



3309 West Chester Pike
Newtown Square, PA 19073
Phone: 610-356-6225
Fax: 610-356-5748
www.saintannies.org

STUDENT-PARENT HANDBOOK



Saint Anastasia School

Student-Parent Handbook

This handbook contains certain policies and procedures of the School. The School reserves the right to modify policies or procedures without notice, and reserves the right to apply policies and procedures as circumstances dictate. If you have a question about a particular policy or procedure, please contact the Principal and/or the Vice Principal.

**STUDENTS AND PARENTS MUST ACCEPT AND ABIDE BY
THE SCHOOL'S POLICIES AND PROCEDURES IN ORDER
FOR THE STUDENT TO ATTEND THE SCHOOL.**

***** A SIGNED LETTER OF ACKNOWLEDGEMENT MUST BE
SUBMITTED TO THE OFFICE EACH YEAR *****

Mission Statement

Saint Anastasia School affirms its commitment to prepare our students to lead lives of service to God and neighbor, lives that will proclaim the message of Jesus Christ through the community. We commit ourselves to excellence in Catholic education, the process of peacemaking and the integration of Christian values with all curriculum areas. We believe that each child is a unique gift from God and we celebrate each child's talents and abilities in educating the whole child.

Catholic School Education

Every Catholic school student has a right to be treated as a child of God, with the love and respect that it implies, regardless of family circumstances. In like manner, the believing community has the right to an education guided by Catholic teaching and identity, unimpeded by pressures contrary to Church teaching.

As parent/guardian of a student in a Catholic school, I understand, affirm, and support the following:

1. The primary purpose of a Catholic school education is two-fold: to strengthen the Catholic community in its faith, and to form students in the teachings of Jesus Christ and the Catholic Church.
2. Catholic schools are distinctive religious education institutions guided by the teachings of the Catholic Church. They are not simply private schools offering a positive moral code. Rather, they exist to advance the faith mission of the sponsoring Catholic parish(es), Archdiocese, or Catholic religious community.
3. While Catholic education places a high value on academic excellence and extracurricular achievement, its fundamental priority is fidelity to Catholic teaching and identity.
4. Attending a Catholic school is a privilege, not a right. The school and its administration have the responsibility to ensure that Catholic teaching and moral integrity permeate every facet of the school's life and activity and that the school is able to function as a community of faith.
5. In all questions that involve Catholic teaching, morals, and Church law, the final determination rests with the Archbishop.

Religious Development

The religious development of its students is the primary reason for existence of any Catholic school. It is the primary reason for the existence of Saint Anastasia School. Accordingly, the following religious opportunities are offered to our children:

- daily prayer;
- daily religious instruction;
- celebration of the Mass;
- Para liturgical celebrations;
- preparation for the reception of the sacraments.

Children attend Mass monthly in celebration of specific feasts of the church and on other special occasions throughout the year. Para liturgical services are generally attended by all of the children before Thanksgiving, Christmas and Easter. Reconciliation services are held at the beginning of the school year, in Advent, and in Lent.

First Reconciliation and Holy Eucharist are received in Grade 2. Confirmation is received in Grade 6.

Children are expected to attend Mass on weekends and holydays and are encouraged to receive the sacraments of Reconciliation and Holy Eucharist often. Parents, as the first teachers of their children, should model this behavior.

Children should be trained from their earliest years in their responsibility to support the Church. This is best achieved through the use of Church envelopes provided.

Admission

Our School admits students of any race, color, national or ethnic origin to all of the rights, privileges, programs and activities generally accorded or made available to its students. The School does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, its admission policy, or in any school-administered program.

The School endeavors to accommodate students with special needs, as the School's resources and capabilities reasonably permit. The School reserves the right to decline admission or impose reasonable conditions of attendance where indicated under the circumstances.

Children of parents/guardians who are registered members of St. Anastasia Parish are eligible for admission to St. Anastasia School. All registrations are taken through the School Office. Dates for registration are announced in the Parish Bulletin, The E-Bell, and the local newspaper. Registrations are accepted during the school year depending upon the availability of room in the respective grades and a review of the child's records by the principal.

Transfers

Transfers are required for any child enrolling in St. Anastasia School from another school. Likewise, a transfer is required for admission to another school from St. Anastasia School. Notification of pupil transfer should be sent to the School Office.

School records are transferred as soon as a request is received from the receiving school. Report cards and reading/math portfolios are given to the parents/guardians at the time of the transfer. Academic records are released only if finances are settled with the parish.

Registration

Families are accepted into the School in the following preferential order:

- a. Parish families with currently enrolled children in our school.
- b. Other families (non-parishioner) with children currently registered in our school.
- c. Families new to our school
 - (1) Students transferring from other Catholic schools
 - (2) Families new to our school residing in our parish
- d. Families residing outside of our parish
 - (1) Catholic students coming from a parish without a school
 - (2) Catholic students coming from a parish that has closed its school enrollment
 - (3) Catholic students coming from another parish school for other reasons
 - (4) Non-Catholic students

Registration for kindergarten students and other students new to our school takes place in February. This registration is only for new students. Registration information is communicated through the E-bell and the parish bulletin. There is a non-refundable fee due at the time of registration. Registration fees are published in The Parish Bulletin with tuition costs.

Re-Registration

Families registered in our school are required to re-register annually. Re-registration information for the following year is forwarded to each family through the weekly communication envelope in January prior to the next school year. Tuition fees and non-refundable re-registration fees are published in a letter from the Pastor. All financial obligations must be current before re-registration can be processed.

Applicants for Preschool, Pre-Kindergarten, Kindergarten and First Grade must be 3, 4, 5 and 6 years old, respectively, by September 1 of the year in which admission is sought. The following documents are required:

- birth certificate;
- baptismal certificate, if baptism was not in St. Anastasia;
- record of immunization.

Should a child transfer from another school, a transfer from the sending school, and a review of the child's records by the principal is required in addition to the aforementioned items.

Change of Home Address, E-mail Address, or Telephone Number

Written notification should be sent to the School Office and to the child's homeroom teacher of any change in address, telephone number or emergency contact.

Tuition/Financial Information

Our school provides quality Catholic education through the efforts of our parish priests, faculty, staff, Home and School Association, volunteers, parish community, and most of all, through the many sacrifices made by the parents/guardians of the children enrolled here.

Tuition is determined in January for the following school year. The School also may impose fees for other items, such as extracurricular activities, field trips, books, and registration. This information is communicated to the school parents/guardians through the classroom teacher or E-Bell if it is school wide.

All payments to St. Anastasia School are to be made either (a) directly through Smart Tuition and your check is payable to Smart Tuition or (b) check, money order or cash at the church rectory and your check is payable to St. Anastasia School. If a question arises, a canceled check or money order receipt will be accepted as proof of payment.

