

# St. Anastasia Catholic School

## Welcome

## PARENT-STUDENT HANBOOK



St. Anastasia Catholic School  
8631 Stanmoor Drive  
Los Angeles, CA 90045  
<https://school.st-anastasia.org>

School: 310-645-8816

ADESTE: 310-641-1271

Rectory: 310-670-2243

Welcome to the Parent Student Handbook. It provides essential information about the policies and procedures that the school expects parents and students to understand and follow. By reading the Handbook and signing the Acknowledgment parents and students agree to be bound by the school's Code of Conduct and all other school policies and procedures. You can print out a copy of the Handbook if you wish, but the binding document is the one that is online. The school reserves the right to amend the Parent Student Handbook at any time. Parents/guardians will be notified of any amendments and will be asked to sign an acknowledgment of receipt.

## Chapter-1

### INTRODUCTION TO THE HANDBOOK

Sections of this Parent-Student Handbook are particular to St. Anastasia Catholic School. Other sections are policies and procedures of the Archdiocese of Los Angeles most of which can be found in the ADLA Administrative Handbook at <http://handbook.la-archdiocese.org>

### Section-2-01

#### Mission Statement and Philosophy

#### MISSION STATEMENT

Through the Catholic Faith, St. Anastasia Catholic School is dedicated to the religious, academic, physical, and social development of the student.

#### PHILOSOPHY

The staff of St. Anastasia Catholic School is dedicated to excellence in Catholic education. We believe this education has six distinct goals: committed Catholics, academic achievers, effective communicators, critical thinkers, responsible citizens, and technologically competent individuals.

We believe both Christ and the family are the heart of Christian education. We strive to provide a faith community in which religious truths and values are integral. We acknowledge parents as primary educators, and we work toward the facilitation of parent, child, and teacher cooperation in the students' continued educational process. We recognize that our core purpose is the religious, academic, physical, and social development of the student. We strive to lead our students to Christ and help them live as committed and active Catholics by teaching and modeling the religious values of faith, hope, and charity and moral values of trustworthiness, respect, responsibility, fairness, caring, and citizenship.

## **Section-2-02**

### **Integral Student Outcomes (ISO) / Learning Expectations**

#### **SCHOOL-WIDE LEARNING EXPECTATIONS**

St. Anastasia Catholic School students are expected to strive to be:

##### **Committed Catholics who:**

- Know church teachings and participate in Mass
- See Jesus in everyone and follow His example
- Continue to grow in relationship with God through prayer and the sacraments

##### **Academic Achievers who:**

- Master subject area skills
- Take responsibility for learning
- Participate and collaborate in project based group learning
- Understand and follow directions

##### **Effective Communicators who:**

- Share and respect ideas
- Speak clearly, write concisely, and listen actively
- Use social and emotional learning (SEL) techniques to solve conflicts
- Use social media responsibly

##### **Critical Thinkers who:**

- Solve problems creatively
- Consider the validity of sources
- Think before acting
- Are critical consumers of media

##### **Responsible Global Citizens who:**

- Respect others and their property
- Understand that actions impact others
- Respect and care for the environment
- Serve others

## **Section-2-03**

### **History of the School**

In 1953 St. Anastasia Church was established in honor of James Francis Cardinal McIntyre's elevation to the Sacred College of Cardinals. That fall, St. Anastasia School opened with a single first grade class at neighboring St. Mark's parish in Venice.

By 1955, construction began on an eight-room school building, and grades one through four were opened in the fall of that year with two Sisters of the Holy Names of Jesus and Mary and two lay teachers, staffing the school. Throughout the 1950s, St. Anastasia grew rapidly adding a new class yearly; and in 1961, the original first class of fifty-three students graduated in June.

Enrollment peaked in 1964 with 771 students in two classes per grade, one to eight.

As the school grew, so did the city of Los Angeles. The Los Angeles International Airport began an expansion initiative which caused a corresponding reduction in the size of St. Anastasia parish as well as its school. As the classroom size shrank, new developments grew. St. Anastasia now had space to create a science room, staff lounge, audio-visual room, and a parish community room.

The 1980's brought many new transitions beginning in 1981 when the Sisters of the Holy Names of Jesus and Mary withdrew from the school, opening it to a lay administrator for the first time before a Sister of St. Joseph of Carondelet assumed administrative duties in 1982. Donations from outside foundations also helped St. Anastasia grow and expand. The Fritz B. Burns Foundation helped the school create a new library in 1983 and open a Kindergarten in 1984. Their continued support in 1986 and 1988 allowed the school to open a new science center and a computer lab.

Throughout the years both the Fritz B. Burns Foundation and the William H. Hannon Foundation have continued to actively support St. Anastasia through generous monetary grants.

In 1988 the school came under the direction of a lay administrator.

In an effort to update and expand the school's curriculum, St. Anastasia added computer and Spanish classes to all grades in the 1990's. In addition, the Catholic Youth Organization sports program was expanded to include third through fifth grade students. In 1994 an art enrichment program, Gateway to Art, was added to the curriculum.

In 2000 the first spring musical was performed under the direction of the music program. Through the subsequent years the production of the musical shifted to parents and community members. In 2002, the Monsignor Royale M. Vadakin Arts and Education Fund was established in the parish. Its purpose is to enhance the arts and spiritual education in the parish and school. Through this fund, the school has been fortunate to expand its enrichment programs including the Talent Show, Performing Arts Showcase, musicals, retreats, and public speakers.

In 2009, all staff put grades on-line in Gradelink for quick and current communication with parents. In 2011 the school embarked on a one to one digital device program in order to integrate technology and learning.

In 2010, the school name was changed to St. Anastasia Catholic School to emphasize the school's Catholic faith identity.

In August 2013, the school opened the first junior kindergarten with twenty-two students, the Class of 2023. In August 2021, the school opened a second junior kindergarten class.

## **Section-2-04**

### **Accreditation**

St. Anastasia Catholic School is accredited by the Western Catholic Education Association and the Western Association of Schools and Colleges.

## **Section-2-06**

### **School Personnel Lists**

## **Administration**

Fr. Lezsek Semik, Pastor

Fr. Greg Rozborski, Associate Pastor

Mrs. Angelica Krestin, Principal

Ms. Amanda Kraivanger, Vice Principal

## **Office Staff**

Mrs. Clare Thomason, Admission Director

Mrs. Linda Schmidt, Academic Registrar and Health Coordinator

Mrs. Pauline Diaz, Bookkeeper

## **Teachers**

Ms. Juliana Farello, Junior Kindergarten

Ms. Francisca Robledo, Junior Kindergarten

Mrs. Caroline Klein, Kindergarten

Ms. Corinne Jones, 1st Grade

Mrs. Leigh Green Perry, 2nd Grade

Mrs. Ruthy Almaraz, 3rd Grade

Mr. Will Golder, 4th Grade

Mrs. Susie Soriano, 5th Grade

Ms. Greta Manzano, Junior High Math

Mr. Julian Quiñones, Junior High Social Studies, 8th Grade English Language Arts

Mrs. Julia Leamy, Junior High English Language Arts, Librarian

Mrs. Danina Uy, Junior High Religion and Art

Mr. Freddy Polio, 5th-8th Grade Science

Mr. Matthew McFarline, P.E. Teacher and Athletic Director

Mrs. Rosana Hennig, Spanish Teacher

Mr. Marcus Pettit, Music Teacher

### **More Faculty and Staff**

Ms. Judi Woodley, Instructional Assistant

Ms. Stephanie Gonzalez, Instructional Assistant

Ms. Judith Romo, Instructional Assistant

Mrs. Maria Charles, Instructional Assistant

Mrs. Kellie Reynosa, Instructional Assistant

Ms. Ashley Jimenez, Instructional Assistant

Mrs. Maura Reznik, Instructional Assistant

Mrs. Lucinda Zimmermann, Learning Specialist

Mr. Mariano Uy, Junior Kinder After School Care

Mr. Ken Lance, Parish and School Safety Coordinator

Mr. Erik Melchor, Groundskeeper

Mr. Christian Diaz, Assistant Groundskeeper

Mr. Fred Balsz, Parish Business Manager

Mrs. Nivita Brito, Director of Religious Education

Mrs. Kate Comstock, Music Ministry

### **Section-2-07**

#### **School Schedule and Calendar**

##### **GRADES JUNIOR KINDER – 8TH GRADE**

Monday - Thursday 7:45 AM to 2:50 PM (JK AND K 2:30 PM)

