



**ST. ANASTASIA  
CATHOLIC SCHOOL**

**Parent/Student Handbook**  
2017-2018 Edition

**Parent-Student Handbook**



St. Anastasia Catholic School  
401 South 33rd Street, Fort Pierce, FL 34947

Phone: 772-461-2232  
Fax: 772-468-2037  
[www.saintanastasiaschool.org](http://www.saintanastasiaschool.org)

Reverend Richard George  
Pastor

Dr. Kevin Hoeffner  
Principal

Mrs. Karen Richmond  
Assistant Principal of Curriculum and Instruction

Mrs. Denise O'Loughlin  
Assistant Principal of Student Affairs

### **ACCREDITATION AND AFFILIATION**

St. Anastasia School is fully accredited by the Florida Catholic Conference. It holds membership in the National Catholic Educational Association. The School was initially accredited in 1971 and re-accredited in 1984, 1991, 1998, 2007, and 2014.

St. Anastasia School is a parish school and is a part of the educational system of the Palm Beach Diocese. The school is bound by the general education policies of the Parish and the Diocese.

# HANDBOOK CONTENTS

	Page
1. Introduction to Parent-Student Handbook . . . . .	5
2. History and Philosophy of School . . . . .	6
a. Mission Statement . . . . .	6
b. Message from Principal . . . . .	7
c. Open Admission Policy . . . . .	8
d. Admission Procedures . . . . .	8
e. Immunization . . . . .	
f. General School Information . . . . .	8
i. Important School Phone Numbers . . . . .	8
ii. Office Hours and Procedures . . . . .	8
iii. Buses . . . . .	9
3. Campus Ministry . . . . .	9
a. Religion and Liturgy . . . . .	9
b. Retreats . . . . .	10
4. Academic Policies . . . . .	10
a. Academic Calendar . . . . .	10
b. Curriculum . . . . .	10
c. Homework . . . . .	10
d. Tutoring/Academic Assistance . . . . .	11
e. Private Tutoring, Coaching or Lessons . . . . .	
f. Grading Policy . . . . .	11
i. Grading Scale . . . . .	11
ii. Report Cards. . . . .	11
iii. Honor Roll . . . . .	12
iv. Principal's List . . . . .	12
v. Conferences . . . . .	12
vi. Promotion/Retention Policy . . . . .	13
g. Attendance and Punctuality . . . . .	13
i. General Policy . . . . .	13
ii. School Hours . . . . .	13
iii. Procedure for Absences . . . . .	14
1. Excused Absences	
2. Sickness	
3. Make Up Work	
4. Unexcused Absences	
5. State of Florida and Diocesan Policy on Excessive Absences	
iv. Truancy . . . . .	14
v. Tardiness . . . . .	14

vi. Perfect Attendance Awards . . . . .	15
h. Parent-Teacher-Administration Conferences . . . . .	15
i. Grievances and Complaints . . . . .	
i. Books . . . . .	15
5. School Regulations . . . . .	16
a. General Information . . . . .	16
i. Arrival and Dismissal Procedures . . . . .	16
ii. Visitor Policy . . . . .	16
iii. Change of Address/Telephone Number . . . . .	17
iv. Search and Seizure Policy . . . . .	17
v. Property: School and Personal . . . . .	17
vi. Use of Cell phones or electronic devices . . . . .	17
vii. Cell Phone Policy . . . . .	17
viii. Lost and Found . . . . .	18
ix. Weather - Inclement . . . . .	18
x. Crisis Plans and Emergencies . . . . .	18
xi. School Resource Officer . . . . .	19
xii. Medication . . . . .	19
xiii. Parental Cooperation . . . . .	20
xiv. Volunteer Hours . . . . .	20
b. Rules of Conduct . . . . .	21
i. Uniform Policy . . . . .	21
ii. Harassment and Discrimination Policy . . . . .	26
iii. Drug and Alcohol Policy . . . . .	27
iv. Anti-Bullying Policy . . . . .	27
v. Weapons Policy . . . . .	29
vi. Threats of Violence Policy . . . . .	29
vii. Public Display of Affection . . . . .	29
viii. Cheating/Plagiarism. . . . .	29
c. Disciplinary Procedures . . . . .	30
i. Conduct . . . . .	30
ii. Discipline Policy . . . . .	30
iii. Code of Student Conduct . . . . .	31
iv. Consequences of Misbehavior . . . . .	32
v. Disciplinary Actions . . . . .	32
vi. Strike System . . . . .	33
d. Detailed Disciplinary Actions . . . . .	33
i. Detentions . . . . .	33
ii. Probation . . . . .	33
iii. Suspension . . . . .	33
iv. Expulsion . . . . .	34
v. Unwritten Regulations . . . . .	34

e. Gum . . . . .	34
6. School Facilities . . . . .	35
a. Computer Services . . . . .	35
i. School Technology Philosophy and Objectives . . . . .	35
ii. Tablet Acceptable Use Policy . . . . .	35
iii. Computer Use Policy . . . . .	43
b. Guidance, Counseling and Special Learning Services . . . . .	45
c. Sowinski Family Media Center . . . . .	45
d. Lunch . . . . .	46
7. Additional School Activities and Programs . . . . .	46
a. School Advisory Council . . . . .	46
b. Extended Care for Grades PreK-8 . . . . .	46
c. Parent Teacher Organization (PTO) . . . . .	46
d. Fundraising . . . . .	46
e. Field Trips . . . . .	46
f. School and Non-School Sponsored Events or Social Functions . . . . .	47
i. Party Invitations. . . . .	47
g. Participation in School Athletics or Organizations . . . . .	47
h. Athletic Program – Interscholastic Sports and Cheerleading . . . . .	48
i. Additional Extracurricular Activities . . . . .	49
8. Additional Policies . . . . .	49
a. Accidents and School Insurance . . . . .	49
b. Student Records . . . . .	49
i. Emergency Contact Information . . . . .	49
ii. Immunization Records . . . . .	49
iii. Notification of Rights Under FERPA . . . . .	50
c. Financial Policies . . . . .	51
i. Tuition and Fees . . . . .	51
ii. Volunteer Hours . . . . .	52
iii. Financial Obligations . . . . .	52
d. Child Protective Investigations . . . . .	52
e. Testifying in Divorce or Custody Proceedings . . . . .	53
f. Use of Photos . . . . .	53
g. Extended Absence Approval Form . . . . .	54
h. Diocesan Authorization for Medication Form . . . . .	55
i. Handbook Acknowledgement Form . . . . .	56
j. Diocesan Authorization for Use and Reproduction of Physical Likeness Form . . . . .	57
k. The Saint Anastasia Catholic School Pledge for Tablet Use . . . . .	58
l. The Saint Anastasia Catholic School tablet Acceptable Use Policy Parent/Guardian Policy . . . . .	59

## **INTRODUCTION**

An interesting and challenging experience awaits you as a student or parent of St. Anastasia school. To answer some of your questions concerning the school's policies, the school has prepared this Parent-Student Handbook. Please read it thoroughly and retain it for future reference. The policies stated in this handbook are only guidelines and are subject to change at the sole discretion of the Administration, as are all other policies, procedures, or programs of the school. From time to time, you may receive updated information concerning changes in policy. However, the school has the right to add, delete or revise any school policy or procedure with or without notice. This handbook is not a contract, express or implied, and none of the policies or provisions should be construed as such. If you have any questions about the school's policies, please ask the principal for assistance.

Periodically, the school may require that parents or guardians make electronic acknowledgments confirming the receipt and/or acceptance of various policies, procedures, notices, releases or updates. Any time a parent/guardian makes an electronic acknowledgment by clicking "submit" or "accept" on an electronic document, that individual is agreeing that he/she has read, understood, and agrees to be bound by the contents of the electronic document. Electronic acknowledgments and signatures are valid and binding and may serve as consent to the contents of any electronic communication. Parents and guardians are responsible for reviewing the contents of any electronic document prior to making any electronic acknowledgments. In addition, **Parents/Guardians, by executing the acknowledgement of receipt of this Handbook, HEREBY AGREE** to receive and be bound by electronic acknowledgments.

Please sign and return the Parent-Student Handbook Acknowledgement Form to the school office within the first week of school. The form can be found at the end of the handbook.

## **HISTORY AND PHILOSOPHY OF THE SCHOOL**

St. Anastasia Catholic School opened its doors for the first time in September of 1926 to fifty-two children. The early building remains standing on the corner of Orange Avenue and North Tenth Street. Under the leadership of Father Gabriel Ruppert and, later, Monsignor Michael Beerhalter, the school expanded to include ninth, tenth, eleventh, and twelfth grades and offered a traditional Catholic education of notable quality.

By 1960, St. Anastasia Catholic School has educated several generations of children and had moved grades one through eight to its present location on South Thirty-third Street. Its high school division moved to a building of its own and assumed the name of John Carroll High School, as part of the system of high schools operated by the Diocese of Orlando.

The school has grown in countless ways and has established an excellent tradition of Catholic formation, challenging curriculum, dedicated teachers, and community service. The administration and staff of St. Anastasia Catholic School strive to preserve the Catholic school heritage of academic excellence while incorporating the Gospel values of community, faith, hope, reconciliation, courage, service, justice, and love in their teaching and interaction with students, parents, and each other.

The St. Anastasia school community believes that the true purpose of Catholic education is the proclamation of the Good News of the Gospel, the teaching of Catholic doctrine, and the translation of that Good News and doctrine into service.

### **Mission Statement**

The Saint Anastasia Catholic School and Church Community is committed to providing a safe and nurturing environment rooted in the Gospel of Jesus Christ, where Catholic doctrine and values are integrated with a challenging curriculum.

Through effective and innovate instruction, a balanced and healthy lifestyle, and active participation in the Sacramental life of the church, we work together with our families to develop foundations on which our children can build their lives.

Inspired by the founding Adrian Dominican nuns in 1927, St. Anastasia Catholic School continues to seek the truth in the Gospel, the wisdom of the Holy Spirit, and the value of all human life.



## **Message from the Principal**

Dear Parents and Students,

Thank you for the investment of love, time, and commitment that you give to St. Anastasia Catholic School. The teachers and families of St. Anastasia are a treasured gift that we cherish today and will fondly remember into the future. With much prayer, thought, and consultation we have compiled this handbook of policies and procedures to assist you with your brief family journey at our school. We hope that your children's children will be blessed with the opportunity to return home to the St. Anastasia Community some day.