In justice to all parents and the parish community, parents are expected to keep tuition payments up to date. Both parents are jointly responsible for tuition and other fees charged by the School. The Pastor and Business Manager review the tuition records on a quarterly basis. The trimester student report card will not be released if the tuition account has an outstanding balance, unless the parent has met and made suitable arrangements with the Pastor or the School. In addition, the School reserves the right to take further action, up to and including dismissal and withholding of school records, if tuition payments are not timely made.

Student Policies

Academic Policy

Preparation for Class

The student is responsible for completing all class assignments and homework on time. Failure to do so indicates a lack of serious preparation for class. Incomplete homework assignments will ultimately affect the student's effort grade on the report card. Daily performance of students is assessed by the teacher. Examination of copybooks and worksheets for neatness and completeness of work, as well as class participation, are part of the overall report card grade. All students must be encouraged to use copybooks properly. Students should not tear pages from copybooks, skip pages, or use his/her copybook as a drawing or scribbling pad.

Class Participation

Students are expected to:

- give attention and respect to the teacher at all times
- show respect and concern for other students by a willingness to share and to take turns
- actively participate in class by responding orally or in writing as circumstances dictate

Homework

Homework refers to an assignment made by a teacher that will positively reinforce a concept presented in class. Homework includes both written and study assignments, and should be done by the student independently. While this does not preclude parental help or interest, the assignments should not require undue parental assistance or supervision. Ample time should be allowed for the completion of out-of-class research assignments or projects.

The following time per night is suggested for homework; this includes both written and study assignments:

Grades 1 and 2	30 minutes
Grades 3 and 4	60 minutes
Grades 5 and 6	90 minutes
Grades 7 and 8	120 minutes

The School realizes that teachers, students and subjects vary. The objective is not time, but the extension of learning beyond class time. In the event of absence or suspension, all homework and missed assignments are to be made up.

Student Progress

Student progress can be monitored via communication with the teacher as well as referring to Option C. Learning not only cultivates intellectual skills, but also responsibility for one's social and personal development. Progress reports may include information about a student's academic, personal, and/or social growth.

Promotion or Retention

Student progress is monitored throughout the school year. At the December Parent-Teacher Conference, the parent/guardian is informed of the student's academic, social, and emotional progress. In February, the teacher will contact the parent/guardian of a student who continues to experience difficulty, to discuss the possibility of retention and support services. By the end of May, the teacher(s) will schedule a follow-up meeting with the parent(s)/guardian(s). If retention is indicated, the parent(s)/guardian(s) will receive an official notification which must be signed and returned to the school administration.

Promotion or retention is at the discretion of the administration in consultation with the teacher.

Report Cards

Report cards are issued three times a year to students in Grades 1 through 8.

Each student is responsible for his/her own report card grade by satisfactorily fulfilling the following requirements: major assessments (at least five significant assessments per trimester.), quizzes, oral and written reports, projects, independent work, classroom work, active participation in lessons and activities

Standardized Testing

The Terra Nova Test is administered each year to students in Grades 1-7. The results are communicated to parents and are utilized by the school for curriculum planning.

Grades 1-2	Terra Nova 3 – Multiple Assessments
Grades 3-7	Terra Nova 3 – Common Core with In-View

Testing is schedule for the Spring of each year. Please refer to the school's calendar for the exact dates.

Test Grades

Parents are expected to regularly check Option C to monitor their child's progress. It is the parent's responsibility to contact the office if their Option C information is misplaced. In some cases teachers will send home tests weekly. Tests are to be returned signed by the parents(s) promptly (if signature is required by the teacher).

Graduation

Eighth grade students who have completed the prescribed course of study and maintained a suitable discipline record are eligible for graduation if all financial obligations have been met. Procedures for graduation are determined by the Administration and the eighth grade teachers.

Closing Exercises

Participation in closing exercises is a privilege, not a right. The School has the right to deny any student from participating in closing exercises if, in the view of the School, the student's conduct or academic or disciplinary record indicates that the privilege should not be extended.

Daily Schedule

Preschool and Pre-Kindergarten	AM Session	Full Day
Arrival	9:00 AM	9:00 AM
Dismissal	11:30 AM	3:30 PM
Preschool and Pre-Kindergarten (full day)		Early Dismissal
		9:00 AM
		11:30 AM
Kindergarten (half day)		AM Session Early Dismissal
Arrival	9:00 AM	9:00 AM
Dismissal	11:45 AM	12:05 PM
Kindergarten (full day)	Full Day	Early Dismissal
Arrival	9:00 AM	9:00 AM
Dismissal	3:30 PM	12:05 PM
Grades 1 - 8	Full Day	Half Day
Arrival	9:00 AM	9:00 AM
Dismissal	3:40 PM	12:30 PM

Curriculum

In all subject areas and at every grade level, St. Anastasia School follows the curriculum prescribed for the elementary school in the Archdiocese of Philadelphia. The curriculum is developmental and sequential and is interwoven with religious truths and values.

Instruction is offered in the core academic areas as well as in Art, Music, Physical Education, Spanish and Media/Technology. Participation in various art, spelling, math, and other contests, help prepare our students for a competitive, global world.

Instrumental Music

Instrumental music instruction is offered weekly for parents/guardians who wish to enroll their children in Grades 4 through 8. Instruction is given during the school day. Band practice is held before and after school. Band members perform Christmas and Spring concerts.

Choral Music

Music programs are offered in Grades 3-8. Students meet during their lunch recess with our music teacher or some groups meet before school. Students perform at school functions throughout the year.

Media Center

The school media center is staffed by a certified librarian and is available to the students during the school day. Library and technology skills are integrated in the media center approach. A fine will be levied on overdue books. Damage or loss of books will result in the parent(s)/guardian being responsible for the replacement cost of the book. The school media center is open to all students on a regular basis.

Auxiliary Services

Under Act 89, the Pennsylvania Auxiliary Service Act, services are provided by the Commonwealth of Pennsylvania through the Delaware County Intermediate Unit in the areas of diagnostic testing, remedial reading and math, speech and language, psychological testing and counseling. The availability of the programs is contingent each year upon funding. Parental permission for all services is required. These services are provided on-site.

Title I, a federally funded program, offers remedial reading and math instruction. These services are provided on-site by personnel from the Delaware County Intermediate Unit.

Books and Materials

Every student must carry his/her books to and from school in a suitable book bag. Rolling book bags are discouraged as they pose a tripping hazard. All books must be covered, with the exception of copybooks. All covers must be neat and clean and free from inappropriate material. Books, copybooks, and materials are to be properly identified with a child's name, school, address, and room number.

All lost or damaged books/CDs must be paid for in full by the student and parents/guardians. A charge will be made at the rate at which the materials were purchased by the School.

