Jewelry	● A watch, a small bracelet, and a small necklace may be worn and a ring may be worn. ● Earrings are not permitted. ● Several wristlets on each wrist are not allowed. Limit one wristlet/bracelet.	● A watch, a small necklace, a small bracelet, a small set of earrings, and a ring may be worn. ● Several wristlets on each wrist are not allowed. Limit one wristlet/bracelet. ● One set of stud earrings are permitted. No dangling or hoop earrings.
Make Up	● Not Allowed	● Not Allowed

Nail Polish	• Not allowed (including marker) • No nail extensions/fake nails	• Not allowed (including marker) • No nail extensions/fake nails
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Standard Uniform:

Category	Boys	Girls
Shirt	• White or dark green polo with St Anastasia School logo, short or long-sleeved. • Dark green crewneck sweatshirt with St Anastasia School logo may be worn over school polo. * Sweatshirts from Lands End or American Outfitters only. • Solid dark green vest may be worn over school polo. • No hooded sweatshirts	• White or dark green polo with St Anastasia School logo, short or long-sleeved. • Dark green crewneck sweatshirt with St. Anastasia School logo may be worn over school polo. * Sweatshirts from Lands End or American Outfitters only. • Solid dark green vest or cardigan sweater may be worn over school polo. • No hooded sweatshirts
Undershirt	• White undershirt required for grades 3-8	• White undershirt or tank top required for grades 3-8
Pants	• Navy blue or Khaki dress/uniform-style pants • Cargo pants are not allowed. • Shirts must be tucked into pants at all times.	• Navy blue or Khaki dress/uniform-style pants • Cargo pants are not allowed. • Leggings are not allowed. • Shirts must be tucked into pants at all times
Shorts	• Navy blue or Khaki walking length shorts • Cargo shorts are <u>not</u> allowed • Shirts must be tucked into shorts at all times. • <i>(Shorts can only be worn August to October 15th and May 1st to June)</i>	• Navy blue or Khaki walking length shorts • Cargo shorts are <u>not</u> allowed. • Shirts must be tucked into shorts at all times. • <i>(Shorts can only be worn August to October 15th and May 1st to June)</i>
Jumpers/ Skirt Skorts	• Not Allowed	• K-4th grade may wear green plaid jumpers with green or white polo underneath. • Jumpers can be purchased from Lands End. • Shorts must be worn underneath jumpers • Must be within 1 inch of the knee. • K-8th grade students may wear green plaid skirts or khaki or navy blue skorts. • Shorts must be worn under skirts. • Skirts/skorts must be within 1 inch of knee.
Socks/ Tights	• White, black, or navy blue socks covering the ankle. • No-show socks are not permitted.	• White, black, or navy socks covering the ankle. • No-show socks are not permitted. • White, black, or navy tights are permitted

		White, black, or navy blue knee-high socks.
Shoes	- Shoes must be black, white, and/or gray; need not be solid colored. Shoelaces must match the shoe color. - Shoes must cover the ankles; no boots - Tennis shoes or dress shoes are allowed - NO Crocs or sandals.	- Shoes must be black, white, and/or gray; need not be solid colored. Shoelaces must match the shoe color. - Shoes must cover the ankles; no boots - Tennis shoes or dress shoes are allowed. - NO Crocs or sandals. - No heels or platform shoes.

Gym Uniform: Students wear their PE uniform to school on PE days. Hoodies are not part of the gym uniform and can only be worn on spirit/jeans days.

Category	Boys	Girls
Shoes	Tennis Shoes	Tennis Shoes
Shirt	- Short sleeve green t-shirt with St. Anastasia School logo - Dark green crewneck sweatshirt with the St. Anastasia School logo can be worn over the gym shirt.	- Short Sleeve green t-shirt with St Anastasia School logo - Dark green crewneck sweatshirt with the St. Anastasia School logo can be worn over the gym shirt.
Pants/ Shorts	- Green shorts with St Anastasia School logo <i>(Shorts can be worn from August to October 15th and May 1st to June)</i> - Green sweatpants with the St Anastasia School logo. <i>(Sweatpants are to be worn from October 15th through May 1st. Gym shorts can be worn under the sweats for class)</i>	- Green shorts with St Anastasia School logo <i>(Shorts can be worn from August to October 15th and May 1st to June)</i> - Green sweatpants with the St Anastasia School logo. <i>(Sweatpants are to be worn from October 15th through May 1st. Gym shorts can be worn under the sweats for class)</i>
Socks	White or black athletic socks covering the ankle	White or black athletic socks covering the ankle