This handbook is meant to be used as a reference. However, we do expect that you will familiarize your family with the rules of our school and **return the signed Parent-Student Handbook Acknowledgement Form within the first week of attendance at St. Anastasia School**. Below are three basic premises that we assume all participants in our St. Anastasia community will follow:

#1 A student must attend school and be in class on time in order to learn and to convey the proper respect for their teachers and fellow students.

#2 The high standard of behavior that our students, parents and staff must strive to achieve must be rooted in Christ's Gospel messages.

#3 The appearance and communication among students, parents, and staff should be a reflection of their respect for themselves, the profession of education, and the rules and mores of our school.

If we follow these basic premises and actively participate in our local church community, then our students will grow in Christ's love and benefit from the safe and challenging learning environment that we have created for them.

May God continually bless your family and our school!

Yours in Christ,  
Kevin Hoeffner, Ph.D.  
Principal



## **Open Admission Policy**

St. Anastasia Catholic School has an open admission policy. No person, on the grounds of race, color, disability or national origin, is excluded or otherwise subjected to discrimination in the receiving of services. Nor does the school discriminate in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral and other aspects of employment on the basis of race, color, disability, age, gender, or national origin.

## **Admission Procedures**

Prospective students in grades PreK-8 will participate in an academic and developmental screening process. A recent report card and standardized test scores must be presented at the time of registration or screening. It is understood that final grade placement will be determined by the Principal following the academic screening. St. Anastasia follows the state guidelines as to age for entering pre-school, kindergarten and first grade. Kindergarten students must be five (5) by September 1, and first grade students must be six (6) by September 1.

**Student Probationary Period: All students new to St. Anastasia in any grade level will be considered probationary students for their first ninety (90) school days.**

### **Immunization**

The Diocese of Palm Beach requires that, prior to attendance in school, each student present or have on file with the school a certificate of immunization for the prevention of those communicable diseases for which immunization is required by the Department of Health. A completed Florida Certificate of Immunization (Form DH 680) is required to document the administration of prescribed immunization doses. An exemption from immunization requirements is permissible only with a physician's certification as to the need for either a temporary or permanent medical exemption. An exemption from immunization requirements is not permissible for religious, philosophical, personal, or other reasons.

**Undocumented Students:** A student's enrollment and/or graduation from school does not confer a legal status nor does it serve to regularize an undocumented student. Although the Diocese of Palm Beach may assist with the completion of an I-20 form, the school does not guarantee or confer any privileges or rights available to documented legal residents. Parents should consult with immigration legal counsel if they have any questions as to immigration status.

## **General School Information**

### **Important School Phone Numbers**

- |   |              |
|---|--------------|
| ● Main Office                               | 772-461-2232 |
| ● Fax Number                                | 772-468-2037 |
| ● *Extended Care Emergency                  | 772-971-4713 |
| ● *Pre School Extended Care Emergency       | 772-216-1920 |
| ● *After School Sports Cell Phone Emergency | 772-519-1255 |

\*Please use these numbers in emergency situations only, after 3:30 p.m.

### **Office Hours and Procedures**

The school office is open for business from 7:30 a.m. to 3:30 p.m. Monday through Friday on regular school days. Summer office hours will be announced in May.

The school day begins at 8:00 a.m. and concludes at 3:00 p.m.

Please make all necessary arrangements with your children before school so that the messages called into school are of an emergency nature only. The office personnel need time to complete their clerical duties.

Outside deliveries to students such as flowers, balloons, and other gifts are discouraged. This practice is disruptive to the learning process.

### **Buses**

John Carroll High School operates a bus service which St. Anastasia students may utilize. For further information, contact the transportation department at 464-5200.

## **CAMPUS MINISTRY**

### **Religion and Liturgy**

"The special character of the Catholic school and the underlying reason for its existence, the reason why Catholic parents should prefer it, is precisely the quality of the religious instruction integrated into the overall education of its students." (Catechesi Tradendae, 69) As encouraged in The Religious Dimension of Education in a Catholic School, St. Anastasia has a well-developed religion curriculum for every grade level that includes the study of scripture, prayer, liturgy, sacraments, morality and doctrine. Religion and Gospel Values are incorporated into the teaching of every subject.

The celebration of liturgies plays a vital part in the life of the students of Saint Anastasia School. "A fully Christian Life cannot be conceived without participation in the liturgical services in which the faithful, fathered into a single assembly, celebrate the paschal mystery."

We believe that all education must lead to the development of a mature and personal relationship with Our Lord Jesus Christ. Emphasis is placed on instruction in the classroom, a common prayer life, participation in Mass and the sacraments and community service. The program includes, but is not limited to, the following:

1. At 8:05 a.m. each school day, there is a school-wide prayer and pledge of allegiance.
2. Each class begins with a prayer or moment of spiritual reflection.
3. School Masses are held monthly. All students are required to attend and participate in school Masses.
4. The Sacrament of Reconciliation will be held several times a year.
5. During the school year, various religious activities including Mass, Stations of the Cross, Respect Life Presentations, and special guest speakers from the community may supplement the Theology Program.

Teachers and students of Grades K through 8 attend morning Mass (8:15 a.m.) once each week. Unexcused absence from weekly liturgy will result in an age-appropriate assignment on the Gospel reading that the student missed.

**This is important!** Catholic students are to receive their First Reconciliation, First Communion, and Confirmation in their own (home) parish. Exceptions to this rule are only made by the pastors.

### **Retreats**

Several spiritual retreats are offered throughout the school year. Students should participate fully and take these opportunities to grow closer to our Lord.

## **ACADEMIC POLICIES**

### **Academic Calendar**

The yearly academic calendar is posted on the school's website at the beginning of each school year – [www.saintanastasiaschool.org](http://www.saintanastasiaschool.org), under the parent tab.

### **Curriculum**

St. Anastasia follows the curriculum checklists created by the Diocese of Palm Beach. A great emphasis is placed on providing a developmentally appropriate environment for our students. Individual needs of the student are considered by providing additional services such as enrichment classes, speech and language, learning resource classes, and Title I Reading.

The Gospel values of faith, hope, reconciliation, courage, service, justice, community and love are incorporated into all of our teaching.

Classes are primarily self-contained in grades PreK through Grade 3, semi-departmentalized in grades 4 and 5, and fully departmentalized in grades 6, 7 and 8. Religion, reading, language arts, mathematics, science, and social studies are taught at all grade levels. Art, band (beginning in grade 5), computer classes, music, choir, physical education, and Spanish round out our students' learning experiences in grades K-6. Performing Arts classes for students in grades 7 and 8 include band and choir. Art, drama, graphic design, and St. A. Live broadcasting are our seventh grade electives. Art, drama, graphic design, and digital citizenship are our eighth grade electives. Our well-equipped media center is enjoyed and utilized by students of all grade levels.

### **Homework**

Homework is a tool for reinforcing and extending concepts taught by the teacher. Research, home reading, and projects fall under the topic of homework, also. A guideline concerning the time students at St. Anastasia should spend on their routine or ordinary homework each night is:

Kindergarten:	10 - 20 minutes per night
Grades 1 - 2:	20 - 30 minutes per night.
Grades 3 - 5:	40 - 70 minutes per night.
Grades 6 - 8:	70 - 90 minutes per night.

Homework is usually not given on the weekends except in Honors Classes. On some occasions, in grades 7 and 8, there will be week-end homework so that the curriculum can flow smoothly.

If there are questions about a particular homework assignment or on the time your child is spending on homework, please contact the teacher. Major projects do not fall under the nightly time guidelines.

Parents and students should also check the school web-site, [www.saintanastasiaschool.org](http://www.saintanastasiaschool.org), for the class and homework assignments.

### **Private Tutoring, Coaching or Lessons**

Except as specifically noted in this Handbook, the school does not sponsor, oversee, or otherwise provide private tutoring, coaching, therapy or other similar private lessons or services. Parents who engage school staff members for the provision of these services do so at their own risk and expense and are hereby advised that such services are outside the scope of the staff member's employment with the school. Parents, by executing the acknowledgment of receipt of this Handbook HEREBY RELEASE the school, the Diocese of Palm Beach, and their corporate members, officers, employees, affiliates, and agents from any claims or liabilities that allegedly arise from or are related to the provision of private tutoring, coaching, therapy or other similar private lessons or services, regardless of where they may occur.

### **Grading Policy**

#### **Grading Scale**

The following grading scale will be used for marking report cards:

A	90 - 100	CONDUCT - EFFORT:
B	80-89	1 = Exceeds Expectations
C	70-79	2 = Meets Expectations
D	60-69	3 = Needs Improvement
F	59 or below	4 = Unsatisfactory
S	Satisfactory	
U	Unsatisfactory	

#### **Report Cards**

Report cards for grades K-8 are sent home with the student at the end of each quarter/semester. The final report card for the year is mailed to the parent.

#### **Honor Roll**

Honor Roll status can be achieved by students in grades 4 through 8.

**High Honor Roll** will list students who, in a given marking period, meet all of the following requirements:

- All grades 94 or higher in Language Arts, Math, Religion, Science, Social Studies, Learning Resource, PE, Choir, Band and Study Skills/Social Skills (Grade 6 and 8 only)
- Conduct/Effort must be 1's or 2's

**Honor Roll** will list students not attaining High Honor Roll who, in a given marking period, meet all of the following requirements:

- Have an 88 average in Language Arts, Math, Religion, Science, Social Studies, Learning Resource, PE, Choir, Band and Study Skills/Social Skills (Grade 6 and 8 only)
- No grade less than 85%
- Conduct/Effort must be 1's or 2's

**Recognition:** St. Anastasia Honor Roll Magnet. Students will receive only one magnet per year.

### **Principal's List**

The Principal's List recognizes students who represent themselves in Christ's image. Good behavior, excellent effort, and citizenship play a role in this honor.

Principal's List status can be achieved by students in grades 6 through 8 who meet all of the following criteria:

- Conduct and Effort must be all 1's and 2's for all classes
- Only one disciplinary visit to the office is allowed per quarter

**Recognition:** One free Dress Day, date will be announced at the end of the quarter.

### **Conferences**

At least one Parent-Teacher Conference time is scheduled during the first semester. Teachers are available for conferences on most school days from 3:00 - 3:30 p.m. and other mutually agreeable times. Parents are asked to request conferences at least twenty-four hours in advance so that the teacher can find a substitute for his/her afternoon duties and to prepare materials for the conference.