Students are expected to take care of their personal belongings, their books and their clothing. They are also asked to help care for the school buildings and the adjoining property. Any malicious damage will necessitate compensation. Damage to neighborhood property on the way to and from school reflects on both school and home training.

Most books are provided through Pennsylvania Law, Acts 90 and 195. An "Instructional Material and Textbooks Request Form" is signed by the parents/guardians at the time of registration and kept on file for the years the child attends St. Anastasia School. The Religion book and other books which exceed allotted state funds are property of the Commonwealth of Pennsylvania.

Code of Conduct

We believe that discipline is fundamental to life. Discipline is a necessary reflection of the Philosophy of a Catholic School, which attempts to develop a fully committed Christian – a Christian committed to the observance of just rules and regulations, which will assist the individual in responding to his/her responsibilities and obligations to himself/herself and others.

Correct training in discipline means that a child learns to accept rules and regulations presented by lawful authority. Students are expected to act in such fashion that their behavior will reflect favorably on themselves and the school. They are expected to show consideration and respect for their fellow students and teachers, thus creating a harmonious atmosphere within the school. All students must recognize their individual responsibilities and obligations and discharge them in accordance with school regulations. Children who fail to comply with school policies and regulations must accept the consequences.

The discipline code applies to students in school and at school-sponsored events, as well as in the school/parish community and outside the school/parish community where the behavior is contrary to Catholic teachings or could bring disrepute or embarrassment to the School.

It is required that parents/guardians cooperate with school policies and procedures to ensure an environment conducive to learning and reflective of Catholic teachings and values.

Harassment

The School follows the Philadelphia Archdiocesan Policy prohibiting sexual harassment. Sexual harassment refers to any unwelcome sexual attention, sexual advances, requests for sexual favors or other verbal, visual or physical conduct of a sexual nature.

Sexual Harassment is unacceptable conduct and will not be tolerated. Any student who is determined to have violated this policy will be subject to appropriate disciplinary action up to and including dismissal. Any parent/guardian who is determined to have violated this policy will be subject to appropriate legal action. A complete copy of the policy is maintained by the Principal and is available upon request.

Inappropriate Conduct

It is the intent of the school to provide an educational environment free from all forms of improper threats, intimidation, hostility and offensive and inappropriate behavior. Such improper conduct may take the form of unwanted verbal or physical conduct, verbal or written derogatory or discriminatory statements, and behavior not otherwise conducive to the educational and religious mission of the school. Unacceptable conduct – either by a student or a parent/guardian - includes, but is not limited to, the following:

- a. disrespectful behavior of any kind toward or about any staff, student, volunteer or parent; irreverence
- b. insubordination, lying
- c. fighting, physical aggression, reckless or disruptive behaviors, or posturing to fight
- d. classroom disruption
- e. bomb scares or triggering other false alarms
- f. cheating, plagiarism or forgery
- g. use or possession of drugs or alcohol
- h. smoking
- i. theft
- j. intimidation, harassment, bullying
- k. possession, handling or transmission of any weapon, facsimile of a weapon, or other object that can reasonably be considered or used as a weapon or dangerous instrument
- l. dress code violation
- m. engaging in activities that are maliciously directed toward or potentially harmful to another student or staff member
- n. consuming food or drink outside the cafeteria, gum chewing/eating in class when inappropriate
- o. failure to comply with policies regarding electronic devices and cellular phones
- p. using profane or abusive language or inappropriate gestures

- q. possession or distribution of material that is offensive in nature; obscene discriminatory, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually suggestive including language, gestures and immoral conduct
- r. threats of any kind
- s. failure to comply with any school rules or safety regulations
- t. vandalism-disrespect/damage to school, church or personal property
- u. out of bounds- any student who is in the wrong place at the wrong time
- v. leaving campus without permission/cutting class
- w. truancy
- x. violent behavior
- y. possession, use or distribution of drugs, narcotics, tobacco or alcohol on campus or on the bus
- z. Inappropriate use of social media – bringing embarrassment, disrespect or shame to the school by inappropriate postings. Picture taking and posting to social media is not permitted during the school day. Cell phones are to be in the student’s school bag and turned off. Personal Kindles, IPADS, etc. are not permitted to be brought into school. We are not responsible for any items that are brought in to school that are lost, stolen or damaged.

These categories do not cover every possible situation. Whereas a behavior occurs outside the situations above, administration will determine the appropriate consequence.

This policy applies both in and out of the classroom, in the school community generally and outside the school community, where the behavior is contrary to Catholic teachings or could bring disrepute or embarrassment to the School.

Conduct by students or parents/guardians, or anyone acting on their behalf, incompatible with the educational and religious mission of the school is grounds for disciplinary action, including but not limited to the immediate dismissal of the student, as well as reporting the incident to the appropriate legal authorities where appropriate. In addition, in the case of threats of violence or harassment, in any form, including oral, written or electronic, by a student against any member of the school community, the student, if suspended but not dismissed, may be required to have psychological or psychiatric clearance before returning to school.

Discipline

Student behavior is generally assessed as falling into three (3) categories or levels of inappropriateness. These 3 levels are explained below along with some generalized examples, procedures and consequences. On a case by case basis, teachers and/or administrators have the authority to make determination of the level of infraction. This listing is not all inclusive.

Levels of Discipline

Level I Infractions: *Level I behaviors are those on the part of the student which interfere with the orderly operation of the school and impede orderly classroom operations. The teacher has the responsibility and authority for disciplining students.*

Infractions: Classroom Disruption, Dress Code Violation, Consuming food or drink outside of cafeteria, Disrespect, Out of bounds, Failure to return paperwork requiring signature, Non-compliance with classroom expectations.

Procedure: Teacher intervention, conduct notice.

Consequence Menu: Verbal reprimand, withdrawal of privileges, demerit, recess detention, lunch detention with teacher, early arrival detention with teacher, after school detention.

Level II Infractions: Level II behaviors are those on the part of the student which interfere with the orderly operation of the school and impede orderly classroom operations. Level II behaviors include those that result from a continuation of Level I behaviors and are generally considered more serious infractions than Level I. Level II infractions do not generally present a direct threat to the health and safety of others, but may be serious enough to require intervention from administration. The teacher has the responsibility and authority for disciplining students.

Infractions: Continuation of unmodified Level I behaviors, insubordination, reckless or disruptive behaviors, posturing to fight, cheating, plagiarism, forgery, intimidation, harassment, threats of any kind, failure to comply with policies regarding electronic devices and cellular phones, using profane or abusive language, bullying, failure to comply with any school rules or safety regulations, vandalism, lying.

Procedure: Teacher intervention, conduct notice, parent conference.

Consequence Menu: Verbal reprimand, withdrawal of privileges, demerit, recess detention, lunch detention with teacher, early arrival detention with teacher.