Friday 7:45 AM to 12:15 PM (JK AND K 12:00 PM)

##### **OPTIONAL DAY CARE PROGRAM**

##### **GRADES JR. K – 8 (ADESTE FOR KINDER-8TH GRADE, JUNIOR KINDER HAS OWN PROGRAM)**

Monday - Thursday 2:30 PM to 6:00 PM

Friday 2:00 PM to 6:00 PM

## YARD SUPERVISION

15 minutes before school and 10 minutes after school

## OFFICE HOURS

Monday - Friday 7:30 AM to 3:30 PM (Closed on School Holidays)

Our school calendar can be found on our website: [St. Anastasia Catholic School Calendar](#)

## Section-2-08

### School Map



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## **Section-2-09**

### **School website and social media**

The school must own and control all internet presence including all social media. Individuals or groups may not personally launch anything that can be regarded as owned, sponsored, endorsed, or supported by the parish, school, or any related or affiliated ministry. Individuals or groups may not host any school website on their own

domain or with a web hosting service that does not have a contract with the school itself. Those who violate this section will be asked to shut down their site or turn it over to the school. Failure to comply may result in removal of student from school

## Section-2-14

### Dress/Uniform Code

**St. Anastasia Catholic School colors are red, white, and navy blue.**

### UNIFORMS

All students at St. Anastasia wear school uniforms. Parents must be conscientious about observing their children in the morning to ensure that children are dressed according to the uniform code. A note is required from the parent if a student is not in uniform. A lack of cooperation can result in detention and may be indicated on the report card. If the occasion presents itself when a teacher or staff member considers a student's attire or grooming inappropriate, parents will be notified.

### UNIFORM REQUIREMENTS

All uniforms must be purchased at Michael's Uniforms, 225 South Market Street, Inglewood. Store phone number is 310-672-2170.

- **Boys**

- o Navy blue twill pants
- o Navy blue walking shorts purchased only at Michael's
- o Light blue short-sleeved polo shirt with school logo
- o **Shirts are to be tucked in at all times.**
- o **Boys in grades 2-8 must wear belts (solid black, brown, or navy) with the uniform pants.**
- o At no time may boys wear any type of jewelry (except for a wristwatch and a religious cross or medal).
- o Oversized shirts and pants for boys will not be allowed.

- **Girls**

- o Red plaid jumpers and/or skorts (grades K - 5) no shorter than 4 inches above the crease in the back of the knee
- o Red plaid skirts/skorts (grades 6 - 8) no shorter than 4 inches above the crease in the back of the knee.
- o Navy blue twill pants
- o Navy blue walking shorts purchased only at Michael's
- o White shirt or long-sleeved blouse with a Peter Pan or pointed collar (grades K - 5) **Shirts are to be tucked in at all times.**
- o Navy blue polo shirt with school logo (purchased only at Michael's) **Shirts are to be tucked in at all times.**
- o Optional: (all grades) red plaid skort or long navy blue pants (purchased only at Michael's)
- o Solid white, red, navy blue, or black socks or tights and hair accessories (No logos).
- o At no time may girls wear any type of make-up, nail polish or jewelry (except for a wristwatch, a religious cross or medal, and stud earrings - one per ear).
- o **No rolling of skirts, skorts, or PE shorts.**

#### **Boys and Girls - Grades 6, 7 and 8**

- o Navy blue sweatshirt and sweatpants with St. Anastasia logo and year of graduation (purchased only at Michael's). Sweatpants are to be worn on P.E. days only.

#### **All Students**

- o Red cardigan sweater or red jacket (no other team logos).
- o Only solid white or navy blue turtleneck shirts or solid white or navy blue t-shirts may be worn under the uniform shirt.



- o School sweatshirt and sweatpants with school logo (no other team logos).
- o **Solid white, red, navy blue, or black socks, which must cover the ankle (no logos).**
- o **Shoes and shoelaces are limited to black, white, navy blue, gray, or red.** . All shoes must have laces, Velcro, and/or buckles. Shoes with laces must be tied at all times. **No slip-on shoes are allowed.**
- o Smart Watches are not allowed.

Michael's Uniform Company has, in stock year-round, a Keds saddle tennis shoe for girls. He also has a solid black tennis shoe for boys and girls which needs to be ordered and could take up to three weeks for delivery.

- o On cold days, outer jackets may be worn over school sweatshirts or school sweaters **OUTSIDE ONLY**. There are to be **no professional sports jackets, i.e. Lakers or Kings, etc.**
- o Thursdays are Spirit Day and students are welcome to wear St. Anastasia Spirit shirts or other school t-shirts (The Musical, Jogathon etc.) with uniform bottoms.

### **Physical Education**

- o P. E. uniforms consist of the ash St. Anastasia t-shirt and the navy blue St. Anastasia gym shorts. Students may also wear Spirit Wear for P.E. classes. Students should always wear proper athletic shoes for P.E.
- o On cold days the red St. Anastasia sweatshirt and sweatpants may be worn.
- o P.E. clothes are to be worn only on those days when P.E. classes are held; however, the red St. Anastasia sweatshirt may be worn at any time.

**(Note:** Junior Kindergarten and Kindergarten students may wear P.E. uniform on any day.)

### **Mass Days**

- o On Mass days, boys should wear pants and girls should wear their skirts/jumper/skorts. Shorts are not permitted on Mass days.
- o Students should not wear P.E. uniforms on Mass days without permission.
- o Students should not use free dress passes or dress in free dress on Mass days without permission.
- o Students should wear the proper sweatershirts/sweaters/outer jackets on Mass days.

## **GROOMING AND DRESS**

Emphasis is placed on neatness, cleanliness, and modesty. No extreme haircuts will be allowed. Boys' hair must be neat and clean. Girls' hair also must be neat and clean and worn in an appropriate manner. **Neither boys' nor girls' hair may be dyed.**

We expect students to be in uniform each day and adhere to the following:

- o clothing and accessories in school colors **only**
- o no faded, ragged, or excessively baggy shirts, pants or sweatshirts
- o uniform pants and sweatpants worn above the hips
- o P.E. clothing on P.E. days only (kindergartners and junior kindergartners may wear P.E. clothing on any day of the week); red St. Anastasia sweatshirt allowed at any time
- o stud earrings (one per ear) for girls only; no other earrings allowed
- o no other jewelry except for a single wrist watch and a religious cross or medal
- o no make-up, lip gloss, nail polish, or tattoos (real or henna) allowed
- o 8th grade girls may wear natural nail polish as an 8th grade privilege.
- o non-school colored outer jackets allowed **outside** on cold days
- o solid white turtleneck shirts or solid white or navy blue t-shirts only under the uniform shirt allowed

## **GUIDELINES FOR FREE DRESS**

**Free dress is a privilege granted to students at different times during the year. Free dress clothing must be neat and modest.** Parents are responsible to ensure that their children are dressed in a manner suitable for a Catholic school student.