### **Promotion/Retention Policy**

The educators at St. Anastasia School believe that every child is capable of learning. It is important to identify students who are struggling at an early age, so that the learning challenges can be addressed. Retention should be used only after careful consideration and evaluation by teachers and parents. The following policy is designed to assist in placing students for academic success:

At any time during the school year, when a student is identified as being unsuccessful in the core subject areas, the following steps will be taken:

1. A Student Study Team meeting will take place
2. The team will be composed of the Principal or Assistant Principal, core

- classroom teacher(s), parents, the school Guidance Counselor, Resource teacher and any other teachers who work with the identified child
3. The team will gather pertinent information regarding the students' performance in the classroom and at home
  4. The team will review all psycho-educational or other testing when appropriate
  5. All alternatives to grade-level retention will be discussed
  6. An Intervention Plan will be developed by the Team and implemented at school and at home when necessary
  7. Student's progress will be monitored and revisited by the Team as needed

Promotion to the next grade level may be contingent upon a student completing the required coursework by participating in summer school at St. Anastasia School. The maximum number of classes that a student may attend in one summer is two (2).

The decision to retain a student rests with the school principal.

### **Attendance and Punctuality**

**General Policy:** Regular attendance and punctuality are essential to a student's progress and to the formation of good time management habits. Every effort should be made to get your child to school on time each day. A student is considered tardy after 8:00 a.m. If your child will be absent, please call the school at 461-2232.

**School Hours:** The school day begins at 8:00 a.m. and ends at 3:00 p.m. No one leaves the school grounds during these hours without permission from the office.

Students who arrive after 10:00 a.m. or who leave before 12:00 p.m. are considered absent for one half day.

Medical appointments should be made after school hours if possible. When it is necessary for students to leave school for such appointments, students should return to school for the remainder of the day. If a student must be taken out during the school day for an appointment, please send a note to the teacher. Parents are to meet students **in the office** for special appointments and sign them out before leaving the school grounds.

### **Procedures for Absences**

**Excused absences:** Children are marked for excused absences when they are not in school because of illness or death in the family. During excused absences, class work is made up upon the child's return to school.

**Sickness:** Parents of students who are absent for more than 2 days may request academic assignments for their ill children by calling the office **prior to 10:00 a.m.** (Assignments will be collected and turned in to the office by 2:40 p.m.)

**Make Up Work:** When students are absent, it is the student's and/or parent's responsibility to make arrangements with their teacher regarding make up work.

Upon returning to school after being absent, the student should present a note signed by the parent to the teacher explaining the reason for the absence. **Three**

or more day's absence in a row requires a doctor's note for readmission to school.

**Unexcused absences** are those absences whereby a student is truant. **Trips and vacations taken outside of regularly scheduled school holidays may be considered unexcused if they are not pre-approved by the administration.** (See the Extended Absence Approval Form). Unexcused absences may result in the loss of credit for all work missed.

**State of Florida and Diocesan Policy on Excessive Absences:** If a student is absent more than twenty (20) days within a given school year, that student risks not being promoted to the next grade level. Each situation will be reviewed by the principal in consultation with the parents and the pastor to determine the best placement for the student.

**Truancy:** Truancy is when a student is absent from school without the knowledge of the administrator, parents and teachers. Immediate suspension will take place for the first infraction. A second infraction will result in possible expulsion.

**Tardiness:** If a student arrives late, his/her parents must sign them in at the front office. **Consistent tardiness will have an adverse effect on a student's education and is disruptive to other students, teachers, and the learning process.**

**Any student who acquires more than 5 tardies in a quarter will be considered excessively tardy. Parents and students may be required to meet with Administration to discuss solutions to the excessive tardiness.**

All students are to be picked up by 3:20 p.m. daily unless they are going to Extended Care or participating in a school activity. (This includes older students not involved in a school-sponsored activity.) All students who are not picked up by 3:20 p.m. will be brought to the Extended Care Program and the parents will be billed at the current rate. Students who are not picked up promptly following a school sponsored activity or practice will also be brought to Extended Care and charged accordingly. We will not leave any student unsupervised.

### **Perfect Attendance Awards**

Students of grades K - 8 who have been in attendance every day for the entire school year and have no more than two (2) tardies will receive a Perfect Attendance Award.

### **Parent-Teacher-Administration Conferences**

Parents requesting a conference with a teacher should send a note or e-mail directly to the teacher or call the school office and ask to be connected to the teacher's voice mail. Parents should expect a response to such contacts within 24 hours.

Parents wanting to speak to an administrator should contact the school office.

### **Grievances and Complaints**

The grievance procedure for parents of St. Anastasia is:

1. Contact and discuss with the teacher or staff member the concern or complaint;
2. If satisfaction is not obtained at step one, the parents, teacher, and administrator will meet;
3. The pastor of the school will be called upon only if a solution cannot be realized at step two.

Your cooperation is appreciated in following the sequence outlined above.

### **Books**

The consumable books issued to the students in the fall are the property of the student. In case of loss, the student will pay for the replacement needed.

The hard-covered texts and religion books issued to the student are the property of the school and are on loan to the student. To avoid damage to the textbooks, covering them is recommended. **All** damages and losses will be covered by the student.



# **SCHOOL REGULATIONS**

## **General Information**

### **Arrival and Dismissal Procedures**

**At Drop-Off and Pick-Up time  
all traffic enters from Delaware Avenue.**

**Morning Drop-Off:** In the morning all students (except Pre-K) are to be dropped off on the north side of the auditorium. Please do not drop off students between the Church and the Media Center as that is the Pre-K drop-off area only.

**Afternoon Pick-Up:** Upon entering at Delaware in the afternoon, please proceed, in line, to your designated pick-up area. The “yellow” line is the pick up line for Pre-School and Kindergarten students and their siblings, and students that are to be picked up by a sibling from John Carroll Catholic High School. The “blue” line is the pick up line for Grades 1-8. Pre-K students who have no siblings will be picked up between the Church and the school in the designated area.

1. The following students will be picked up at the fenced-in area near the pavilion (west end of the parking lot near the covered basketball court)
  - ❖ Pre-School students
  - ❖ Kindergarten students
  - ❖ Siblings of Pre-School and Kindergarten students
  - ❖ Students who carpool with Pre-School or Kindergarten children
  - ❖ Students who will be picked up by a sibling from John Carroll Catholic High School
  
2. All other students in Grades 1-8 are to be picked up on the north side of the main building.

### **Visitor Policy - Gate times: 8:00-2:40**

After being buzzed in, all visitors must report to the main office and sign the log book. Visitors will receive a visitor’s badge to be worn while on campus. Upon departure, visitors must make a final stop in the main office to sign out.

Your presence on campus is important to us, and we encourage you to visit and be a part of our school. These procedures are in place for everyone’s safety and school security.

### **Change of Address or Telephone Number**

Please notify the office any time the family's phone number or address changes. This information is needed for emergencies and is very important.

### **Search and Seizure Policy**

The principal and his/her designee has access to any lockers, handbags, electronic devices, cell phones, book bags, desks, cars or any other object that is brought onto the campus of the school or any school sponsored event, and may remove or confiscate any object which is illegal or contrary to school policy.

### **Property – School and Personal**

Parents will be charged for damages to any school property caused by their child. This includes, but is not limited to: books, furniture, flooring, buildings and equipment.

Students are discouraged from bringing any valuable or expensive item to school. The school assumes no liability for lost or damaged property of students.

### **Cell Phone/Personal Electronic Device Policy**

**Saint Anastasia School strongly discourages students from bringing any personal electronic device on campus**, however, if brought on campus, student-owned cell phones/other electronic devices will be required to be confined to the student's' backpack. Cell phones will not be allowed to be used during school hours and may not be seen or heard from. Cell phones/electronic devices must be shut off during school hours, during extracurricular activities and during After Care.

If students must use a cell phone to contact a parent/guardian at any time, students must ask for permission first from the supervising teacher/coach to do so. No calling or texting may be done without permission. **If students are found using a cell phone without permission the following disciplinary action may take place:**

1st offense: Lunch Detention

2nd offense: After School Detention with \$10.00 fine

3rd offense: Saturday Detention with \$20.00 fine

Phones/electronic devices which are confiscated from students during the school day will be taken to the school office where they can be picked up after school hours.

Cell phones/electronic devices will be returned to parent/guardian only.

**The school assumes no liability for lost or damaged cell phones or other electronic devices.**

### **Lost and Found**

Clothing, jewelry, lunch boxes, and other articles are frequently left at school and never claimed. Please label with the student's name on all such items.

There are two Lost and Found cabinets at the bottom of the inside stairs in the main building. Valuables and small items are housed in the office. On the first Friday of every

month, housekeeping cleans out the main Lost and Found area, with unclaimed items being donated to charity organizations.

We discourage the wearing of jewelry and the bringing of expensive items on campus. The school assumes no liability for lost or damaged property of the student.

### **Weather** (Inclement)

When emergency conditions have been declared in St. Lucie County such as severe weather (hurricanes, tornadoes, flood), school may be closed. St. Anastasia School will follow the action of St. Lucie County Public Schools on such occasions. Listen for announcements on local radio and television stations.

### **Crisis Plans and Emergencies**

The school has designed various crisis plans that have been reviewed by local officials. Parents having a question regarding these plans should contact an administrator.

Fire drills and other disaster drills are held regularly. Perfect silence on the part of each student is expected. In the unlikely event of an emergency situation, the school may be placed on “lock down” or students may be evacuated to the west parking lot of John Carroll High School. In these instances parents will meet at the Delaware Avenue School, 2909 Delaware Avenue, Fort Pierce, where they will be given further information regarding the emergency. Parents will also be able to get updated emergency information from the school’s website - [www.saintanastasiaschool.org](http://www.saintanastasiaschool.org) and on the school’s Facebook page.

### **In case of an emergency at the nuclear power plant our procedure is as follows:**

1. No actions would be taken with classes of emergency known as “unusual event” or “alert”. These emergency classifications generally involve a minor incident at the plant site that requires no public action.
2. In a “site area emergency” or “general emergency” which involves a more serious incident, evacuation may be required with students being transported to predetermined centers.
3. If evacuation is required, students from St. Anastasia School will be transported to:  
St. Lucie County Fairgrounds, 15601 West Midway Road, Fort Pierce.
4. Local radio and television stations will announce when and where parents can pick up their children.