Level III Infractions: Level III behaviors are those on the part of the student which interfere with the orderly operation of the school and impede orderly classroom operations. Level III behaviors are those that generally endanger the health and safety of others. Level III behaviors are generally considered more serious infractions than Level II. Corrective measures for Level III infractions will be determined by administration.

Infractions: Continuation of unmodified Level I and Level II behaviors, fighting, physical aggression, smoking, theft, bomb scares or triggering other false alarms, use or possession of drugs or alcohol, possession, handling or transmission of any weapon, facsimile of a weapon, or other object that can reasonably be considered or used as a weapon or dangerous instrument, engaging in activities that are maliciously directed toward or potentially harmful to another student or staff member, leaving campus without permission/cutting class, truancy, violent behavior, possession, use or distribution of drugs, narcotics, tobacco or alcohol on campus or on the bus.

Procedure: Conduct Referral Form is completed and sent to Administration. An administrator confers with the faculty involved, meets with the student, confers with the parents, and determines the consequences.

Consequence Menu: In-School Suspension, Out-of-School Suspension, Dismissal.

Procedure for Conduct Notice (Level I and Level II Infractions): When a student receives a conduct notice from the issuing teacher, the parent/guardian must sign it on the night issued. The yellow copy is to be returned to the teacher the following day. The goldenrod copy is to be kept at home for parent records.

After School Detention Procedure (used with Level II infractions): Should an After School Detention be warranted, the student will be assigned a date to serve. After school detention is served from 3:45-4:45PM. Parents are expected to provide transportation home from After School Detention.

Students are not excused from After School Detention due to previous athletic or social commitments.

Procedure for Conduct Referrals (Level III Infractions): Conduct Referrals made to the Administration will generally result in; in- school suspensions, out -of -school suspensions or dismissal.

Suspension may lead to dismissal. The Principal will inform the parents/guardians of the seriousness of suspension and seek their immediate cooperation in a corrective program designed to resolve the student's problem, if possible.

Procedures for student suspensions:

- a. Parents/Guardians of the student will be informed in writing of the suspension as soon as possible.
- b. Suspensions will be implemented [in-School or out of School], at the discretion of the Principal.
- c. Following suspension, parents or guardians will be interviewed by the appropriate school official. Students removed from the school community will not be readmitted before a parental interview has been conducted and all other conditions for readmittance have been satisfied.
- d. Parents and student are to sign a formal agreement in which they signify their understanding and agree to assume responsibility for future behavior.
- e. Where possible, a student will be referred to a counselor or a teacher for counseling.
- f. Signed agreement of parents and a written report of the suspension will be filed in the student's record.
- g. Suspension records are not a part of the student's permanent or cumulative record. Ordinarily, suspension records only will be made available to authorized school personnel and parents.

Dismissal

The school reserves the right, with the permission of the Pastor, to dismiss a student.

- a. Students who are dismissed may apply for readmission after one full year. The school will determine whether readmittance is appropriate.
- b. In certain instances the infraction may warrant immediate dismissal. The School reserves the right to dismiss any student at any time where the School considers the conduct of the student to be inconsistent with School policy, the good of the School community or Catholic teachings.
- c. Parents/Guardians will be contacted immediately when it becomes necessary to dismiss a student. Parents/guardians of the student will be requested to meet with the Principal and Pastor at the time of dismissal. Written notice of the dismissal will be provided.
- d. Continuous infractions where the student does not show any improvement in the detrimental behaviors after a plan is presented to the parents/student is subject to dismissal.

School Dress Code

Students are expected to be neatly groomed and in school uniform at all times. Neatness and cleanliness in personal attire are part of a child's education and the responsibility of both the parents and student. The uniform shall be worn in the way it was intended to be worn. Students who are dressed appropriately for school feel good about themselves and they work accordingly.

Preschool-Pre-Kindergarten

Uniforms are not worn in these grades. Students should be dressed in comfortable clothing suitable for the many activities involved in early childhood education.

Kindergarten

Kindergarten students are required to wear a school uniform. The Kindergarten uniform has several options to ensure the comfort of the students while assimilating them to the school culture.

Grades K-8

Girls Grades K-5 Winter Uniform (October - April)

Maroon/Gray Plaid Jumper
 White Long/Short Sleeve Peter Pan Collar Blouse
 Maroon *St. Anastasia* Embroidered Cardigan Sweater
 Maroon Knee Socks or Maroon Tights
 Tan Tie Buckskin Shoes (no black soles)

Grades 6-8 Winter Uniform (October - April)

Option 1 - Maroon A-line Jumper, White Long/Short Sleeve Peter Pan Collar Blouse, Maroon *St. Anastasia* Embroidered Cardigan Sweater
 Option 2 – Gray Skort, Oxford Style White long sleeve blouse, Maroon *St. Anastasia* Embroidered sweater vest.

Maroon Knee Socks or Maroon Tights (with both options)
Tan Tie Buckskin Shoes (no black soles) (with both options)

Grades K-8 Optional Summer Uniform (April - October)

Gray dress shorts or Gray Skort
Belt
White or Maroon *St. Anastasia* embroidered golf shirt
SOLID - White socks (MUST COVER ANKLE)
Tan Tie Buckskin Shoes (no black soles)

Boys Grades K-5 Winter Uniform (October - April)

Gray Dress Pants
Belt
White Long/Short Sleeve Dress Shirt
Maroon *St. Anastasia* Embroidered V-neck Sweater or Vest
Solid Maroon Tie
SOLID - Black/White Crew Length Socks
Tan Tie Buckskin Shoes (no black soles)

Grades 6-8 Winter Uniform (October - April)

Gray Dress Pants
Belt
White Long/Short Sleeve Dress Shirt
Maroon *St. Anastasia* Embroidered V-neck Sweater or Vest
Striped Tie (Stock Number R-132)
SOLID - Black /White Crew Length Socks
Tan Tie Buckskin Shoes (no black soles)

Grades K-8 Optional Summer Uniform (April - October)

Gray Dress Pants or Gray Dress Shorts
Belt
White or Maroon *St. Anastasia* embroidered golf shirt
SOLID - White Socks (MUST COVER ANKLE)
Tan Tie Buckskin Shoes (no black soles)

Physical Education Uniform K-8

Boys/Girls Winter Uniform (October - April)

Gray Sweatpants with Logo
Maroon long sleeve T-shirt with logo
Athletic Socks (SOLID - white or black – minimal size logo, no stripes or other designs- ***no matter how small***) and Athletic Shoes
Gray T-shirt may be worn under maroon t-shirt.