The following guidelines will apply to all students for free dress days:

- skirts and dresses should be knee length – no shorter than 4 inches above crease in back of knee

- no sandals, open toe shoes, or crocs
- no leggings
- no biker shorts or short shorts
- no tank tops or bare midriffs/crop tops
- no inappropriate writing on t-shirts
- no ragged or excessively baggy shirts, pants, or sweatshirts

All other school regulations for dress apply. Parents, please see that your children are appropriately dressed for school. Children who are not appropriately dressed will call home for a change of clothes. If parents are not available, then the child will have an in-school suspension and not be allowed in class.

## **Section-2-15**

### **Relationship of School to Parish**

There is a strong sense of community between the parish and the school. The parish community gives support to the school by giving financial assistance through School Support Sunday, the Arts and Education Fund, participation in eScrip, and attending school fundraisers. Church bulletins regularly publish information of school events. The Director of Religious Education acts as a liaison between the school and parish community.

St. Anastasia Catholic School provides parish activities for people to come together in a social setting. Each Friday Grades 1-8 attend morning Mass with the parish community. Examples of school/parish involvement include: Pancake Breakfast, parish picnic, altar servers, May Crowning, Burning of the Palms, Religious Education program, Children's Liturgy at 9:00 AM Sunday Masses, Vacation Bible School, Parish Ball, eScrip, Catholic Schools Week Open House, collection of toiletries for the 100th Day of School for St. Margaret's Center, Blessing of the Animals, Science Fair, Fine Arts Festival, and Halloween blessing.

St. Anastasia Catholic School is a ministry of St. Anastasia Parish and school families are welcomed and encouraged to fully participate in the life of the parish. The Director of Religious Education recruits junior high students to fulfill the requirements of service hours by participating in Sunday day care, helping with Vacation Bible School, and assisting in the classrooms. Students and their families participate in food and supply drives throughout the year.

## **Topic-2-16-3**

### **Additional School governance information**

It is expected that each Catholic elementary school will establish a Parent Teacher Organization and a Consultative School Board. Both groups exist to support the school and are critical to the school's viability, but they have very different functions.

If the school has a parent, parent-teacher organization and/or a consultative school board, those involved are advised that these bodies exist to support the school and are important for the school's viability, but they have very different functions. Parent, parent-teacher organizations, consultative school boards and their members do not have any authority to act independently on behalf of the school or parish. They are not "agents" of the school or parish and any actions taken must receive the official written approval of the pastor and/or the principal as the case may be.

## **Topic-2-16-4**

### **School Boards**

#### **Consultative School Board**

The general responsibilities of the consultative school board are in the following areas: strategic planning, policy development, resource development, institutional advancement, advice and counsel with regard to financial planning, management and reporting, marketing of the school and evaluation of the board's goals and activities.

The membership of the consultative school board should include the pastor, principal, parents (no more than one-third of the total membership), alumni parents, parishioners, members of the civic and local business community, and area educators. Under Canon Law and Archdiocesan guidelines, the members advise the administrative team (pastor and principal) and cannot make decisions binding for the parish education program without the approval of the administrative team (A Primer on Educational Governance in the Catholic Church, the CACE/NABE Governance Task Force, NCEA, 1998).

## Topic-2-16-5

### Parent or Parent-Teacher Organizations

The main functions of a parent-teacher organization are to raise funds for the school's current operational expenses, to promote parental support for the school program, and to increase mutual understanding between school and parents. The membership of the parent teacher organization shall include the pastor, the principal, the parents or legal guardians, and the faculty of the school, where applicable.

Financial operation of a parent or parent-teacher organization shall be governed by the regulations for financial operations as found in the parent or parent-teacher organization by-laws.

PTO Business Meetings are usually held the first Wednesday of each month. All parents and staff are welcome to attend. Check the school calendar for times of the meetings.

The General Parents' Meeting is held at Back to School Night in the fall. It is mandatory that at least one parent from each family attend this meeting.

## Chapter-3

### CATHOLIC IDENTITY

In "[The Catholic Vision of Education](#)," Archbishop José H. Gomez describes the dynamic mission of Catholic education throughout the Archdiocese: "Catholic education is the Church's future. It is also the key to our society's future. Our Catholic vision always calls us to see deeper — and to give more of ourselves in love. Our Catholic vision always calls us to see with the loving eyes of Jesus; with the eyes of God." The Catholic school is unique because it is an academic community within a religious community. As a school it is a community of learners and teachers, administrators and parents/guardians, staff and resource people. At the same time, it is a faith community of young Christians and adults. where Christ the Teacher is present among them.. A Catholic school always has a twofold purpose: learning and believing. It is exemplary when the school blends these well.

In the [Archdiocese of Los Angeles](#), [Catholic schools serve students from preschool through high school](#). Each local school is unique in its charism, foundation, and culture. All schools promote "knowledge of the faith, liturgical education, moral formation, teaching to pray, education for community life, and missionary initiation."

[General Directory for Catechesis](#). All schools are committed to providing an academic education that integrates Catholic values across the curriculum. In light of the great gift and contribution of Catholic education, Archbishop Gomez has expressed his strong commitment to "*make sure that our schools are open to every family and every child in our city. No matter who they are. No matter where they come from, or how they got here. No matter how much money they have.*" (The Catholic Vision of Education, Archbishop Gomez: August 23, 2013).

## Topic-3-1-3

### Additional Practices

#### RELIGION PROGRAM

During the year there are many opportunities for the students to experience and to celebrate the various religious activities of the Catholic faith.

#### MASS

The student body participates in the celebration of Mass weekly, on Holy Days, and Ash Wednesday.

#### OTHER DEVOTIONS

St. Anastasia students have opportunities for religious participation in other devotions of the Catholic Church. They participate in the Stations of the Cross during Lent, in the recitation of the Rosary, and May Crowning.

Individual classes celebrate paraliturgies and emphasize scripture reading as part of their prayer life. They are given the experience of quiet prayer on the occasions when they make short visits to the Church.

## Section-3-4

### Campus Ministry

"Community is at the heart of Christian Education not simply as a concept to be taught but as a reality to be lived" (To Teach as Jesus Did: A Pastoral Message on Catholic Education, 23).

Although the responsibility for spiritual and moral leadership rests with the principal, the principal must be able to rely on a unity of conviction and purpose in the entire faculty if a genuine community of faith is to be achieved. Religious activities at the elementary school level and campus ministry at the high school level are paramount in fostering this community climate in schools, in the gospel spirit of freedom and love.

The [elementary school religion coordinator](#), [high school campus minister](#), and high school campus ministry team, appointed and supported by the principal, help create, promote, and oversee multiple opportunities for prayer, liturgy, celebration of sacraments, retreats, peer ministry, and Christian service programs. The active involvement and cooperation of faculty and students support these endeavors.

Every elementary school is to have a religion coordinator. Every high school is to have a campus ministry program and a campus minister.

"School Families" are organized by the teachers at the beginning of the school year. A school family is comprised of students that are organized so that there are students from each grade in each family. An 8th grader is the "head" of the family.

**enable all students to experience a stronger sense of school unity and pride, a sense of "community"**

## **Chapter-4**

### **ADMISSION AND ATTENDANCE**

#### **Topic-4-03-4**

#### **Inoculation requirements of the CA Department of Health**

St. Anastasia Catholic School follows the inoculation requirements of the CA Department of Health detailed here:

<http://www.shotsforschool.org>

#### **Section-4-04**

#### **Absence, Tardiness, and Truancy**

##### **ATTENDANCE**

Prompt and regular attendance is expected.