### **School Resource Officer**

Through the generosity of the Sheriff of St. Lucie County, a School Resource Officer (SRO) is shared on a part-time basis between John Carroll High School and St. Anastasia. The Resource Officer is called for consultation and emergency purposes throughout the school year.

At St. Anastasia, the School Resource Officer is a:

- o Presenter of educational programs
- o Counselor to students and parents
- o Law enforcement officer on campus

Florida Statute 230.2318 states the purpose of SRO program to be:

- ❖ To perform law enforcement functions within the school setting;
- ❖ To identify and prevent, through counseling and referral, delinquent behavior including substance abuse;
- ❖ To foster a better understanding of the law enforcement function;
- ❖ To develop positive concepts of law enforcement;
- ❖ To develop a better appreciation of citizen rights and responsibilities;
- ❖ To provide information about crime prevention;
- ❖ To provide assistance and support for crime victims identified within the school setting including abused children;
- ❖ To promote positive relations between students and law enforcement officers;
- ❖ To enhance knowledge of the fundamental concepts and structure of law;
- ❖ To provide a law enforcement officer that understands the special needs on a school campus.

### **Medications**

Students are not permitted to carry or distribute any prescription or non-prescription drugs or treatments, including aspirin, on the school grounds or at any school function. The administering of medicine to a student outside the doctor's office or a health institution is a parental responsibility and should not be delegated to school personnel except under unusual circumstances. Parents should ask their physicians if it is possible to prescribe medication so it can be administered at home. Only when necessary will the school allow the administration of medication on campus, and only under the following guidelines:

1. An "Authorization for Medication" form must be completed and submitted by a parent or legal guardian of the student. The name of the medication and dosage should be indicated on the form.
2. Medications to be taken by students must be personally brought by the parent or legal guardian to the School Office. Medications to be dispensed at school must be labeled with the child's name and the exact dosage. The name and telephone number of the physician should also be on the label. Students may not bring the medication to school alone.
3. If a student must take any medication during the school day, the medication must be kept with the Nurse or School Office and the student must go there to take it.
4. While the school will monitor a student taking the medication, the school will not remind students to come and take their medication.

Exceptions to this policy, may also be made for the use, supply and administration of an epinephrine auto-injection (EpiPen).

## **Parental Cooperation**

The school views the education of a student as a partnership between the parents and the school. Parents and students are expected to comply with the school rules and policies, and to accept and support the authority of school officials, whether it is at school events on or off school campus or on social media or other public forms. Just as a parent can withdraw a child from the school if desired, the school has the right to disenroll a student if it determines at its discretion that the parent or student partnership with the school is irretrievably broken.

## **Volunteer Hours**

Each family of the school is required to participate in a minimum of twenty hours of service yearly. Ten hours are required during the first semester and ten hours are needed during the spring. In lieu of this, parents may elect to contribute \$20.00 per hour for those hours not worked.

It is the policy of the Diocese of Palm Beach and St. Anastasia Catholic School to complete a background and fingerprint check on any parent who wishes to be a volunteer at the school or be a chaperone on school field trips. The parent must also attend a Protecting God's Children workshop before they assume responsibility for a child or volunteer on a regular basis at the school. Protecting God's Children is a workshop on child sexual abuse.

## **RULES OF CONDUCT**

### **Uniform Policy**

#### WHY ST. ANASTASIA REQUIRES UNIFORMS

Uniforms save parents **TIME**. Uniforms, including accessories such as socks and sweaters, are all purchased at the same place, and the child is ready for school. Not having to go to several stores saves the parent time. The child does not agonize over what to wear to school.

Uniforms save parents **MONEY**. In comparison with retail costs of designer jeans and shirts, a uniform saves the parent 100's of dollars over the school year. Also, because of the great durability, quality construction, and growth ability, the uniform is more economical.

Uniforms have a great **LEVELING INFLUENCE**. The uniform eliminates competition in the area of lifestyle. The affluent student no longer derives his self-esteem from what he is wearing but this comes from within, just as the less affluent student is not judged by his clothes, but for whom he is.

The school also enjoys uniforms for the following reasons:

- ❖ Uniforms instill **SCHOOL SPIRIT**.
- ❖ Uniforms eliminate the tiresome decision making process of what is acceptable, and what is not acceptable.
- ❖ On field trips children in uniform help teachers **KEEP TRACK** of their students.

This school requires all students to wear the proper uniform to class on a daily basis. Unlike most schools, we do not require you to purchase a certain number of uniforms; however, we do ask that the children present a clean, neat appearance. Also, unlike most schools we operate our own uniform store. Profit from the sales goes toward keeping our tuition at the lowest possible rate. Please know that our children will be allowed to wear only St. Anastasia official brand and embroidered uniforms. All others will be returned home.

**NAME TAGS OR THE STUDENT'S PERMANENTLY WRITTEN NAME  
ON THE INSIDE OF CLOTHING IS REQUIRED.**

In all instances, the word "official" refers to particular brands that are currently available at the school's store.

**Pre-K Boys may wear the following:**

1. Official navy blue Pre-School shorts or long pants
2. Official grey polo shirt
3. Official embroidered navy sweater or jacket
4. Conservative tennis shoes (no high tops)
5. Navy socks

**Pre-K Girls may wear the following:**

1. Official navy blue Pre-School shorts or long pants
2. Official navy blue embroidered t-shirt dress
3. Official grey polo shirt
4. Official embroidered navy sweater or jacket
5. Conservative tennis shoes (no high tops)
6. Navy socks

**Boys in Grades K-5 may wear the following:**

1. Official navy blue trousers
2. Official navy blue shorts (can be worn year round)
3. Official embroidered yellow knit shirt
4. Official embroidered navy sweater/jacket/vest

5. Navy socks that cover the ankle
6. Official belt (navy blue, black, brown)
7. Plain white, short sleeve undershirts

**Girls in Grades K-2 may wear the following:**

1. Official plaid jumper
2. Official yellow round collar blouse
3. Official navy blue slacks
4. Official embroidered yellow knit shirt
5. Official embroidered navy sweater/jacket/vest
6. Navy socks that cover the ankle, navy tights, or navy knee socks
7. Official belt (navy blue, black or brown)

\*Jumper must be no shorter than 2" above the top of the knee.

**Girls In Grade 3-5 may wear the following:**

1. Official plaid skort\*
2. Official embroidered yellow knit shirt
3. Official navy blue slacks
4. Official embroidered navy sweater/jacket/vest
5. Navy socks that cover the ankle, navy tights, or navy knee socks
6. Official belt (navy blue, black or brown)

\*Skorts must be no shorter than 2" above the top of the knee.

**Boys in Grades 6-8 may wear the following:**

1. Official navy blue trouser
2. Official khaki trouser
3. Official navy blue shorts
4. Official khaki shorts
5. Grades 6 and 7 - Official embroidered green knit shirt
6. Grade 8 only - Official embroidered white knit shirt
7. Official embroidered navy/sweater/jacket/vest/hoodie
8. Socks that cover the ankle Navy when wearing navy blue shorts/trousers  
White when wearing khaki shorts/trousers
9. Navy blue, black or brown belt when wearing navy blue shorts/trousers
10. Plain white, short sleeved undershirts
11. Mass Attire-official white shirt with tie

**Girls in Grades 6-8 may wear the following:**

1. Official khaki skorts\*
2. Official navy blue slacks

3. Grades 6 and 7 - Official embroidered green knit shirt
4. Grade 8 only - Official embroidered white shirt
5. Official embroidered navy sweater/jacket/vest/hoodie
6. Socks that cover the ankle Navy when wearing plaid shorts/khaki  
White when wearing khaki shorts/skorts
7. Official navy belt
8. Mass Attire - Official white oxford blouse with ascot  
(Plain beige undergarment required)

\*Skorts must be no shorter than 2" above the top of the knee

### **Dress Shoes**

Dress shoes must be black, brown, tan or navy, leather or leather like.  
Girls may wear shoes that have a solid color buckle strap or solid color T-strap.

Shoe Heels - Shoe heels may not be more than 2 inches in height. In grades Pre-K through 5, we highly recommend flat heels.

The following dress shoes are not acceptable:

- ❖ Hi-top shoe or styles that extend above the ankle (may be worn for P.E.)
- ❖ Athletic type shoe (Nike, Reebok, Vans, Sketchers, etc.)
- ❖ Sandals
- ❖ Canvas shoes.
- ❖ Backless shoes
- ❖ Patent leather of any color
- ❖ Boots of any kind (cowboy, hiking, etc.)
- ❖ Shoes that light up

### **REQUIRED PHYSICAL EDUCATION DRESS - Grades K-8**

1. Official PE uniform sold in the Uniform Store
2. Tennis shoes (preferably all one color; no shoes that light up.)
3. High top sneakers
4. Socks that cover the ankle (Grades K-5 may wear navy or white.  
Grades 6-8 may wear plain white athletic sock.)

Comments:

- a. Students have P.E. 2 times a week. (7<sup>th</sup> grade has PE 3 times a week)
- b. Grades K-5 students will wear their P.E. uniforms to school on the two (2) days per week that they have P.E. On chilly days, as determined by parents, students in grades K- 5 may wear the official screen printed sweatpants and/or shirts over their P.E. clothes. The sweat pants and shirts are available in the uniform store. Students in grades 6-8 change for P.E. just prior to their P.E. class.
- c. All students have the option of wearing the official screen printed sweatpants and sweat shirts over their P.E. clothes on days that it is cold at the time of P.E.



The sweatpants and sweatshirts are available in the school store. Because we don't know what the temperature will be at P.E. time, students should bring uniforms and sweats. Official sweatshirts are permitted in the classroom on cold weather days.

- d. For safety reasons, tennis shoes must cover the back of the heel.

### **Sweaters and Jackets**

Students may wear only the official school jackets, vest, or official navy sweater on campus. In the event of extremely cold weather, students may wear long sleeved, solid white undershirts under their uniform shirt.

### **Make-up**

Girls will not be allowed to wear make-up. This includes no eye or face make-up and no nail polish. Acrylic nails are not permitted. The exception to the make-up rule is that eighth grade girls may wear light lip gloss.

### **Haircuts**

In keeping with a St. Anastasia tradition, unusual haircuts will not be permitted for boys or girls. Boy's hair should be cut so that it clears the shirt collar, and the top of the eyebrows. Further rules include:

- No unusual haircuts and unusual hair dyes
- No shaved lines, numbers, or letters cut into hair, no 'man buns', or pony tails
- Hats and headscarves are not permitted
- Hair accessories should blend in with hair color or match the school uniform

### **Facial Hair**

Male students must be clean shaven.