Summer Uniform (April - October)

Gray T-shirt with Logo
Maroon Mesh Gym Shorts with Logo or Longer Length Mesh
Shorts/Basketball Style (all grades)

Grooming

Hair Styles - Students are to groom their hair in a conservative style. Hair should be neat and cleaned. Extreme styles are not permitted. The hair length for boys should not be longer than the top of their shirt collar. Bangs for boys and girls should not hang in their eyes.

Hair Ornaments - Hair ornaments should be conservative in nature and in the colors of the school uniform. Please refrain from large hair ornaments.

Fingernails - Fingernails are to be kept clean and trimmed. Artificial nails are not permitted. Only clear, colorless polish is permitted.

Cosmetics - Make-up is not permitted at any time.

Jewelry

Jewelry is not permitted at any time at school for reasons of safety except for the following:

- small stud earrings; one in each ear for girls only
- small and conservative religious medal/cross and chain
- small and conservative ring; one ring on one finger of one hand
- wristwatch (alarms must be deactivated)

Out of Uniform

If at any time during the year an exception in uniform is necessary, ***a note of explanation must be sent to the child's teacher who will forward it to the principal.*** This note should indicate the expected date by which the uniform will be complete. If you are missing any part of the uniform or have changed the uniform in any way, you will be written up with a dress code violation.

Elevator

A doctor's note is required in order for your child to have access to the elevator.

Attendance

Regular school attendance impacts positively on the child's academic development. The total amount of days that school is in session is prescribed by the Commonwealth of Pennsylvania. If absences and/or lateness become a continuous problem, the student may be considered for dismissal.

Absences - The policies regarding this area are as follows:

A student who has been absent from school, even for one day, is required to present a written note to his homeroom teacher.

- i. A doctor's certificate will be required for absence of an extended nature (3 days).
- ii. If your child is going to be absent or arrive late at school, you are required to call the school. Please leave a message on voice mail. The number to call to report absences or lateness is listed at the front of the handbook. Please call by 9:30 AM.
- iii. If your child's name appears on an attendance report from the homeroom teacher and you have not phoned in to let us know, please expect a call from the school to verify the absence or check on your child's whereabouts. Please help us in this endeavor by calling. Your child's safety and welfare are of great importance to us.
- iv. In the case of illness, a school official will contact the parents or adult whose name has been submitted to the office with an emergency phone number.
- v. Any child who stays home without his/her parent's knowledge is liable to suspension. Any child who leaves school without permission is liable to suspension/dismissal.
- vi. In order to arrange for assignments of children who are absent due to illness, kindly call the school office by 9:30AM. This work may be picked up by the parent at the school office no earlier than 3:15 PM. Assignments can be gathered at the teacher's schoolnotes website in most cases. It is the responsibility of the student to complete work and tests that have been missed due to absence, allowing one day makeup time for each day of absence.
- vii. If your child arrives after 11:00 a.m. it will be considered a morning absence. If your child leaves before 1:30 p.m., it will be considered an afternoon absence.

General Supervision of School Grounds

The School grounds generally are supervised during school hours, from arrival time until dismissal time, when school is in session. There also will be general supervision in connection with school-sponsored activities, such as extracurricular events.

Parents/guardians are responsible for insuring that they and their children are not on the premises during other times. The School has no responsibility for students or parent(s)/guardian(s) on the premises during unsupervised times.

Arrivals

Upon arrival on campus, students are to report directly to the following locations:

Pre-School/Pre-K
Kindergarten
Grades 1-3
Grades 4-8

Gym Lobby
Directly to classroom through K entrance
Hallway outside school office
Library

ALL STUDENTS IN GRADES 1 TO 8 MUST ENTER BY THE MAIN DOORS OF THE SCHOOL.

Students will be dismissed to homeroom at 8:45. Students arriving after 8:45 will report directly to their homeroom. Car riders and walkers who arrive before 8:30 are to report to C.A.R.E.S. and will be counted as C.A.R.E.S. attendees. There is no supervision before 8:30 except in the C.A.R.E.S. program.

Dismissals

Children are dismissed from their classroom by their teachers. No child may leave the building prior to dismissal without the Principal's permission.

Early Dismissal - Individual Students

No child will be excused early except in cases of emergency. To request an early dismissal, please send a note to the homeroom teacher who will forward it to the office. The student will be dismissed from the school office. The parent or guardian must report to the school office first and sign the child out, in order to have your child released from school. ***If your child leaves school before 1:30 PM, it will be recorded as an afternoon absence.***

Emergency Closings

In the event of inclement weather, parents/guardians are advised to listen to the radio for announcements regarding school openings and closings. **KYW 1060** AM announces school news regularly. Our school number is Delaware County **KYW # 446**. **KYW Channel 3** will also broadcast our information on TV. Also, **Channel 6 ACTION NEWS** will broadcast our closing information and publish it on their website: www.WPVI.com. You will also be contacted by Option C Parent Contact as you indicated. If possible, it will also be announced on the school's website. If it is necessary for St. Anastasia School to close when other schools are open, you will receive a call from Option C Parent Contact. The decision to close comes from Marple-Newtown Transportation Department. If Marple-Newtown School District is closed due to inclement weather, St. Anastasia will follow suit.

Emergency Contact Forms

The School requires the parent(s)/guardian(s) of each student to complete an emergency contact form provided by the School. It is important that the information on this form is accurate and updated so that the School can contact the parent/guardian in the event of an emergency. The emergency contact should be within close proximity to Saint Anastasia especially in the cases that involve early dismissal for weather emergencies or national emergencies.

Lateness

A student who arrives late for school must complete the following:

- report to school office for an admission slip
- present a note from his/her parent explaining the reason for the lateness
- present the admission slip to the teacher in the class

Any student that arrives after prayers are finished over the PA is considered late. Consistent unexcused lateness will be considered parental neglect, which will be reported to Marple Newtown School District for further investigation. **Lateness, of course, impacts on a perfect attendance record** and constitutes a serious infraction. ***If your child arrives at school after 11:00AM, it will be recorded as a morning absence.***

Vacation Policy

Family vacations during the school days are strongly discouraged. Please contact the Principal directly if there is a need for your child to be away on vacation during the academic year. In the event that a child does go on vacation; all work must be made up when the child returns to school. Teachers are not required to give advance assignments.

COMMUNICATIONS/STUDENT RECORDS/RELEASE OF STUDENTS

Legal Custody Issues

Parents are asked to inform school personnel when legal custody of the child(ren) resides with one parent. It is important for the school to have a copy of the custody decree. This will help school personnel to make effective decisions when the need arises. Custodial parents are likewise asked to supply the school with copies of restraining orders if the need arises.

Those individuals who have legal custody of the student may attend school meetings, participate in educational decisions and review educational records regarding that student. Persons who do not have legal custody (including those with visitation rights but not legal custody) have no such educational rights and may not participate in these matters.