#### **Topic-4-04-1**

##### **Absence**

Parents are to call or e-mail the office before 7:30 AM when a child is ill. Please email [attendance@st-anastasia.org](mailto:attendance@st-anastasia.org) and copy the classroom teacher on the email. Teachers and administrators are responsible for checking the regular attendance of all students. Every absence must be recorded in the

the email. Teachers and administrators are responsible for checking the regular attendance of all students. Every absence must be recorded in the electronic attendance record. Elementary schools record absences according to state law and Archdiocesan policy.

## **Topic-4-04-2**

### **Absences with Acceptable Excuse**

State law and Archdiocesan policy require that, when a student has been absent, a written excuse signed by the parent or guardian be provided to the school office. The written excuses are kept on file for a period of one year. An acceptable excuse includes illness, attendance at medical or dental appointments, funeral services for family members, quarantine directed by County or City Officials or emergency or special circumstances as determined by the school authorities. Excessive unexcused absences may result in loss of academic credit.

Excessive absences, as well as missed instruction, tests, and homework assignments, may affect a student's grades. Students can never make up days they have missed even though they may study the textbook material. Parents are discouraged from taking children out of school early for vacation. School days immediately before and after school holidays are regular teaching days. Teachers are not responsible for providing missed assignments. Teachers, at their discretion, may give future assignments. Students who are absent are responsible for information presented in class and for all missed assignments. Students may be asked to make up tests before or after school. The school is not able to arrange home study for students with extended absences.

## **Topic-4-04-3**

### **Extended Absences**

When, for family reasons, parents wish to take their children out of school temporarily, the principal and teacher will discuss with the parents the possible effects of such an absence. If a student is absent for an extended time, \*(for example, twenty or more days per year), official grades may be withheld.

## **Topic-4-04-4**

### **Leaving School Early**

A student may not leave the school before the regular dismissal time without a written request from a parent or guardian. The request must state the reason for early dismissal. Please communicate these requests in advance if possible.

## **Topic-4-04-5**

### **Tardiness**

### **TARDINESS**

A student is tardy if he or she arrives after the start of school (7:50 AM for grades K-8). Students who arrive after the start of school must check in at the school office and receive a late admission slip, which is to be given to the classroom teacher. If the student comes after the start of school and provides documentation of an acceptable excuse, such as paperwork from a medical office visit, or a funeral, he or she is marked absent for half a day. All other morning absences will be marked as tardy. A record of all tardiness is kept in the student's attendance record.

## Topic-4-04-6

### Truancy

A student who is absent from school without an acceptable excuse three full days in one school year or is tardy or absent for more than any 30 minute period during the school day on three occasions in one school year, or any combination thereof, is a truant and shall be reported to the attendance office or superintendent of the public school district.

In the event that the school suspects that a student is truant (absent from school, without an acceptable excuse), the school administration will contact the parent or guardian. If the school suspects that the student is a habitual truant (absent three times in a school year, without an acceptable excuse) and all resources at the school level have been exhausted, the school principal will notify the local public Child Welfare and Attendance authorities.

A student who has been reported once as a truant and who is absent again from school one or more days, or is tardy on one or more days, without an acceptable excuse, will be reported again as a truant to the attendance office of the local public school district. A student who has been reported as truant three or more times is considered a habitual truant and is subject to dismissal.

If a student has been absent without excuse, and it is impossible to contact the parent or guardian within 24 hours after repeated attempts, the attendance office of the local public school district, the local police department, Child Protective Services or all of those agencies will be notified.

## Section-4-05

### Communications Procedures

Students are responsible for bringing home all communication from the school to his/her parents. We ask parents to make certain that all communications are read carefully. Parents are responsible for keeping their email and contact information up to date on file in the office and on ParentSquare and Gradelink, and checking regularly for updates. Parents are responsible for logging into their Gradelink account on a weekly basis to check student progress and visiting ParentSquare for school and classroom communication.

Anyone wishing to send home or posting a flyer for any activity must have it approved and initialed by the principal before distribution. **ENVELOPES ADDRESSED TO PARENTS/GUARDIANS ARE CONSIDERED CONFIDENTIAL AND SHOULD NOT BE OPENED BY STUDENTS.** Please teach your child to be respectful of this practice.

An efficient system of communication between the school and the home is essential for maximum cooperation and understanding. The school has two main channels of communication:

- The ParentSquare engagement platform, including an electronic Family Envelope which is emailed weekly to families.
  - o Please make sure your phone numbers on ParentSquare are accurate for emergency purposes.
- E-mail communication may be used for the following:
  - Parents should email the teacher directly to request a conference or with any questions. School personnel will try to return messages during the week within 24 hours. Please remember the faculty is busy during the school day. Messages sent over the weekend will be answered by the following Tuesday. All communication should be conducted in a professional and polite manner.
  - Parents should report future absences, i.e. medical/dental appointments or other absences known ahead of time to the teacher and the school office. A written note with a parent signature is still required upon return to school.

- Please inform the school in writing of any changes in dismissal or after-school program instructions for your student(s). Students who will be dismissed with a party not previously authorized by their parent/guardian require a signed note from the parent, and those who will walk from from school or use a ride-share service require a signed release to be on file in the office.

If you need to contact your student during the school day, please contact the school office. Students should not be using cell phones or checking personal email addresses during the school day. School issued email addresses are for school communication purposes only.

#### **Topic-4-05-1**

##### **Parent Teacher Conferences**

Parent-teacher conferences are a means of establishing a cooperative relationship, which is vital for the steady growth of the child. Parent-teacher conferences are held for all parents of students in grades JK-8 in November/December. Parents **must** attend the conference in order to receive the 1st trimester report card (K-8) and STAR Test Results/

If a parent wishes a conference regarding academic progress at any other time, they may contact the teacher in writing or call the office to schedule an appointment. Parents may also be contacted by teachers or the principal to discuss academic or behavioral situations. Teachers may meet with parents a reasonable number of times throughout the school year.

In keeping with the church's principle of subsidiarity and working out difficulties mutually within the demands of the Gospel, problems should be solved at the lowest level whenever possible. Thus, if parents have concerns regarding any teacher or other school employee, they will need to call the office for an appointment or contact the person directly. **TEACHERS WILL NOT BE ASKED TO LEAVE THE CLASSROOM TO TAKE PHONE CALLS OR TO MEET WITH PARENTS UNLESS REQUESTED BY THE PRINCIPAL. PLEASE DO NOT DISTURB THE FACULTY OR STAFF MEMBERS DURING SCHOOL SUPERVISION AS IT MAY DISTRACT THEM FROM THEIR DUTIES.**

Appointments regarding student academic or behavioral problems may be made with the principal only **after** an appointment has been made to attempt to solve the problem with the teacher(s) or staff member involved. Most situations can, and have been, worked out before the need to see the principal. Calls to the pastor or regional supervisor should be made only after the above measures have been taken.

#### **Topic-4-05-2**

##### **Parent Messages and Phone Calls**

The most effective form of communication with teachers is email. Parents MAY leave messages in the school office



for a teacher to call them but teachers will NOT be asked to leave the classroom to take phone calls or to meet with parents during the school day. Please do not disturb the faculty during supervision as it may distract from their duties and the safety of our students.

Please refer to our Christian Code of Conduct as to the content and tone expected of all communication.

### **Topic-4-05-3**

#### **Parent to School Communication**

The most effective form of communication with teachers is email. Parents MAY leave messages in the school office for a teacher to call them but teachers will NOT be asked to leave the classroom to take phone calls or to meet with parents during the school day. Please do not disturb the faculty during supervision as it may distract from their duties and the safety of our students.

Please refer to our Christian Code of Conduct as to the content and tone expected of all communication.