### **Jewelry**

A small, plain cross or religious medal and chain, a watch, and one bracelet are the only jewelry that may be worn by students at St. Anastasia Catholic School. Ankle bracelets are not permitted. All jewelry must be metallic in nature. (No rope, twine, string, cloth, rubber, etc.)

Girls may wear one earring in each ear. Large hoop earrings are not permitted.

Boys may not wear earrings.

Facial piercings are not permitted including eyebrow, nose, tongue, lip studs etc.

### **Other**

Permanent or temporary tattoos are not permitted to be visible during school. Students will be required to remove visible tattoos or writings immediately.

Students are not permitted to write on self or others while at school.

**The administration reserves the right to final recourse in determining any fad, appearance, or cultural style that is inappropriate for school, and to keep students out of class until a correction is made.**

### **Neatness**

Pants are to be worn at an appropriate position on the hips. Shirts must be tucked in at all times so that the waistband of the skirt, skort, shorts, or pants may be seen.

### **Free Dress Day Attire**

A rule of thumb for appropriate attire on free dress days is that clothing be clean, neat, and modest. Pants, jeans, Capri pants, skirts, and/or dresses may not be shorter than 2” above the top of the knee and must be free of tears and holes. **Shorts are permitted on free dress days, and must be worn to the knee.** Clothes must not be excessively tight or oversized. No halter or midriff-baring tops are allowed. Shoulder straps must be more than two (2) inches wide. Muscle shirts and items with inappropriate pictures or sayings are not acceptable. Shoe heels must not be higher than two (2) inches and they must have backs. **Parents will be called or students may be required to wear a school owned uniform if students come to school inappropriately dressed as determined by an administrator or teacher. Hats may not be worn in St. Anastasia buildings.**

### **Dress Code Violations**

All students are expected to be in compliance with the dress code on a daily basis. Students who are out of uniform in an emergency may be excused without penalty once per quarter if the parents send a note to the teacher. If a note is not presented, students will be referred to the office. Students who violate the dress code more than once per quarter may be required to wear a uniform on free dress days. Repeated violation of the dress code will necessitate more severe action in keeping with the St. Anastasia School policies.

## UNIFORM STORE

The uniform store is located next to the Media Center. Only the brands of school uniforms that we sell are permitted.

Please visit [www.saintanastasiaschool.org](http://www.saintanastasiaschool.org) for store hours and days. Parents will be notified of any change in this schedule via the newsletter.

Phone orders or notes can be sent to the store via the office any day. The requested goods will be delivered to the child as soon as possible.

**ALL REQUIRED CLOTHES ARE AVAILABLE AT THE SCHOOL UNIFORM STORE.**

### **Donating Uniforms**

Donations of used uniforms are encouraged and appreciated at any time of the year. Please turn in donations at the Uniform Store or the school office. Please do not take used uniforms to Anastasia's Attic Thrift Shop.

### **Uniform Exchange**

In May of each year a Uniform Exchange is held at the Uniform Store. Parents may turn in uniforms that are in clean and re-usable condition in exchange for other used uniforms. We do not exchange used uniforms for new uniforms.

Watch the newsletter at the end of the school year for more details on the Uniform Exchange.

### **Harassment and Discrimination**

The school is committed to providing an environment that is free of discrimination and harassment. In keeping with this commitment, the school will not tolerate harassment or discrimination on the basis of a person's protected status, such as gender, color, race, ancestry, national origin, age, physical disability, mental condition, marital status, veteran status, citizenship status. All employees, faculty members and students are protected under this policy. In addition, this policy applies to all conduct occurring on school grounds, at assignments outside the school, or at school-sponsored events. All students and employees are responsible for helping to assure that any harassment or discrimination is reported. If a student or employee witnesses or learns of any conduct that violates this policy, he/she must immediately report the incident in writing to the principal. If, however, the principal is the individual who is believed to have engaged in the inappropriate conduct, the student or employee should notify the Superintendent of Schools of the Diocese of Palm Beach. If an investigation reveals that inappropriate conduct has occurred, the school will take corrective action based on the circumstances.

### **Drug and Alcohol Policy**

The use or possession of illegal drugs or illegal mood altering substances, alcoholic beverages, drug-related paraphernalia, or the abuse of prescription or over the counter drugs by any student on school property or while attending or participating in any school sponsored activity or at anytime the student is wearing a school uniform is forbidden. Transgression of this rule will result in disciplinary action, which may include expulsion from the school, even for a first offense.

Any student selling drugs on school property or at school functions may be immediately expelled.

The school is committed to a drug-free environment. This commitment may, under some circumstances, prompt a need for testing of students for evidence of substance abuse.

If a student exhibits the symptoms, or is suspected of substance abuse, the school may require that the student undergo substance abuse testing at the parents' expense. If the results of the test suggest abuse (and the substance was not used on or brought to campus or a school related activity), the school will normally use this information to help

the student seek assistance. Refusal to participate in such a test may result in expulsion from the school.

At times, the school may choose to conduct random drug testing of the student body at the parents' expense. While this measure may not often be implemented, given the seriousness of substance abuse, the administration may consider it an effective and justifiable way of combating the problem.

A school may conduct random searches as set forth in this handbook.

### **Anti-Bullying Policy**

The school is committed to promoting a safe, healthy, caring, and respectful learning environment for all of its students. As such, bullying is strictly prohibited and will not be tolerated. Therefore, this policy prohibits any unwelcome verbal or written conduct or gestures directed at a student by another student that has the effect of:

- (1) physically, emotionally, or mentally harming a student;
- (2) damaging, extorting or taking a student's personal property;
- (3) placing a student in reasonable fear of emotional or mental harm;
- (4) placing a student in reasonable fear of damage to or loss of personal property; or
- (5) creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities or the Catholic mission of the school.

#### **Definition**

- a. **Bullying** is the willful and repeated harm inflicted upon another individual which may involve but is not limited to: teasing, name-calling, slurs, rumors, jokes, false accusations, intimidation, stalking, innuendos, demeaning comments, pranks, social isolation, gestures, cyber-bullying or other verbal or written conduct. Cyber-bullying includes the following misuses of digital technology: teasing, intimidating, or making false accusations about another student by way of any technological tool, such as sending or posting inappropriate email messages, instant messages, text messages, digital images or website postings (including blogs and social network sites). Bullying reflects a pattern of behavior, not a single isolated incident.
- b. This definition includes students who either directly engage in an act of bullying or who, by their behavior, support another student's act of bullying.

#### **Scope**

- a. This policy prohibits bullying that occurs either:
  - i. on school premises before, during, or after school hours;
  - ii. on any bus or vehicle as part of any school activity; or
  - iii. during any school function, extracurricular activity or other school-sponsored event or activity.

#### **Reporting Complaints**

Each student and parent has a duty to report any bullying to the school immediately. If a student experiences (or a parent witnesses or learns of) any incident of bullying, the incident must be promptly reported to the school principal. The principal will provide the student/parent with the Bullying Complaint Report Form which must be completed, dated and signed by the complaining party so that the school may initiate further inquiry, when appropriate.

#### **Disciplinary Action**

Any student found to have violated this policy may be subject to appropriate disciplinary action, which may include: temporary removal from the classroom, loss of privileges, detention, counseling, parent conference, suspension, expulsion, and/or notification to appropriate authorities. The disciplinary action may be unique to the individual incident and may vary in method and severity based on the principal's discretion.

False reports or accusations of bullying also constitutes a violation of this policy and may subject the offending party to appropriate remedial action, which may include, but is not limited to, the assessment of costs incurred by the School in its investigation and review of any reports deemed to have been made in bad faith.

#### **Weapons Policy**

Weapons are not permitted anywhere on school grounds. Anyone who brings a weapon on school grounds, who is in possession of a weapon, or who threatens others with a weapon may be expelled from the school. Any item used to threaten or cause bodily harm may be considered a weapon.

#### **Threats of Violence Policy**

The disciplinary consequences for a student whose verbal or written comments, including email messages, that threaten serious bodily harm to another student or member of the faculty or staff or destruction of property, may include, but not be limited to:

- a. Immediate suspension from the school;
- b. Treatment or consultation by a psychologist or psychiatrist at the parents' expense and/or by the school counselor, both of whom may be asked to submit a written evaluation. If it is determined that the child was serious about the threat and has the capacity to carry it out, the child may be expelled from the school. If it is determined that the child did not seriously intend to do harm to others, the child may be allowed to return to the school, at the discretion of the school principal.
- c. If allowed to return to school, the child may be placed on probation with an indication that, should a similar threat occur, the child will be expelled from school;
- d. The school should inform the Department of Schools of these cases. The school may submit an informational report to the police.

#### **Public Display of Affection**

The Catholic school promotes friendship, charity, kindness, love and respect for self and others. However, inappropriate displays of affection, such as kissing or embracing which connote more than simple friendship, are not permitted in school, at school dances, or at any school event. Those who violate these rules may be subject to disciplinary measures, including detention, suspension or expulsion. The administration reserves the right to determine what is, or is not, appropriate behavior in a Catholic school.

### **Cheating, Plagiarizing, and Test Taking Rules**

Students in all grade levels are taught that there is no talking nor looking on a classmate's paper during a quiz or test. These rules, and other test taking rules, will be reviewed at all grade levels.

The dishonesty involved in copying another student's paper or plagiarizing someone else's work is a lesson that will be reviewed several times each year.

In grades one through five, students cheating or breaking testing rules will be issued consequences by the classroom teacher. There is no talking during a test. Students in grades six through eight caught talking when the student has the test will result in a zero grade for that test. Students caught talking when student does not have the test will result in the test grade being 10 points lower than the lowest grade on the test. For each infraction the conduct grade will be lowered one grade. Parents will be notified by the teacher if this situation occurs.

## **Disciplinary Procedures**

### **Conduct**

Students and Parents are expected to behave consistent with the mission, philosophy and spirit of the school and the moral teachings of the Catholic faith as determined by the Bishop of the Diocese of Palm Beach. Because the school cannot anticipate all conduct that violates this policy, it reserves the right to take any form of (1. student disciplinary action, including expulsion, and/or (2. restrictions against any behavior that violates this policy, even if not specifically stated in this handbook.