The School requires parents/guardians to sign an agreement regarding the administration of parental participation issues and payment of tuition, as follows:



We are the parents/guardians who have legal custody over [_____]. No other person has such a right. Only we are legally entitled to make decisions concerning the education of [_____]. We agree that no other person is entitled to participate in the issues surrounding [_____]'s attendance at school, including participation in school meetings. We agree that no other person is permitted to attend a school meeting, and the school will not conduct a meeting unless only both or one of us (if we so agree beforehand) is present. We understand that separate meetings for each of us will not be held.

Recognizing that requiring the school to provide duplicate copies of school grades, notices, and other related educational materials and notices is administratively burdensome, we agree that the school is required to send only one set of such materials to the parent/guardian identified below, and that we retain the responsibility of communicating such information to each other. We understand that the school is not required to send such material to any other person.

We also notify the school that, as indicated below on the dates listed, [_____] may be released to me(us) at dismissal. [_____] may be picked up before dismissal when necessary to do so as identified below on the days listed. In an emergency, or when we cannot be reached, [_____] may be released to those persons whom we have identified on the emergency contact card. We agree and represent that these dates below reflect when we have physical custody of [_____] as reflected in the custody order and/or custody agreement we have provided to the school.

We agree that we are responsible to pay tuition in accordance with the school's tuition payment policies, including the School's refund policy, if applicable. [Insert School's payment policy].

We agree that we are jointly and independently responsible to pay tuition, and that our failure to pay tuition constitutes grounds for dismissal of our student.

Signature

List all days of school week, and times, when you may pickup listed child(ren)

Signature

List all days of school week, and times, when you may pickup listed child(ren)

Name of Parent/Guardian To Receive School Materials



Conferences

Parent-teacher conference day(s) are scheduled for all grades.

All parents/guardians are strongly encouraged to meet with the teachers at the designated times.

Grades 1-8 Please check the school calendar for dates and times.

Pre-School, Pre-K, and Kindergarten will be determined by the teacher.

Arrangements for parent-teacher conferences at other times can be made in writing to suit the convenience of both parties whenever deemed necessary for the benefit of the child. When requesting a conference, please state the nature of the concern, so that the teacher can be better prepared to address it. Should a problem arise concerning any child, parents should feel free to discuss it with the proper school authority - the teacher, the principal, or the pastor. The better the communication, the easier it is to direct your child in his/her educational endeavors.

Teachers may not be interrupted during the school day: lunches, messages, forgotten books, etc. should be left at the office with the child's name and room number.

School Communication

Effective communication is the single, most important factor that assures a positive relationship between the home and school. Several modes of communication exist at our school to help keep parents informed of policies, activities, upcoming events, and student progress. Regular forms of communications include this handbook, a monthly calendar of events, the ebell, parent-teacher conferences, Home and School meetings, Option C and Report Cards. Teachers will also have various ways of communicating with families. Each teacher or grade level depending will maintain a website that should be referred to nightly. Also, each teacher has individual e-mail addresses which can be accessed from the school's web page.

It is the responsibility of each child enrolled at the school to provide the parents with all written communications. Parents are asked to check book bags and folders for such communications. Any communications, forms, money, etc. that are brought to school are forwarded to the school office through the homeroom teacher. Students should not be instructed to deliver items directly to the office.

Student Records

Unless a court or custody agreement specifies otherwise, each parent/guardian with legal custody is entitled to access all school records of the child. Absent a subpoena or court order, school records of the child/children may be disclosed only upon written consent of the parent/ guardian with legal custody.

Release of a Child

A child will not be released to a parent/guardian that does not have physical custody, without the written consent of the custodial parent/guardian. To determine the custodial parent/guardian, all separated or divorced parents of children enrolled in the parish school must provide the school with a copy of the court order or custodial agreement adjudicating that determination of custody. This Court Order/Custodial Agreement is placed in a confidential file.

Computers–Acceptable Use Policy

Purpose and Goals

Computers are a valuable tool for education and one of this school's purposes is to encourage the proper use of computer related technology, including the Internet. Students and all users of computer technology have a responsibility to use these tools properly and in accordance with the policy set forth below:

...to provide a variety of electronic tools to help students and teachers develop the ability to evaluate and synthesize information from a variety of sources and enable them to work effectively with various computer/communications technology
 ...to encourage critical thinking and problem solving skills, which will be needed in this increasing electronic and global society

Responsibilities of User

With the right of access comes the responsibility to use the source both correctly and wisely. Access to the Internet may mean that some material found will not meet guidelines set in our Acceptable Use Policy. Monitoring and controlling all such materials is impossible. The School will make every effort to discourage the appearance of such material; however, the opportunities and information made available by the Internet make it necessary to provide access in order that our students can take advantage of the many resources on the information superhighway.

General Requirements for Use of the Internet

- All users are required to take simple Internet training from the computer coordinator or his/her designee.
- All users and their parent(s)/guardian(s) must sign a student access contract governing use of computer resources, which is provided by the School.

- Only students issued passes or permission and have completed training may use the School's computers to access the Internet.
- Use of stations is limited to those who have a clear need for research, with a teacher assignment to back it up. Use will be limited, if necessary.
- Transferring copyrighted material to or from the School without express permission of the owner may be a violation of federal law. The user must insure that this does not occur.
- Use of electronic mail and other Internet facilities to harass, offend, or annoy other users is forbidden.
- E-mail accounts through the School may be restricted and/or monitored.
- Any attempt to circumvent system security, guess passwords, or in any way gain access to secured resources is forbidden.
- Use of the Internet for commercial gain or profit is not allowed from an educational site.
- Users will not move, repair, reconfigure, modify or attach external devices, or load software on the system without the express, prior written consent of the School.
- The system operator has the right to monitor all computer activity without prior notice to the user.
- The School may impose additional rules and restrictions at any time.

Discipline

Violations of these rules will be handled by the computer education coordinator and the School administration.

Student Rules

- For reasons of personal safety, students must never post or transmit personal information about themselves or other people. This includes name, address, telephone/fax number, school address, social security number, etc.
- Students must not access material that is profane or obscene (e.g., pornography) or that advocates illegal acts, violence, harassment or discrimination toward other people.
- Students must not plagiarize works they find on the Internet. Plagiarism is taking the ideas or writings of another and presenting them as if they were one's own.
- Students must not use obscene, profane, lewd, vulgar, rude or threatening language. Nor will they, through means of the Internet, harass or annoy other users.
- Students must not knowingly or recklessly post or transmit information about persons or organizations that is false or private.
- Students must not make deliberate attempts to disrupt computer systems or destroy data by spreading computer viruses or by other means. These actions are illegal.
- The illegal downloading of copyrighted software or other written works for use on home or School computers is prohibited.