### **Section-4-07**

#### **Safety and Security Procedures**

St. Anastasia Catholic School needs your help in keeping our school safe for everyone. St. Anastasia Catholic School will take seriously all threats to inflict harm to self or others. The school will respond to any statements or behaviors of a threatening nature, any weapon possession, and any behaviors by individuals that might pose a threat to the well-being of students, staff, or others. The staff at St. Anastasia Catholic School has an obligation to keep the school safe and will take all threats seriously. This is not an area for practical jokes or offhand comments. If parents or students become aware of a threatening situation, they must immediately report it to a staff member or the principal.

Safety and security procedures will be shared in a secured document with school families via ParentSquare.

### **Section-4-08**

#### **Arrival/Dismissal Procedures**

Please cooperate with the traffic monitors as they have been assigned by the school. The safety of your children is their first priority. Please discuss these rules with your children and others who will be transporting your children.

The drop-off line is open from 7:30 - 7:50 and pick-up line is open from 2:45 - 3:00

The school campus should be entered via right turn off Park Hill during drop-off/pick-up line. DRIVE SLOWLY! The speed limit is five miles per hour when on school grounds.

Children should exit carpool line on the passenger side. Pedestrians should use the crosswalk.

Keep the line moving. If you anticipate needing to speak to a teacher or another parent, please park your car and walk onto the school yard.

If you do not use the drop-off line you must park your car and walk your child onto campus.

Children who walk or ride their bikes to and from school should enter and exit campus according to the map.

## **Section-4-09**

### **Automobiles/Parking Lot**

Please be cautious in our school parking lot and in the neighborhood around the school.

## **Topic-4-11-04**

### **School Procedures for Immunization and Screenings**

St. Anastasia Catholic School follows the immunization requirements for the CA Department of Health detailed here:

<http://www.shotsforschool.org>

## **Topic-4-11-09**

### **Allergies**

Parents are responsible for informing the school of any allergies yearly via the emergency card & beginning of the year paperwork. While we will do whatever we can to minimize a student's exposure to allergens (including but not limited to peanut containing products, wheat, nuts, etc.) we cannot guarantee an allergen-free environment.

## **Section-4-14**

### **International Students**

The Archdiocese of Los Angeles welcomes international students. Through the cultural exchange of learning,

praying, playing, and growing together, the presence of these international students enriches the educational and religious experiences of everyone in the school community.

## **Section-5-01**

### **Curriculum**

The curriculum at archdiocesan Catholic schools integrates the mission of Christ to teach the Gospel message to all. The archbishop and archdiocese are committed to providing strong academic experiences for students in school communities that reflect two purposes: the teaching mission of the Church and the need to educate youth for life in a way that relies on academic skills and requires sound preparation.

The curriculum consists of all learning experiences that are planned and organized under the principal's leadership, implementing the school's educational goals in a manner that reflects a commitment to Catholic teachings. The curriculum must be consistent with the philosophy of the school, educational policies of the archdiocese, and requirements of the applicable sections of the California Education Code. The commitment to ongoing academic excellence, personal growth, leadership, and service as components of Catholic identity extends to all aspects of the academic program.

The curriculum in elementary schools and high schools is planned at each school to meet these overall objectives and the particular needs of the individual school community. The [Department of Catholic Schools](#) provides support for curriculum matters. In parish elementary schools and high schools, the pastor and principal consult on these matters. The archdiocesan high school curriculum is coordinated by the principal with senior academic and administration staff. While the principal may raise curriculum issues with consultative school boards and groups, the principal reserves responsibility for curriculum matters.

## **Topic-5-01-1**

### **Religion Curriculum**

## **Topic-5-01-3**

### **Homework**

#### **HOMEWORK**

The importance of homework assignments must be recognized by students and parents. Homework assignments review and reinforce the work covered in the classroom. The school requires homework assignments to be completed promptly and accurately. Guidelines for the faculty in assigning homework are as follows

Grades K, 1 and 2 not to exceed 45 minutes

Grades 3, 4 and 5 not to exceed one hour

Grades 6, 7 and 8 not to exceed two hours

If the assigned homework regularly takes longer than the guidelines, please contact the homeroom teacher.

Parents may not bring any homework assignments or school supplies to students after the start of the school day.

## **Topic-5-01-4**

### **Graduation Requirements**

#### **GRADUATION REQUIREMENTS**

Eighth grade students who have successfully completed the approved course of study and twenty-five hours of community service will be awarded a diploma. Those not meeting the requirements for graduation will be given a certificate of attendance.

Seventh grade students are required to complete fifteen hours of service to the school and/or community according to the direction of their teacher.

## **Topic-5-02-1**

### **Assessments**

#### **TESTING**

As directed by the Archdiocese of Los Angeles, standardized testing, the STAR Tests for grades JK – 8 is administered three times a year online. Students in grade JK – 3 take the Early Literacy test. Students in grades 2 – 8 take the STAR Math and ELA. Parents will be notified of testing dates, and are asked that medical and dental appointments NOT be scheduled during those dates. STAR test results are sent home to the parents four times a

year. STAR test results are also discussed at Parent-Teacher Conferences in November. A.C.R.E. (Assessment of Religious Education), mandated by the National Catholic Education Association (NCEA) is administered to the 5th and 8th grades in December/January.

Entrance tests are given to new students before acceptance.

## **Topic-5-02-2**

### **Grading Scale**



## **Topic-5-02-3**

### **Elementary School Grade Reporting**

#### **REPORT CARDS AND PROGRESS REPORTING**

Report cards for students in grades K – 8 are sent home at the end of each trimester. Progress reporting is ongoing via the online grading program Gradelink for students in grades 1 to 8. Parents are encouraged to check progress on a weekly basis. Mandatory parent-teacher conferences are held in the fall for grades Junior Kindergarten through 8th.

## **Topic-5-02-5**

## Make-Up Work/Absences

Teachers may decide upon their own late-work policies as long as they are clearly communicated to the parents and students.

## Topic-5-02-6

### Course Deficiency/Failure

## ACADEMIC PROBATION

1. A student receiving any grade below a 65% (F) or two or more grades between 65% and 69% (D) in any of the following subjects will be placed on academic probation:
  - Religion
  - Reading/Literature ● Language
  - Spelling/Vocabulary ● Mathematics
  - Social Studies
  - Science
  - Spanish
2. Academic probation will continue for three weeks at which time the student must have raised his/her affected grades to a 70% or better.
3. Academic probation will prohibit the student from participation in **any extracurricular activities including but not limited to, athletics, musical, talent show, and performing arts showcase during the probation period.**
4. Failure of the student to remove his/her probationary status will necessitate parental conferences to take appropriate action to remove the probationary status.

## Topic-5-02-7

### Conduct/Citizenship Grades

## BEHAVIOR AND WORK HABIT GRADES

Students are given a general behavior and work habit grades. A student who has been suspended will have

nis/ner conduct grade lowered a whole grade.

### **Section-5-03**

#### **Standardized Testing**

#### **TESTING**

As directed by the Archdiocese of Los Angeles, standardized testing, the STAR Tests for grades JK – 8 is administered three times a year online. Students in grade JK – 3 take the Early Literacy test. Students in grades 2 – 8 take the STAR Math and ELA. Parents will be notified of testing dates, and are asked that medical and dental appointments NOT be scheduled during those dates. STAR test results are sent home to the parents four times a year. STAR test results are also discussed at Parent-Teacher Conferences in November. A.C.R.E. (Assessment of Religious Education), mandated by the National Catholic Education Association (NCEA) is administered to the 5th and 8th grades in December/January.

Entrance tests are given to new students before acceptance.