### **Discipline Policy**

Traditionally Catholic schools have been known for their high standard of discipline which has helped students grow personally and succeed academically. In today's world, fostering discipline is an even greater challenge to schools and parents. A primary goal of St. Anastasia Catholic School is to enable students to move from externally imposed discipline to self-discipline to discipleship. Children first must learn appropriate behavior through someone or something outside themselves. As soon as they are sufficiently mature, however, they should be helped to govern their conduct from within themselves so that they can live responsibly. Ultimately, opportunities should be provided which lead students to look beyond themselves to principled living as exemplified by Jesus Christ. It is up to the parents to be the first teachers of acceptable behavior. In most instances all that the school can do is build on what is done in the home.

Students causing severe or continuous disruption, or displaying severe or continuous disrespect toward others, or students behaving in a manner not in keeping with Catholic school philosophy and expectations, will be dismissed from St. Anastasia.

In keeping with the above philosophy of discipline, St. Anastasia Catholic School has implemented a Code of Student Conduct. This code protects the rights of teachers to teach and the students to learn.

### **St. Anastasia Catholic School Code of Student Conduct**

The purpose of the Code of Student Conduct is to assist the students of St. Anastasia Catholic School in developing self-discipline. Self discipline requires that the student know exactly what is expected in terms of behavior, attitude, and performance. St. Anastasia is committed to assisting its students in becoming self-disciplined in an atmosphere of prayer, patience, and understanding.

The school Code of Student Conduct incorporates behavior standards that, when observed and followed, will help insure a successful school experience and enhance the process of self-discipline. Because work habits are behaviors that will influence the student's total development, and because personal appearance standards will enhance the total profile of a St. Anastasia student, these have been included in the general Code of Student Conduct expected of each student who attends this school.

#### **St. Anastasia students have the responsibility to:**

- ❖ Respect themselves and others in speech, action, and manner
- ❖ Practice kindness, courtesy, morality, and honesty
- ❖ Display respect and prayerful participation in church
- ❖ Maintain orderly and polite behavior while using classrooms, hallways, bathrooms, play areas, arrival and dismissal areas and other common areas of the church and school
- ❖ Abide by specific school related rules including classroom, auditorium, playground, sports, and arrival and dismissal procedures
- ❖ Be prepared for class each day
- ❖ Be in complete uniform each day, following the specific uniform regulations described in this handbook

Before, after and during school, students will

- ❖ Walk at all times, keeping to the right
- ❖ Speak courteously with others
- ❖ Follow directions of supervisory adults
- ❖ Allow adults the right of way
- ❖ Practice safety
- ❖ Respect school property

**On the school bus and on field trips, students will:**

- ❖ Obey the bus driver's rules for the bus
- ❖ Remain in the bus seat at all times while riding
- ❖ Speak in low conversational tones
- ❖ Keep head, hands, and feet inside the bus at all times
- ❖ Walk to and from the bus

### **Consequences of Misbehavior**

All chosen consequences will take into consideration the age and stage of development of the child. Other considerations may include the particular circumstances of the situation, the life events the student is currently experiencing, the degree and extent to which parents have been informed and involved, and the capacity of the student to understand what is required of them.

The following methods are examples of approaches that may be utilized as teachers or administrators deem necessary:

- ❖ Loss of technology privileges
- ❖ Prayer
- ❖ Student conference
- ❖ Time-out from class interaction
- ❖ Field trip restrictions
- ❖ Removal of privileges
- ❖ Student sent home for the day
- ❖ Student/teacher conference with or without administrator
- ❖ Parent/teacher/student conference with or without administrator
- ❖ After school detention or Saturday detention
- ❖ Counseling referral
- ❖ Suspension
- ❖ Behavior contracting
- ❖ Probation
- ❖ Expulsion

### **Disciplinary Actions**

St. Anastasia Catholic School strives to help each student realize that their behavior is a product of the decisions that they make and that their behavior directly affects the type of



positive or negative consequence that naturally occurs. All students are expected to follow the classroom rules created for his/her classroom in addition to the specific regulations outlined in the student Code of Conduct.

The disciplinary actions for St. Anastasia Catholic School follow this general progression:

1. Ongoing Parent/Teacher Communication
2. 3 Detentions (from the same teacher)  
Mandatory Parent/Teacher/Student Conference (documented)
3. Conference with Administrator, Parent and Teacher  
(Create plan for improvement, give disciplinary consequence)
4. Suspension
5. Probation
6. Expulsion

In some instances, immediate suspension, probation or expulsion may be utilized.

### **Strike System**

St. Anastasia Catholic School has developed and implemented a “strike system” to enable students to “self-monitor” their behavior and to assist in the discipline process. This strike system is monitored by the classroom teacher and assistant.

Many offenses will be handled within the classroom by the classroom teacher or assistant, and will usually result in a “strike”. Examples of offenses which result in a strike include, but are not limited to:

- ❖ Not following classroom rules (insubordination)
- ❖ Not following a teacher or other adults instructions (insubordination)
- ❖ Name calling or teasing
- ❖ Inappropriate behavior while outside the classroom (e.g. lunch, playground, etc.)
- ❖ Making extraneous noise which affects classroom instruction
- ❖ Disrespectful behavior
- ❖ General classroom disruption

Three strikes within a five day period will result in an After School Detention which will be issued by the classroom teacher or assistant, and approved and recorded by the Assistant Principal. Parents will be asked to sign and return the detention slip to school in order for their child to be admitted into the detention. **(After School Detentions are served on Tuesday and Thursday of each week and take precedence over all extra-curricular activities.)**

Disciplinary offenses which cannot be addressed within the classroom will be addressed by an administrator.

### **Detailed Disciplinary Actions**

#### **After School Detention (Grades 3-8)**

Students may be issued an after school detention as a consequence for misbehavior. After school detentions must be served on the next detention day (Tuesday and Thursday

of each week). **Detention takes precedence over all after school and extracurricular activities.**

### **Probation**

Probation is a serious degree of disciplinary action in which the student is required to participate in a daily performance of review for a specified time frame. Probation is notice to the student and his/her parents that the student either chooses to abide by the student Code of Conduct or he/she may be dismissed from St. Anastasia Catholic School.

### **Suspension**

Suspension from school and school activities is a serious degree of disciplinary action which may take place in school or out of school.

### **Expulsion**

St. Anastasia Catholic School reserves the right to dismiss a student at any time for attitude or behaviors which are harmful to him/herself and/or other students and for violating the Student Code of Conduct.

### **Unwritten Regulations**

Every attempt has been made to develop a discipline policy that is fair and takes into consideration individual situations and circumstances. It would be impossible to anticipate all problems which may arise in the future. Anything that distracts from or disrupts the spirit, education, philosophy, or dignity of St. Anastasia Catholic School will be held to be unacceptable even though not explicitly set forth in these policies. Such situations will be dealt with in accordance with the principles implicit in our existing policies.

### **Gum**

Gum is not to be chewed on the grounds or in the buildings of St. Anastasia School. The consequence for this offense is an after-school detention. Although this rule may be stringent, it is enforced to provide a hygienic environment for our school family.

# SCHOOL FACILITIES

## Computer Services

### School Technology Philosophy and Objective

Saint Anastasia Catholic School is preparing its students to meet the demands of the society in which they live. In accordance with the Florida Catholic Conference Standards for Technology, St. Anastasia believes that “the advantages of integrating applications of technology in teaching strategies and learning activities empowers teachers to provide students with learning experiences that would be impossible or difficult to achieve without technology resources” (Standard 5) and that “technology can be effectively employed to support the endeavors of a community of learners, comprised of all stake holders working together on behalf of student learning” (Standard 23). We support the use of technology, especially the use of computers as educational tools, to meet the many needs of our students, teachers and staff members. **To no extent is Saint Anastasia attempting to replace books or other primary source print material with technology.** Research skills, with technology as one media, are being introduced as a tool for learning and acquiring information.

### Tablet Acceptable Use Policy

Students will be issued tablets with certain predetermined applications (Apps) installed. Saint Anastasia Catholic School (SACS) students and parents are required to review this document as well as sign the accompanying agreement to protect the hardware and software inherent with this technology.

Technology resources at SACS are provided for the purpose of supporting the educational mission of the school. Providing our students with tablets will promote educational excellence by facilitating resource sharing, innovation, research, creativity, communication, increased productivity, and mobile learning. Use of these technologies is a privilege that carries responsibility and behavioral expectations consistent with all school rules and policies including, but not limited to, those stated in the Parent- Student School Handbook.

It is understood that members of the SACS community will use all types of computing devices and the School’s network in a responsible, ethical, and legal manner at all times.

SACS retains sole right of possession of its tablets and related equipment. Tablets will be issued to students according to the guidelines set forth in this document. SACS retains the right to collect and/or inspect the tablet at any time; and to alter, add, or delete installed software, hardware or other content.

## 1. Tablets

### 1.1 Receiving the Tablet

Tablets will be distributed at the beginning of the school year. Both parents and students must sign and return the Tablet Acceptable Use Policy and Pledge documents before the tablet will be issued.

### 1.2 Tablet Check-in

Tablets will be returned to SACS during the final week of school. Students who transfer, withdraw, or are expelled from SACS during the school year must surrender the tablet upon termination of enrollment.

### 1.3 Check-in Fines

Loss, theft or the failure to return the tablet may result in the need to file a theft report with the School Resource Officer. If a student fails to return the tablet at the end of the school year or upon termination of enrollment at SACS, that student may be subject to criminal prosecution or civil liability in the sole discretion of the Administration. The student and/or his or her Parent will also pay the replacement cost of the tablet, or, if applicable, any insurance deductible. Furthermore, the student / parent will be responsible for any damage to the tablet consistent with the School's Tablet Protection plan. The student / parent will be charged a fee for any needed repairs, not to exceed the replacement cost of the tablet.

## 2. Tablet Care

Students are responsible for the general care of the tablet they have been issued by the school. The cost of repairing a broken tablet will be \$83.00 and will be the responsibility of the parents. Tablets that fail to work properly must be taken to the Technical Support room for an evaluation of the equipment. SACS will be responsible for repairing tablets that malfunction. If a tablet is lost or is unrepairable the charge will reflect the full amount of a replacement device.

### 2.1 General Precautions

The tablet is school property and all users will follow this policy and the SACS acceptable use policy for technology.

- Cords and cables must be inserted carefully into the tablet to prevent damage.
- Tablets must remain free of any writing, drawing, stickers, or labels.
- Tablets must never be left in an unlocked locker, unlocked car, school cubby, or any unsupervised area.
- Students may not use "skins" to "personalize" their tablets.