Violations of any of these rules may result in any or all of the following, at the discretion of the School:

- Loss of Internet access privileges

- Disciplinary and/or legal action by the School, law enforcement or other involved parties

Use of Pictures/Films of Students

Through the signed Photo Release Form, parent/guardian permission for the use of pictures or films of students is given whenever such pictures or films are used in any form of publication or viewing approved by the school. Names of students accompany the pictures. If, for some reason, parents/guardians do not wish their children's pictures and/or names used, they will indicate that on the Photo Release Form.

School Calendar

St. Anastasia School follows the school calendar of the Office of Catholic Education which determines the opening and closing of the school year, holidays, etc. ***Please refer to the calendar on the school's website to keep up to date on changes.***

Field Trips/Class Trips

The purpose of every class trip is to broaden the intellectual, cultural, and social experiences of each child. There will be no overnight field trips or activities that the School deems to be high risk. Each student's parent(s)/guardian(s) must provide written permission for each trip in order for the student to participate. A field trip parent consent form must be signed by the parent(s)/guardian(s) and the student.

A class trip is a privilege, which can be taken away if a teacher deems it appropriate. If a parent/guardian does not wish a child to attend the trip for any reasons, he/she should notify the School. The child must attend school on the day of the trip or be marked absent.

Those who wish to chaperone a field trip must have all of their clearances on file with the school office in order to be considered.

Electronic Devices

Students MAY NOT access any social media sites from their cellular phone, school computers or any other type of electronic device while on the school grounds. Failure to comply will result in a suspension from school.

Cellular Phones

Cellular devices MUST NOT be activated during school hours (8:45-4:00). Cellular devices MUST be kept in the student's schoolbag during the day. Saint Anastasia School is NOT RESPONSIBLE for the device in any way. The cellular device MAY NOT be used during a school-wide emergency.

***FAILURE TO ABIDE BY THE ABOVE RULES WILL LEAD TO ADMINISTRATION
CONFISCATION OF THE CELLULAR DEVICE AND IT WILL BE RETURNED TO THE
PARENT/GUARDIAN OF THE STUDENT.***

Electronic Gaming

Students should not bring electronic toys or games to school. Electronic systems (i.e. ipods, game systems, etc.) may not be used during school hours. If the device is out of the student's schoolbag during school hours, it will be confiscated by the administration and will be returned to the student's parent/guardian. The school is not responsible for any personal property brought to school by students.

Extra-Curricular-Activities

Extra-curricular activities are scheduled after school hours. Students involved in extra-curricular activities are responsible for notifying parents/guardians about meetings and arranging transportation home.

Stationery

At the end of each school year, students will receive a list of all materials and supplies required for the upcoming year. A general stationery sale is held at the beginning of the school year. Stationery requirements for each grade are distributed to the students. Purchases of elaborate or unnecessary supplies are discouraged. If stationery is needed throughout the school year it can be purchased through the office staff.

Telephone - School Office

The telephone in the school office is for business only. A student may use the phone only in the case of an emergency with the permission of the Administration or Secretaries. Permission will not be given to a student to call home for forgotten supplies or to communicate social plans. Please do not request that a child phone home during or after school for any reason.

If a child is detained at school for any reason without prior notification, permission will be granted to use the phone. Urgent messages for students will be relayed to them from the school office. During class time, neither student nor teacher may be called to the phone. Messages can be given to the school secretary when necessary, and they will be given to the appropriate teacher.

Transportation

In the beginning of the school year, parents/guardians are asked how their child/children will arrive at and leave school. Any change in transportation arrangements must be made in writing, even if it is a change for only one day. Transportation changes will not be made over the phone.

Bus

Some local public school districts provide bus transportation for students who reside at a distance greater than one mile from the school.

Children who ride the school bus are expected to behave in a safe and orderly manner at all times. Failure to do so will result in their being denied the privilege of riding the bus. Children must ride the same bus both morning and afternoon as assigned to them by the school district. Bus riders are not permitted to walk home unless the parents send a note to the homeroom teacher and the principal asking permission for this exception.

Please do not request permission, written or verbal, from the principal for a student who is a non-rider to take the bus to any location on a given day. The school is not in a position to grant such a request. If you wish to pursue such a change, you may call the transportation office of the local public school district.

Car Pick-up

Parents who pick up students must meet the students at the school dismissal area. Parents are to drive-thru and pick up their child accordingly.

Please do not park your car and get out while in the car line. This causes a serious safety issue and disrupts the proper flow of dismissal.

If a parent needs to enter the school building at this time, for any reason, we ask that you please park accordingly and then enter the building. Leaving your car running is prohibited. A teacher will oversee car pick-up procedures daily.

Crossing Guards

Crossing guards are provided by the local public school district. They are **not employees or under the direction of our School. The School is not responsible for the conduct of crossing guards or for insuring that crossing guards are posted as scheduled.**

HEALTH SERVICES

Medical Records

The Commonwealth of Pennsylvania has mandated that all children entering the Kindergarten or First Grade present documented proof that the following immunizations have been received:

- Diphtheria, 4 doses Toxoid - one after the fourth birthday
- Tetanus, 4 doses Toxoid - one after fourth birthday
- Polio, 3 doses Trivalent Oral Vaccine
- Measles, 2 doses of vaccine
- Rubella, 2 doses of vaccine
- Mumps, 2 doses of vaccine
- Hepatitis B, 3 doses of vaccine

After the basic series of three Oral Polio Vaccine, Diphtheria and Tetanus, boosters are due between four and six years of age. This should be followed by a Diphtheria-Tetanus booster between 14 and 16 years of age with a subsequent booster every ten years. Please inform the school nurse, in writing, when boosters are given. Other immunizations may be required.

The State does not require Pertussis, Haemophilus influenza B (HIB) or Smallpox vaccination but parents should check with physician for current practices.

Nurse

St. Anastasia School has the services of a nurse provided by the Marple-Newtown School District two days a week. On the other three days we have a nurse employed by the parish from 9:15 – 3:15. The nurses are only permitted to treat the students in grades K- 8 unless it is a life threatening emergency.

The nurse is responsible for checking the height, weight, hearing and vision of every child and for making referral to parents when problems are found. The nurse maintains all health records. Care given in the school is limited to first aid in accidents or illness until the parents can be reached to take the child home, to the doctor, or to the hospital. In an emergency, the nurse will arrange to have the student transported to the hospital.

All students are screened yearly under the State-mandated program. Student physical examinations are required within three months of entry into school and the sixth grade. Student dental examinations are required within three months of entry into school and in the third and seventh grades. The sixth and seventh grade students are also screened for scoliosis.

If your child has a specific medical problem, please notify the homeroom teacher and the nurse of the problem. Medic-Alert bracelets are strongly recommended for any child with a medical problem. Emergency cards are kept on file for each student. Please be sure that we have an up-to-date emergency number on file in case of an emergency during the school day involving your child.