### **Section-5-04**

#### **Recess and Lunch/Nutrition**

Families are required to pack their own lunch and snacks. We highly encourage packing a healthy and well-balanced meal as recommended by the USDA for more information please see <https://www.myplate.gov/>

We use Choice Lunch as an alternative to packing lunch.

Students are not allowed to have hot lunch from parents or a delivery service unless it is their birthday or as a class treat. This must be done with notification to the office and the teacher.

### **Section-5-05**

#### **Supplies and Textbooks**

Supplies are requested at the beginning of each school year. Please see your student's grade level on our website for the current supply list.



Parents are not allowed to drop-off supplies or assignments during the school day under any circumstances.

## **ACCESSORIES/SUPPLIES/TECHNOLOGY**

Students are responsible for maintaining an adequate amount of school supplies throughout the school year. Due to space and safety regulations, a doctor's certificate is required for a student to use a backpack with wheels in grades one to eight. No kindergarten student will be allowed a backpack with wheels.

Students are NOT permitted to use or wear a "smart watch" during school hours. Students may not use any AirPods/Wireless Earbuds. Students may only use their devices when directed by faculty and only use the secure school wifi as directed by a teacher when on campus.

Cell phones may be brought to school under the following conditions:

- o Phones must be kept in the OFF position from drop off to pick up (typically from 7:30 AM to 2:50 PM) and stored in the student's backpack.
- o No cell phone may be used for picture taking or text messaging during school hours or during school sponsored extra-curricular activities.
- o Students are responsible for complying with all Archdiocesan policies with respect to electronic devices and communications.
- o Students may not use cell phones during field trips.
- o Parents should not be communicating with their students via cell phone under any circumstances.

Those who violate any of the rules regarding cell phones and electronic devices may have their devices confiscated and may forfeit the privilege of bringing them to school. If a cell phone is being used on campus, here are the steps we will follow.

- 1st Offense: Phone to Administration, student picks up at the end of the day. Administration will document.
- 2nd Offense: Parent must pick up phone from Administration, documentation continues (written warning)
- 3rd Offense: Student and parent meeting with Administration, phone dropped off in the office daily (signed in and signed out)

## **Section-5-06**

### **Honors and Awards**

## **HONORS/AWARDS**

### **PRINCIPAL'S LIST**

Students in Grades 5 - 8 who have a 90% or better in each of the following subjects will receive a recognition certificate:

- Religion
- Reading/Literature
- Language
- Spelling/Vocabulary
- Mathematics
- Social Studies
- Science

## HIGH HONORS

Students in Grades 6-8 that score a 98% average or higher in the classes listed above receive a recognition certificate.

## CALIFORNIA JUNIOR SCHOLARSHIP FEDERATION

### Requirements for Membership Grades 7 - 8

1. 12 points for the trimester earned in the following academic areas:
  - A = 3 points; B = 1 point
    - Religion
    - Literature
    - Language
    - Mathematics
    - Social Studies
    - Science
2. No academic grade may be lower than a C.
3. "G" grade average or better in work habits and behavior in each subject
4. Six hours service to the school and/or community each trimester.

### Applying for Membership

Students meeting the above criteria must apply for membership, and application forms must be turned in to the CJSF Advisor by the end of the open enrollment period.

## Section-5-08

### Academic Probation, Retention/Transfer

## ACADEMIC PROBATION/TRANSFER

1.

A student receiving any grade below a 65% (F) or two or more grades between 65% and 69% (D) in any of the following subjects will be placed on academic probation:

  - Religion
  - Reading/Literature ● Language
  - Spelling/Vocabulary ● Mathematics
  - Social Studies
  - Science
  - Spanish

- 2.

Academic probation will continue for three weeks at which time the student must have raised his/her affected grades to a 70% or better.

3.

Academic probation will prohibit the student from participation in **any extracurricular activities including but not limited to, athletics, musical, talent show, and performing arts showcase during the probation period.**

4.

Failure of the student to remove his/her probationary status will necessitate parental conferences to take appropriate action to remove the probationary status.

## **PROMOTION**

To be promoted, students must have passing grades in the majority of the academic subjects. Excessive absences may make this difficult. Summer school may be required for these students to meet academic requirements.

Retention may be recommended if students do not meet the academic requirements.

## **RECOMMENDED TRANSFER RESULTING FROM PARENTAL**

### **ATTITUDE**

Under normal circumstances a student is not to be deprived of a Catholic education on grounds relating to the actions/attitudes of parents/guardians; it is recognized, however, that a situation could arise in which the uncooperative or disruptive attitude of parents/guardians might so diminish the effectiveness of the education process that continuation of the student in the school may be impossible.

In such a case, it is imperative that the opinion of the principal regarding the practical impossibility be sustained from a pastoral point of view by the pastor. The regulations governing recommended transfer would then be applicable.

### **Topic-5-09-2**

#### **Additional Counseling Information**

### **COUNSELING POLICY**

The mission and purpose of the school is education. Schools do not assume the responsibilities proper to the family and to society. Schools may not assume the responsibility for psychological counseling or therapy because they are not qualified or licensed to provide such counseling or therapy.

Schools may engage in the following activities in addition to providing classroom instruction:

- Provide advice regarding academic subjects and student progress in school
- Give limited guidance to students with non-academic personal issues or situations
- Provide referrals to marriage and family counselors, child psychologists, licensed academic psychologists, psychiatrists and similar professional for diagnosis and treatment. If the school provides referrals to parents, the list must include at least three names of qualified persons or entities
- Retain, where necessary, appropriate professionals to provide educational testing that is needed for assessment of a student's academic ability, learning patterns, achievement motivation, and personality

## **Section-5-11**

### **Summer School**

#### **SUMMER PROGRAMS**

The principal is responsible for the over-all administration of all summer programs. All archdiocesan policies are applicable to summer programs. The principal may delegate the day-to-day operations of the summer programs.

Each year the decision to have a summer program is left to the sole discretion of the principal and, in the case of parish schools, the pastor. Considerations for implementing a summer program must include financial feasibility, purpose (e.g., enrichment, remedial, etc.), and demand for the summer programs. Teachers have no right to employment in the summer program. Teachers employed in past summer programs have no tenure rights.

The following practices shall be observed in all summer programs:

- All summer programs shall have a budget that includes payroll, classroom materials, student activities, school maintenance costs, and utilities.
- Students enrolled in the regular school program are automatically covered by school insurance. Prior to the beginning of summer activities, a listing of non-covered students (i.e., students from other schools) shall be sent to the insurance carrier accompanied by the special coverage fee.
- All summer program finances shall be posted in the school ledger.

The summer program staff shall participate in an orientation that includes:

- a. The mission of the Catholic school
- b. Child abuse reporting requirements; Safe Environment and the Archdiocesan Guidelines for Adults Interacting with Minors
- c. Field trip policies
- d. Safety and health procedures, i.e., first aid and CPR
- e. Supervision of students
- f. Emergency/Disaster plans

## **Section-6-01**

### **Before & After School Policies and Programs**

#### **EXTENDED DAY CARE PROGRAM**

The ADESTE (Archdiocesan Elementary School Time Enrichment) Program provides safe, affordable, quality after-school care for children of St. Anastasia Catholic School's working parents.

The ADESTE program operates from school dismissal to 6:00 PM.

ADESTE recruits its own staff, provides indoor/outdoor equipment, arts and crafts materials, insurance coverage for the children, and maintains accurate bookkeeping.

Any disciplinary problems that occur in ADESTE should be addressed to the ADESTE personnel.

The ADESTE Program curriculum focuses on age-appropriate social, mental, physical, and emotional developmental activities for the school-age child:

- Indoor/Outdoor Games

The children are offered a variety of indoor/outdoor supervised activities to ensure their well-being and safety.