Jeans Day (non-uniform day):

Category	Boys	Girls
Shirt	- Shirts must be in good condition and fit properly (i.e. not oversized or extremely tight) - Shirts must extend to the waist or lower and may not be sheer - No offensive images or messages permitted. - Sleeveless shirts are not permitted.	- Shirts must be in good condition and fit properly (i.e. not oversized or extremely tight) Bra straps must not be visible - Shirts must extend to the waist or lower and may not be sheer - No offensive images or messages permitted. - Low-cut, open/off the shoulder, or sleeveless shirts are not permitted. Shirt must gather at the neckline.

Pants/Shorts/ Dresses/Skirts	• Shorts must be in good condition and fit properly (i.e. not oversized or extremely tight). Shorts must reach closer to the knee than the waist. Shorts can only be worn during the same time as uniform shorts. • Pants must be in good condition (no rips, tears, etc.) and fit properly. Skinny/jegging style pants are not permitted. • St. Anastasia sweatpants or PE shorts with the St. Anastasia logo are permitted. • Non- St. Anastasia School athletic, gym, pajama pants, or yoga-style pants or shorts are not permitted.	• Shorts must be in good condition and fit properly (i.e. not oversized or extremely tight). Shorts must reach closer to the knee than the waist. Shorts can only be worn during the same time as uniform shorts. • Pants must be in good condition (no rips, tears, etc.) and fit properly. Skinny/jegging style pants are not permitted. • St. Anastasia sweatpants or PE shorts with the St. Anastasia logo are permitted. • Non- St. Anastasia School athletic, gym, pajama pants, or yoga-style pants or shorts are not permitted. • Skirts or dresses may be worn all year. Skirts or dresses must reach the knee, be in good condition and fit properly. Dresses must gather at the neckline and knee length.
Socks/Tights	• Socks must cover the ankle	• Socks must cover the ankle • Knee-highs or tights may be worn with dresses or skirts.
Shoes	• Close-toed shoes must be worn • Crocs are not allowed • No open-backed shoes	• Close-toed shoes must be worn. • Black or brown, flat soled boots (No heels) and below the knee may be worn with jeans but not with skirts or dresses. • Crocs are not allowed • No open-backed shoes

Students, especially junior high students, are encouraged to bring their own personal hygiene items to school to be used when needed. Students will be allowed to keep extra deodorant in their lockers or backpacks. **Students are not allowed to bring aerosol cans of deodorant to school. Body spray, perfume, cologne, and/or aftershave must be left at home. Students will not be allowed to keep these items in lockers. Spraying these items will result in possible disciplinary action. These items, when used in areas the general population of the school uses, can lead to problems for allergy sufferers and those with asthma.**

St. Anastasia Uniform

Tops - Required - Boys & Girls (K-8)



Polo must be worn and have St. Anastasia logo

Tops - Optional - Boys & Girls (K-8)



Bottoms - Boys & Girls (K-8)

Aug-Oct. 15th & May 1st-June



All Year



Jumper - Girls (K-4)



Bottoms - Girls (K-8)



PE (K-8)



Aug-Oct. 15th & May 1st-June

Acknowledgement of Parent/Student Handbook: 2026-2027

Dear Parent/Guardian,

A copy of the Parent/Student Handbook can be found at our website

<https://www.stanastasiawaukegan.com> under the family resource tab. Our philosophy, from which the rules flow, is included. It is important that you and your child(ren) read this document carefully. The school and/or principal retains the right to amend the handbook for just cause. You will be notified if changes are made. Finally, educating a child is a cooperative venture between school and parent. You have been given this handbook to inform you about procedures at St. Anastasia School. Please sign and return the form below which indicates you and your child(ren) have thoroughly read and understand the contents of the handbook.

I have read and agree to uphold the school's policies and procedures as outlined in the handbook.

Child _____ Grade: _____

Child _____ Grade: _____

Child _____ Grade: _____

Child _____ Grade: _____

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

THE YOUNGEST OR ONLY CHILD MUST RETURN THIS SHEET TO SCHOOL NO LATER THAN FRIDAY, AUGUST 28, 2026.