### 2.2 Carrying Tablets

The protective cases provided with the tablets have sufficient padding to protect the tablet from normal treatment and provide a suitable means for carrying the device within the school. The guidelines below should be followed:

- Tablets should always be within the protective case/screen.
- Avoid placing too much pressure and/or weight (such as folders and workbooks) on the

tablet screen.

### 2.3 Screen Care

The tablet screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the tablet when it is closed.
- Do not place anything near the tablet that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover. Clean the screen with a soft, dry cloth or anti-static cloth; **no cleaners of any type.**
- Do not “bump” the tablet against lockers, walls, car doors, floors, etc. as that will eventually break the screen.

### 3. Tablet Use

Tablets are intended for use at school each day. In addition to teacher expectations for tablet use, school messages, announcements, planners, calendars, and schedules may be accessed using the tablet. Students must be responsible for bringing their tablet, fully charged, to all classes, unless specifically instructed not to do so by their teacher. Students who repeatedly fail to bring the tablet to school or fail to maintain a fully charged battery may lose points on missed assignments.

#### 3.1 Tablets Left at Home

If students leave their tablet at home, they are responsible for getting the course work completed as if they had their tablet present. Loaner tablets will not be available to students who forget to bring their tablet or fail to charge their tablet.

#### 3.2 Tablet Undergoing Repair

Loaner tablets will be issued to students when their assigned tablet has been sent for repair if available..

#### 3.3 Charging Your tablet's Battery

Tablets must be brought to school each day in a fully charged condition. Students need to charge their tablets each evening. Plug them into the charger before going to sleep at night. This should provide ample time for properly charging the tablet.

#### 3.4 Passwords

Tablets will NOT be password protected. SACS will provide a password to each student for his/her email account. This password may not be changed by the student.

#### 3.5 Background/Lock Screen Photos

A standard background and or lock screen will be created by the student and may not be changed throughout the school year. These are meant to help identify the user of the tablet.

### **3.6 Photos**

Photos/Image storage on the tablet will be for school projects only. Storage of personal photos or downloaded images is not allowed.

### **3.7 Sound, Music, Games, or Programs**

Students may not download music unless instructed to do so by a teacher for projects. Sound must be muted at all times unless permission is obtained from the teacher. Internet games are not allowed on the tablets unless educational in nature and allowed by their immediate instructor. All software/apps placed on these devices must be school approved.

### **3.8 Printing**

Printing will be available to students by accessing their Google Drive from any internet accessible device with a printer attached. If necessary, students may use a printer in the Media Center for printing purposes. The cost will be \$ .10 per page.

### **3.9 Home Internet Access**

Students are allowed to set up wireless networks on their tablets to assist them with tablet use while at home. Printing at home may require a wireless printer, proper settings on the tablet, and the correct app.

## **4. Managing Files and Saving Work**

### **4.1 Saving Work**

It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Students will be able to access their documents at home and school by using Google Drive and/or attaching documents to their SACS Gmail account. Tablet malfunctions may not be an acceptable excuse for not submitting work.

### **4.2 Network Connectivity**

SACS makes no guarantee that the school wireless network will be accessible 100% of the time.

## **5. Tablet Software**

### **5.1 Originally Installed Software**

SACS will ensure the tablets contain the necessary apps for school work. Students will not synchronize tablets or add apps through a non school account. The software/apps originally installed by SACS must remain on the tablet in usable condition and be easily accessible at all times. From time to time the school may add or modify software applications for use in a particular course. Periodic checks of tablets will be made to ensure that students have not removed required Apps or installed non-SACS approved Apps.

### **5.2 Additional Software/Applications**

Students are not allowed to load extra software/apps on their tablets, unless instructed to do so by a teacher or administrator.

### **5.3 Inspection**

Students may be selected at random at any time to provide their tablets for inspection.

### **5.4 Procedure for Reinstalling Software**

If technical difficulties occur or illegal software (non SACS installed Apps) is discovered, the tablet will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to this reformat/restore. In the event of illegal software, the student may lose the privilege of tablet use.

### **5.5 Software upgrades**

Upgraded versions of licensed software/apps are available from time to time. Students may be required to check in their tablets for periodic updates and syncing with the Technical Support department or be asked to complete recommended updates at home.

## **6. Acceptable Use**

The use of the SACS technology resources is a privilege, not a right. The privilege of using the technology resources provided by the school is not transferable or extendable by students to people or groups outside the school, and terminates when a student is no longer enrolled in the school.

This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school's technology resources may be denied, and appropriate disciplinary action may be applied. The SACS Code of Student Conduct shall be applied for student infractions. Violations may result in disciplinary action up to and including suspension/expulsion. When applicable, law enforcement agencies may be involved.

### **6.1 Parent/Guardian Responsibilities**

Talk to your children about values and the standards that your children should follow on the use of the Internet, just as you do on the use of all media information sources such as television, telephones, movies, and radio.

### **6.2 School Responsibilities are to:**

- Provide Internet and Email access to the students.
- Use reasonable efforts to block inappropriate content through the use of available industry standard firewalls and/or other technology. It is to be understood that SACS's undertaking

to attempt to block such content does not constitute a guarantee of results.

- Provide data storage areas through Google Drive. SACS reserves the right to review, monitor, and restrict information stored on or transmitted via SACS owned equipment/accounts and to investigate inappropriate use of resources.
- Provide the school faculty with technology training to enhance the learning process.

### **6.3 Student's / Parent's Responsibilities are to:**

- Use computers/tablets in a responsible and ethical manner.
- Obey general school rules concerning behavior and communication that apply to tablet/computer use.
- Use all technology resources in an appropriate manner so as to not damage school equipment. Use of any information obtained via SACS designated Internet system is at your own risk. SACS specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Help SACS protect our computer system/device by contacting a teacher or administrator about any security problems that may be encountered.
- Monitor all activity on student account(s).
- Turn off and secure their tablet after they are finished working to protect their work and information.
- Print a copy of any email containing inappropriate or abusive language or questionable subject matter, and turn in to school administrators, guidance counselors or any teacher.
- Return their tablet at the end of each school year. Students who transfer, withdraw, are expelled, or terminate enrollment at SACS for any other reason must return their individual school tablet on the date of termination.

### **6.4 Student Activities Strictly Prohibited:**

- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing SACS policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Use of inappropriate chat rooms or sites selling term papers, book reports, and other forms of student work.
- Use of any Messaging services (unless approved by SACS)
- Internet or Computer Games (unless approved by SACS)
- Use of outside data disks or external attachments without prior approval from the administration.
- Changing of tablet settings established by school.
- Downloading Apps - specifically, but not limited to, any app that results in changing the tablet's operating system.
- Spamming- sending mass or inappropriate emails.
- Gaining access, whether with or without consent, to other student's accounts, files, and/or



data.

- Use of the school's internet/e-mail accounts for financial or commercial gain or for any illegal activity.
- Use of anonymous and/or false communications such as, but not limited to, MSN Messenger, Yahoo Messenger, email, etc.
- Students are not allowed to give out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up internet accounts, including those necessary for chat rooms, EBay, email, etc.
- Participation in credit card fraud, electronic forgery, or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software, or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.
- Transmitting or accessing materials that are obscene, offensive, threatening, or otherwise intended to harass or demean recipients.
- Bypassing the SACS web filter through a web proxy.
- Students are not allowed to use another student's tablet.

#### **6.5 Tablet Care**

- Students will be held responsible for maintaining their individual tablets and keeping them in good working order.
- Tablet batteries must be charged and ready for school each day.
- Only labels or stickers approved by SACS may be applied to the tablet.
- Tablet cases furnished by the school must be returned with only normal wear and no alterations to avoid paying a replacement fee.
- Tablets that are damaged should be taken to the Main Office. Tablets that have been damaged from student misuse, neglect, or accidental damage will be repaired at a cost of \$83.00. This cost will be paid by the student or family. Students will be responsible for the entire cost of repairs to tablets that are damaged intentionally.
- Tablets that are stolen must be reported immediately to the Main Office and the School Resource Officer.

#### **6.6 Legal Propriety**

Students must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent. Plagiarism is a violation of the SACS Rule of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet such as graphics, movies, music, and text. Use or possession of hacking software is strictly prohibited, and violators will be subject to the stated policies SACS Student/Parent Handbook.

#### **6.7 Student Discipline**

In circumstances involving a violation of the SACS Acceptable Use Policy, teachers and administrators of SACS reserve the right to implement any and all disciplinary measures provided for in the Parent/Student Handbook. Students are expected to follow classroom rules and expectations for appropriate tablet usage. Any students who do not follow the rules and expectations may lose the privilege of using an tablet.

## **7. Tablet Protection, Storage and Identification**

### **7.1 Tablet Identification**

Student tablets will be labeled and identified in one or more of the following ways:

- Serial number
- SACS school label
- Student created screen saver

### **7.2 Storing Your tablet**

When students are not using their tablets, if instructed by teachers, they should be kept at their desk, in their backpack or stored in a designated storage cubby in their classroom. Nothing should be placed on top of the tablet when placed on desks or designated cubby. Students are encouraged to take their tablets home every day after school, regardless of whether or not they are needed. Tablets should not be stored in a vehicle.

### **7.3 Tablets Left in Unsupervised Areas**

Under no circumstances should tablets be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, media center, unlocked classrooms, and hallways. If an tablet is found in an unsupervised area, it will be taken to the Main Office.

## **8. Cost of Repairs**

Students / Parents will be held responsible for any damage to their tablets including, but not limited to: broken screens, cracked plastic pieces, malfunctioning due to damage, etc. The cost of most minor repairs is \$83.00. Should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement. Lost items such as cases and cables will be charged the actual replacement cost.

## **Computer Use Policy**

St. Anastasia Catholic School may provide its administrators, faculty and students with access to computers and various information technology resources including email and Internet access in order to enhance the teaching and learning environment of the school and to improve the school's

operations. Students must use these resources in a responsible, ethical, and legal manner in accordance with the mission of the school and the Catholic teachings. Therefore, students must abide by the following general rules of conduct:

1. Respect and protect the privacy of others;
  - a. Use only assigned accounts and passwords;
  - b. Do not share assigned accounts or passwords with others;
  - c. Do not view, use or copy passwords, data or networks to which you are not authorized;
  - d. Do not share or distribute private information about yourself or others.
  