- Homework/Quiet Time

ADESTE offers homework/quiet time. Children are encouraged to complete their homework. Children who do not have homework are provided with quiet activities.

- Arts/Crafts

The children are provided with age-appropriate arts and crafts activities to encourage their creativity.

Saint Anastasia Catholic School provides after-school care for students in the junior kindergarten program (aged at least 4 years and 9 months). This after care takes place from dismissal until 6:00 PM.

## **Section-6-02**

### **School Field Trips and Excursions**

#### **FIELD TRIP POLICIES**

Educational trips, planned as part of the instructional program, are taken during the school year. Each class is allowed no more than two off-campus field trips during the school year. The cost of these field trips is included in the annual school tuition. Field trips are privileges afforded to students; no student has an absolute right to a field trip. Students can be denied participation if they fail to meet academic or behavior requirements. Parents are asked to sign a standard permission form (supplied by the school office) and submit it online in advance of the trip. These signed slips must be on file before the student is permitted to participate in such trips. Students and chaperones are expected to adhere to all school rules concerning behavior, dress, and food while attending any school sponsored field trip. No candy, gum, carbonated drinks, or glass bottles are allowed on school sponsored field trips.

Students will not be dismissed early from a field trip unless approved by the principal in advance of the trip. Only designated chaperones are allowed to attend a field trip.

St. Anastasia Catholic School, at its option, may plan field trips for one or more days including overnight field trips. All field trips, whether day or overnight must comply with the following requirements:

- Prior permission of the principal.
- Signed and dated Student and Youth Activity Permission Forms and Emergency Medical Authorizations from parents. All Permission and Authorization Forms must be in the possession of the supervising adult during the trip. Copies of the forms are attached as Appendix a.

- All participants must have appropriate identification and travel documents
- All archdiocesan policies on safe environment must be followed, including background checks for vendors providing the trips, as applicable.
- For trips outside of the local area, guidelines must include consideration of the ability of parents to incur cost, the financial impact of the trip on other school fundraising activities and class work missed by students.
- State law requires that a first aid kit be immediately available to the supervising adult on all excursions and field trips. First aid kits must be carried in all vehicles transporting students to school sponsored activities. Student emergency information must be immediately available to the supervising adult. At least one adult chaperone shall be in possession of a cell phone. A snakebite kit must be included in any area where there may be poisonous snakes.

## **Section-6-04**

### **Student Government**

#### **STUDENT COUNCIL**

The Student Council provides leadership for students in the school and carries out many important extracurricular activities. Qualifications for membership on the Student Council are as follows:

- Grade average of "G" or higher in work habits and behavior
- Grade average, which must be maintained, of "B-" or better in each subject, but no grade may be lower than a "C"
- Evidence of leadership qualities as determined by the staff
- Attendance at Leadership Camp the summer prior to the new school year for 6<sup>th</sup> through 8<sup>th</sup> grade students

First and second trimester grades determine eligibility to run for Student Council for the following year. Third trimester grades of the previous school year determine eligibility to run for classroom representative for the first half of the school year. First trimester grades of the current school year determine eligibility to run for classroom representative for the second half of the school year.

## **Section-6-05**

### **Clubs/Organizations/Honor Societies**

## **CALIFORNIA JUNIOR SCHOLARSHIP FEDERATION**

### **Requirements for Membership Grades 7 - 8**

1. 12 points for the trimester earned in the following academic areas: • A = 3 points; B = 1 point

- Religion
- Literature
- Language
- Mathematics
  
- Social Studies

## □ Science

2.

No academic grade may be lower than a C.

3.

"G" grade average or better in work habits and behavior in each subject

4.

Six hours service to the school and/or community each trimester.

## **Applying for Membership**

Students meeting the above criteria must apply for membership, and application forms must be turned in to the CJSF Advisor by the end of the open enrollment period.

## **Section-6-08**

### **Parent/Guardian Release for Student or Minor (Noncommercial)**

This form to be completed annually

[https://handbook.la-archdiocese.org/Handbook%20Resources/parent\\_guardian\\_release\\_for\\_student\\_or\\_minor\\_noncommercial\\_en.pdf#s](https://handbook.la-archdiocese.org/Handbook%20Resources/parent_guardian_release_for_student_or_minor_noncommercial_en.pdf#s)

## **Section-6-10**

### **Student Identification Cards**

St. Anastasia students will receive a student identification card from our school photography company if they take a photo in the fall.

## **Section-6-11**

### **Yearbook**

Yearbooks may be available to purchase at the end of the school year. Be sure to sign a media release if you'd like your student included in the yearbook.

## **Section-6-12**

### **Athletics**

#### **ATHLETICS**

St. Anastasia Catholic School provides athletic activities for its students and strives to instill Catholic values throughout the program. The program seeks to develop the total child, intellectually, physically, spiritually, socially, aesthetically, and emotionally.

## Athletic Guidelines and Regulations

### I. Participation

- A. Philosophy: It is the intent of St. Anastasia Catholic School to provide the opportunity for our third through eighth grade students to participate in CYO (Catholic Youth Organization) athletic teams during the school year. All qualified students may participate on sports teams. The school is committed to providing everyone a fair chance to participate.
- B. Eligibility: All seventh and eighth grade students who have maintained a minimum grade point average of at least 2.2 are eligible to participate in A level sports. All third through sixth grade students who have maintained a minimum grade point average of at least 2.0 are eligible to play on the "B" and "C" teams. A student with an "F" grade in any subject is not eligible to play. All students, to be eligible and remain eligible, must maintain an "S" grade average in behavior.
- C. All Teams
1. The "A" level program, governed by CYO policies and procedures, offers teams for both the girls and boys. This is a competitive level that will offer students the opportunity to improve their athletic skills. Although CYO has no set 'fair play' ruling, St. Anastasia coaches will give the best effort to play all athletes 20% of the time over the season.
  2. The "B" level program, governed by CYO policies and procedures, offers teams for both the girls and boys in the 5<sup>th</sup> and 6<sup>th</sup> grades. This is a developmental level that emphasizes the development of fundamental skills that will lead to the Varsity level. The B level follows a 'no cut' policy, guaranteeing that every athlete can have a spot on an athletic team and will follow an equal playing time policy over the course of the season. It is recommended that those students interested in playing at the Varsity level in the future, participate at the "B" level.
  3. The "C" level program, governed by CYO policies and procedures, offers teams for both boys and girls in the 3<sup>rd</sup> and 4<sup>th</sup> grades. This is strictly a learning and developmental level. Athletes learn to make positive contributions to their team, to work together, and to develop confidence and physical ability. The C level also follows a 'no cut' policy, guaranteeing that every student can have a spot, as well as an equal play time rule.
- D. Fees for each sport are required to cover the costs of coaches, referees, and league fees.

### II. Practices and Games

1. Practices commence a few weeks before games begin. Most practice days/times will remain consistent; but due to scheduling conflicts, practices may be subject to change. Please check the school sports calendar.
2. Practices provide a basis for developing, improving, and preparing the team for games. Rude or inappropriate behavior toward the coach or other athletes will not be tolerated and will result in disciplinary action, including suspension from the team.
3. As soon as available, a schedule of games will be provided to the players.
4. Athletes are expected to attend all practices and games, to arrive on time, to stay for the entire scheduled time, and to give 100% effort. Athletes may be excused from a practice for another St. Anastasia commitment if applicable. These conditions must be discussed with a coach beforehand.
5. Attendance at all practices and games is mandatory. If a student is at school, he/she must attend practice. If a student is absent from school for all or part of a day, he/she may not participate in that day's practice or game unless the appropriate school administrator grants permission. Any potential conflict must be discussed with the coach in advance.
6. Some players may attempt to participate in outside activities, including other "club" teams, which could pose a commitment problem for the athlete. While some coaches' policies may vary slightly, the inability to fulfill commitments to practices and games may jeopardize a player's status on a team or effect play time. Please talk to your coach at the beginning of the season regarding any potential conflicts.
7. Players are expected to come prepared to practice. Appropriate practice attire must be worn at all times, i.e. proper shoes, shorts, shirts, etc.
8. If there are questions or concerns about a team, these should be addressed with the coach, followed by the Athletic Director, and finally the principal.