Accident/Illness At School

Accidents or unusual illness occurring at school are reported immediately to the administration or main office personnel. When a student becomes ill or meets with an accident, the parent or guardian is contacted. If the parent or guardian cannot be reached, the emergency contact will be called. No medicine of any kind, including aspirin, may be given to the student. Only basic first aid may be administered. Parents must be contacted immediately if there is any question regarding an injury.

Each child is required to have a Tuberculin Tine test within a three-month period prior to entering school.

Medications

It is generally recommended that prescription medicines be given to the student before and/or after school in accordance with the physician's directions. In those rare instances where the medication must be given during the school day, **it must be taken by the student in the presence of the nurse.**

Parents/guardians **are required to sign** a medication authorization form, which is available from the School, if the student must take medication at the School.

Prescription and non-prescription over the counter medications **must be in the original container with a note from the parent and physician to include: name of medicine, dosage, time of administration, dates to be given, and reason for medication.** Medications

may be sent in by the day or week. It is not recommended that students carry a full prescription bottle to be taken back and forth daily.

Students requiring medical attention must report to the nurse. No medications may be placed in lunch boxes or school bags for students to self-administer. **All medications must be taken in the Nurse's Office.**

Elevator Keys

A doctor's note is required for any student to obtain an elevator key due to an injury. This note will be kept in the office for the duration of the injury. One buddy will be assigned by the teacher to ride with the injured students.

Safety

Fire Drills

Fire drills are conducted on a monthly basis. The students are instructed to leave the building quickly and in silence when the alarm rings according to directions posted in each area. Failure to cooperate is considered a serious matter.

Regulations

The following regulations have been established to insure the safety of our students and must be adhered to by each student:

- Running is not permitted at any time within the school building or in moving from one place to another on the school premises.
- Entry is not permitted into the school building before school in the morning, at recess or lunch, or after dismissal at any time, unless a member of the school staff gives explicit permission to do so.
- No student may leave the school premises at any time without permission. A violation of this regulation will result in automatic suspension. Every student must stay within the established boundaries when outdoors for morning and lunch recess.
- All visitors must report to the school office.

Crisis Drills

A variety of crisis drills will be scheduled throughout the year. These include Lock Down Drills, Shelter in Place Drills, Tornado Drills, and evacuation drills.

Shelter in Place Plan

A Shelter in Place plan is used in the case of a release of a chemical substance in the air.

Communication:

1. The Principal is notified to Shelter in Place by the Police Department, Fire Department or the Office of Catholic Education.

2. Principal implements the Shelter in Place Plan and notifies the Crisis Management Team.
3. Principal communicates the announcement by stating over the PA system, "Faculty, Staff, Students and Visitors, we are initiating the Shelter in Place Plan. Quietly report to your designated areas." This message will be repeated three times.
4. The Critical Response Team member designated as the communicator will report the Shelter in Place to the Office of Catholic Education if possible and applicable.
5. Once the plan is implemented, emergency radio will be used to await further information and direction from authorities.
6. Walkie-talkies will be used for internal communications with designated areas and or Critical Response Team members.

Steps of Action:

1. All windows and doors exposed to the exterior of the buildings will be closed and locked.
2. All ventilation systems will be turned off.
3. Once in the designated area, windows and doors will be secured with duct tape.

Students, Staff and Visitors:

1. All students, staff and Visitors will be moved to their designated areas. Designated areas for a Shelter in Place are the same as for tornado. Follow the plan posted in every classroom.
2. Students will bring their coats, if applicable.
3. Faculty and staff will bring all emergency kits and emergency food, water, and medical supplies for their classes.
4. Faculty and staff will bring all roll books and keys.
5. Accurate roll will be taken and reported to Critical Response Team members for each designated area.
6. Designees will report roll to the Principal.
7. Individual classroom teachers will coordinate student activities in the designated area.
8. Staff and students are **NOT** to leave their designated areas until they receive direct instructions from the Police or Fire Department that the Shelter in Place is over.
9. If the "all clear" occurs after normal dismissal time, staff will follow standard emergency dismissal procedures.
10. Saint Anastasia will use the tornado plan currently in place for the designated Shelter in Place areas.

Parents:

1. Parents **may not access their children** under any circumstances while the Shelter in Place is happening. No doors or windows will be opened for anyone to exit or enter our buildings. The safety of the many will not be jeopardized for the few.
2. Communication to parents via cell phones and/or land lines would depend on whether a communication system is available. However, in such an emergency the Emergency Alert System (AES) used by local officials would be used to communicate information to all.
3. Please be patient with us. Panic will only hinder our efforts to properly care for your children.

Smoking

The school premises are a smoke-free environment. No smoking is allowed in the school building. Violations will result in suspension from school and school-related activities until a conference can be arranged with the parents and the administration.

Involvement of Parents/Guardians

Parents and guardians must weigh seriously their obligation to educate their children in an atmosphere of love and respect for God and others. The home is the first school of the social virtues essential to any well-ordered society.

Active cooperation of parents and guardians is expected and required as follows:

- Sending their child to school physically fit, clean, and properly dressed and fed.
- Assisting their child's spiritual, academic, and moral development through careful attention to his/her report card, supervision of home study and behavior, and cooperation with the School in matters of activities, recreation, academics and discipline.
- Discovering their child's special interests and talents so that they may be developed to the fullest.
- Sending a written explanation each time their child is absent from school.
- Setting a good example by personally refraining from any activity that would violate School policy, Catholic teachings or the law.
- Taking an active role in the Home and School Association.

The failure of a parent/guardian to take seriously his/her responsibilities in this area are grounds for action by the School, including dismissal of the student.

Visitors

Visitors are most welcome by appointment. To arrange for a visit, visitors should contact the school office.

Parents coming to school to bring forgotten articles or to relay messages should come to the school office. Classes may not be disturbed for these reasons. Parents may not confer with a teacher or visit a classroom between the hours of 8:45 AM and 3:40 PM, unless the Principal gives permission for such a visit.

All visitors must report to the school office and sign in the Visitor's Log when entering the building. An atmosphere of quiet respect for the learning rights of others should prevail throughout the school building.

Volunteers

The assistance of parent volunteers is greatly appreciated and encouraged. We recognize the invaluable assistance given by our students' families, which helps in building a strong learning community. Volunteers assist in some of the following ways:

SCRIP	Publicity
Reception	Homerooms
Hospitality	Library
Theater Arts	Lunch
Ways and Means	

Parents are urged to take an active part in their child's education by volunteering whenever and wherever possible. A volunteer form will be sent home in the family envelope at the beginning of the year for those parents or family members that would like to share their time and talents with us.

Every student is expected to show courtesy and respect to all volunteers.