### III. Transportation and Travel



Parents must arrange for all travel of their children to and from athletic games and off-campus practices.

#### **IV. Sportsmanship**

Players, coaches, and parents must show respect to referees, players, coaches, parents, opponents, and the game at all times. Complaining about coaches and referees sets a bad example, and diminishes respect for the game.

Practices and games should begin with prayer.

### **Chapter-7**

#### **TUITION AND FEES**

#### **TUITION AND FEES**

The full cost of education for a St. Anastasia student is covered through tuition and fundraising.

##### **Section-7-1**

#### **Tuition and General Fees**

The difference in cost and tuition is made up from fundraising and the tax deductible Annual Appeal. Current tuition and fundraising information is available on the school website.

**PARENT SERVICE FEE** of \$300 **per family** or \$200 **per single-parent family** is due and payable by July 15th for new families. The fee will be rolled over for parents who complete 30 service hours (20 for single-parent families) each year.

##### **Section-7-2**

#### **Tuition Collection**

Tuition is collected through FACTS.

##### **Section-7-3**

#### **Tuition Assistance**

#### **TUITION ASSISTANCE**

St. Anastasia Catholic School gives limited financial aid to school families. If interested, please read and follow the instructions.

FACTS Grant & Aid Assessment conducts the financial need analysis for St. Anastasia Catholic School. Families applying for financial aid need to complete an application and submit the necessary supporting documentation to FACTS Grant & Aid Assessment by July each year. Paper applications

are available in the school office; however, applicants may apply online at [www.factstuitionaid.com](http://www.factstuitionaid.com) FACTS Grant & Aid Assessment will provide a self-addressed envelope for you to mail the following information:

1. Signed and completed paper application
2. Payment of the \$20 application fee
3. Copies of your most recent tax forms, including all supporting tax schedules
4. Copies of your most recent W-2 form for both you and your spouse
5. Copies of supporting documentation for Social Security Income, Welfare, Child Support, Food Stamps, Workers' Compensation, and TANF.

If you have questions or concerns about the application process, you may speak with a FACTS Customer Care Representative at 1-866-315-9262 or contact Louise Lance at the school office.

## **Section-7-4**

### **Parent Service and Fundraising Requirements**

## **PARENT SERVICE AND FUNDRAISING REQUIREMENTS**

Parents are expected to perform a minimum of 30 hours of service (At least 3 of which will be helping with the Parish Ball) each year.

## **Section-7-5**

### **Costs/Fees (when applicable for field trips, supplies, sports, senior fees, etc.)**

Additional fees apply for items not included in the tuition: Example: Field trips, sports fees, supply fees, graduation/communion fees, after-school, summer camp, etc.

## **Chapter-8**

### **DISCIPLINE**

Discipline in the Catholic school is considered an aspect of moral guidance and not a form of punishment. The purpose of discipline is to provide a school climate that is conducive to learning and promotes character development and the common good.

Discipline is maintained in a classroom or school when students work cooperatively with the principal, the teachers, and their classmates towards class and school objectives. However, the legitimate interest of the school extends beyond the school day and school hours.

**Discipline and Procedures**

**DISCIPLINARY CONSEQUENCES**

Students should always do their best to follow the school rules. If they fail to comply with the rules, faculty and staff members in charge of students have the authority to administer any of the forms of discipline listed below.

**Written Warning**

Students will receive a written warning as a formal warning for a pattern of misbehavior or when deemed necessary by the teacher or staff member. A copy of the written warning should be signed by a parent and returned to the teacher the following day. Three written warnings in a trimester warrant a detention. Written warnings will be notated on Gradelink and are for internal use. Multiple written warnings, however, will impact behavior grades.

**Uniform Violation**

Students receive a uniform violation for dress code infractions. Three uniform violations in a trimester will lead to a Written Warning. See policy on written warning. Uniform Violations can be issued on free dress or uniform days.

**Detention**

Students will receive an automatic detention for a serious infraction of school/classroom rules or policies at teacher and staff discretion. Detentions will also be given after three written warnings. The detention period at St. Anastasia Catholic School is held on Wednesdays from 7:15 AM to 7:45 AM. Parents will receive written notification of the reason for detention and the date the detention is to be served. This notification must be signed and returned to school the next day. Students who arrive late will be given another detention to serve the following week. Failure to serve detention will result in suspension. After two detentions, the student and parent will meet with the principal and the Pastor. After three detentions, the disciplinary board will be called and next steps will be determined.

- Detention before or after school hours is considered an appropriate means of discipline.
- A student shall not be detained in school for disciplinary or other reasons for more than one hour after the close of the school day.
- Under no circumstances shall a student be detained at school without the knowledge and consent of the parent or guardian who shall also be informed of the reason for detention and the exact time the period of detention will begin and end.

**SCHOOL DISCIPLINARY BOARD**

The administration and staff recognize good behavior as an integral part of our students' education. When a student receives a suspension or a third detention in an academic year, the student and his/her parents will meet with the School Disciplinary Board where a plan for ensuring improved behavior will be discussed. The board will consist of the Principal, the Homeroom Teacher, and at least one other staff member, such as a grade-level chairperson. Other staff members and the Pastor will be included as appropriate. The School Disciplinary Board

team will draw up a preliminary plan for student improvement. The board will then meet with the student and his or her parents to discuss procedures for ensuring improved student behavior. The final plan will be signed by the student and his or her parents/guardians. Failure to commit to the plan or comply with its expectations may result in consequences including: the inability to participate in some school activities, non-acceptance for re-admission, suspension and/or expulsion.

**Topic-8-1-07**

**Academic Dishonesty Policy**

Academic dishonesty, including cheating or plagiarism, will result in an automatic failure of an assignment and conference with a parent/guardian. Cheating or plagiarism is grounds for expulsion according to the ADLA handbook.

**Chapter-11**

**PARENT-STUDENT POLICIES AGREEMENT FORM**

**ACCEPTANCE OF PARENT/STUDENT HANDBOOK**

Our family has received or accessed online and read the St. Anastasia Catholic School Parent/Student Handbook. We are aware of, understand, and agree to follow the policies and procedures stated in the Handbook. We acknowledge that the school has the right to amend the Handbook during the school year as needed and notify us of any amendments, and we agree to follow the policies and procedures as may be added or amended. We understand that we may be asked to withdraw our child(ren) from the school or our child(ren) may not be invited to return the following year, if we fail to fulfill our responsibilities and obligations under the Handbook and any additions and amendments that may be made.

Our signatures below indicate our commitment to fulfill our responsibilities and obligations according to the requirements of the Handbook.

Father's or Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

Mother's or Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

Print student names and grades:

Student's First Name \_\_\_\_\_ Grade \_\_\_\_\_

Student's First Name \_\_\_\_\_ Grade \_\_\_\_\_

Student's First Name \_\_\_\_\_ Grade \_\_\_\_\_

Student's First Name \_\_\_\_\_ Grade \_\_\_\_\_

Please return this signed form promptly to the School Office. This form will be placed in the students' permanent files.