2. Respect and protect the integrity, availability, and security of all electronic resources;
  - a. Observe all network security practices;
  - b. Report security risks or violations to the school principal;
  - c. Do not vandalize, destroy or damage data, networks, hardware, computer systems or other resources;
  - d. Do not disrupt the operation of the network or create or place a virus on the network;
  - e. Conserve and protect these resources for other students and Internet users.
  
3. Respect and protect the intellectual property of others;
  - a. Do not infringe on copyright laws including downloading or copying music, games or movies;
  - b. Do not install unlicensed or unapproved software;
  - c. Do not plagiarize.
  
4. Respect the principles of the Catholic school;
  - a. Use only in ways that are kind and respectful;
  - b. Report threatening or discomfoting materials to the school principal;
  - c. Do not access, transmit, copy or create materials that violate the school's code of conduct (such as indecent, threatening, rude, discriminatory or harassing materials or messages);
  - d. Do not access, transmit, copy or create materials that are illegal (such as obscene, stolen, or illegally copied materials or messages);
  - e. Do not use the resources to further any other acts that are criminal or violate the school's code of conduct;
  - f. Do not use the resources for non-educational purposes such as visiting chat rooms, social websites or networks like My Space or Facebook;
  - g. Do not send spam, chain letters or other mass unsolicited mailings;
  - h. Do not buy, sell, advertise, or otherwise conduct business or political campaigning without prior written approval from the school's principal.

- i. Do not engage in any form of cyberbullying.

### Supervision and Monitoring

The school and its authorized personnel may monitor the use of information technology resources to help ensure that users are secure and in conformity with this policy. The school reserves the right to examine, use, and disclose any data found on the school's information networks or on any technological devices used by students on campus in order to further any administrative concern. It may also use this information in disciplinary actions and may furnish evidence of a crime to law enforcement.

### Unacceptable Use of Outside Technology

The school expects students to use information technology (including, but not limited to, the Internet, email, instant messaging and text messaging) in a responsible and ethical fashion in compliance with all applicable laws and with Christian moral principles, both in and out of the school setting. Accordingly, students may not post, place, upload, share, or communicate any images, photographs, statements or inferences relating to or including profanity, vulgarity, indecency, illegal use of drugs, illegal use of alcohol or other illegal or illicit activities. Additionally, students may not use information technology for the purpose of defaming, threatening, teasing or harassing any other student, staff member, parent, faculty member, or other person. This includes, but is not limited to, communications on social networks such as Facebook and Twitter. In addition, this rule applies to communications both during the school year and while students are on vacation or summer breaks. Students are responsible for all materials and communications made on personal websites and social networks- the materials and communications should be consistent with Christian moral principles, including any materials or communications posted on their sites by other individuals. Moreover, any unauthorized use of the school's name (or common names associated with the school) or any likeness or image of the school or its employees or agents is strictly prohibited.

### Consent

Many technological devices used at school have the capacity to generate audio recordings, video recordings, photographs, and other similar reproductions of images, likenesses, and/or sounds. The use of any such recordings and reproductions is governed by school policy. Parental/guardian execution of this handbook constitutes an expressed consent and waiver as to any such recordings and reproductions incidental to the use of any technological devices on school property or at school events.

### Consequences for Violations

A violation of these rules may result in disciplinary action, including the loss of a student's privilege to use the school's information technology resources and any additional consequences at the Principal's discretion including expulsion.

## **Guidance, Counseling and Special Learning Services**

The school is fortunate to have on its staff a Guidance Counselor whose services are available to students and parents on a limited basis. Teachers, administrators, or parents may refer a student to the Guidance Counselor through the Guidance Referral process. Our school counselor is also available to consult with families and to offer assistance in times of crisis.

If any parent has an objection to his/her child meeting individually with the counselor, the principal is to be notified in writing on an annual basis.

The counselor's primary role is to be a good listener and to help individuals solve their own problems.

Parents who believe their child is experiencing academic or learning problems should first contact the classroom teacher(s). If satisfaction is not obtained at this level, contact should be made with Mrs. Merry Pat Dillman, Coordinator of Exceptional Students. Mrs. Dillman can be reached by calling the school office.

Rainbow's For All God's Children is another program offered to our students. The goal of this program is to provide support services to children who have suffered a loss, because of a marital separation, divorce or death within their family. The program helps build a sense of self-esteem and helps the children to accept the changes in their family. Please contact the school office for further information. This program works!

### **Sowinski Family Media Center**

St. Anastasia maintains a modern library/media center with approximately 10,000 volumes of books, periodicals, reference material, and technology material and hardware.

Students in grades K - 5 are scheduled for a weekly library period under the direction of the media specialist. This period focuses on literature, research, and study skills. Additionally, ample time is provided for checking out books.

In conjunction with the middle grade's curriculum, students in grades 6 - 8 are scheduled by their teachers to do research and apply other study skills taught in the classroom.

The school library is open before and after school and during the student lunch periods. Classroom teachers are encouraged to send individuals or small groups of students to the library throughout the day for study and research.

A small fine is charged for all overdue books belonging to the school.

### **Lunch**

The lunch program is managed by Big Apple Pizza. The lunch menu will be posted on the school's website and in the weekly e-newsletter. All food purchases will be billed to the parents' RenWeb parents web account.

## **ADDITIONAL SCHOOL ACTIVITIES AND PROGRAMS**

### **School Advisory Council**

St. Anastasia School Advisory Council is an advisory organization under the auspices of the Diocese of Palm Beach and the Parish of St. Anastasia. This group meets with the Pastor and Principal on the first Friday of each month at 7:30 a.m. in the Media Center. Representation from all parishes of the county, as well as the non-Catholic sector, is evident on the Council. Please contact the principal for further information.

### **After Care for Grades PreK-8**

St. Anastasia School has an aftercare program that is available on all regular school days from the time of dismissal until 5:30 p.m. Please contact the school office for information on the cost of After Care. Further information on this program can be requested in the office.

### **Parent and Teacher Organization (PTO)**

St. Anastasia has an active parent organization whose primary purpose is service to the school. Monthly meetings are held throughout the school year in which speakers and programs of interest are planned.

The officers of the PTO meet periodically to plan service projects and work on various activities.

### **Fundraising**

No student may solicit funds in the school's name unless such solicitation has been authorized in writing by the principal.

### **Field Trips**

Field trips are privileges afforded to the students; no student has an absolute right to participate in a field trip.

Students will not be allowed to go on a field trip without a permission form on file in the school office signed by the parent/guardian. If a student loses the official school permission form, parents may request a copy of the permission form from the teacher or the school office.

Teachers establish deadlines for the return of the Field Trip Consent and Release form. This is necessary for planning and transportation purposes. Teachers are also emphasizing responsibility with regard to these established deadlines. Students who do not meet deadlines will not be permitted to attend.

### **School and Non-School Sponsored Events or Social Functions**

The school does not sponsor, oversee, or in any way control parties or social functions at private residences. School-sanctioned events, including all field trips, excursions, or parties are

specifically identified in this handbook or are identified in the school calendar and/or written notices generated and distributed by the school.

**Parents, by executing this acknowledgement of receipt of this handbook, HEREBY RELEASE the school, the Diocese of Palm Beach, and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from or are related to attendance at parties or social functions at private residences or from attendance at functions not sponsored by the school.** Students engaged in conduct that is contrary to the mission and philosophy of the school may be subject to disciplinary action regardless of whether the conduct occurred at a school-sponsored function.

### **Party Invitations**

Unless there are party invitations for every student in a particular class, students will not be permitted to distribute invitations at school.

Please refer to the current School Directory for mailing addresses for party invitations.

### **Participation in School Athletics or Organizations**

The school recognizes the following sports, activities and clubs:

School Clubs: Student Government, Boy Scouts, Brownies, Altar Servers, Lectors, After School Band, Odyssey of the Mind

Dances: Two for the year, dates TBA

Athletics: Soccer, Volleyball, Basketball, Flag Football, Tennis, Golf, Cheerleading

Parents acknowledge that participation in these sports, activities, or clubs may be inherently dangerous and, the school cannot ensure the safety of all students involved in its activities and programs.

Prior to participation in any sport, each student must complete the Parent Consent and Release of Liability form and a physician's certificate to the effect that the student is physically fit for participation in the sport. Participation includes pre-season conditioning, open gym, tryouts and practice. **Parents, by executing this acknowledgement of receipt of this handbook, HEREBY RELEASE the school, the Diocese of Palm Beach, and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from or are related to participation in any sports, leagues, clubs or activities.**

The school is not responsible for student participation in any sports, leagues or clubs not identified above. Parents hereby acknowledge that students who participate in any such program or activity do so at their own risk. Parents further acknowledge that the school does not control or sanction any such program or activity and that it shall not be held

liable for any injuries or damages sustained by students or others arising from participation in such program or activities.

### **Athletic Program – Interscholastic Sports and Cheerleading**

The eligibility requirements for participation in Interscholastic Sports and Cheerleading are:

1. Students must have a minimum of a 2.0 (C) average in Math, Science, Social Studies, Religion, Language Arts, and P.E. This is determined on a grade point average system of 0-4 (5 for honors classes). A grade of "F" in any subject, communicated to the parent on a deficiency or report card, makes the student ineligible.
2. To remain consistent with the athlete's code of conduct, all athletes must exemplify appropriate behavior on and off the field. The administration may remove a student from participation in athletics or try-outs based on student conduct in class or playing field. Prior to all tryouts, a draft list of prospective athletes will be presented to the Assistant Principal of Student Affairs for review.

Academic ineligibility will last for two weeks. During these two weeks the student will not attend try-outs, practices, games, or tournaments. (Study is encouraged at this time.) A student's eligibility will be re-evaluated by the coaches and administration at the end of the two week period. It will be necessary for the student to go to the teacher or teachers of the class or classes he/she is doing poorly in, and ask that a reinstatement form be completed if warranted.

Behavioral ineligibility will be for a two-week time period. The student will attend all practices and all games, but will not participate in games. The student's eligibility will be re-evaluated by the coaches and administration at the end of the two week period with the student taking the proper form to the classroom teacher(s).

Three (3) unexcused absences from practice or games will make a student ineligible for the current sport.

Missing the last practice before a game may cause the student not to participate in the game. Students must attend school on game days. Students are expected to be in school on Friday in order to participate in a Saturday game.

A student must be in attendance at school on the day of any of the above-mentioned after-school activities in order to participate in said activity.

### **Additional Extracurricular Activities**

St. Anastasia Catholic School sponsors and/or has on its campus various extra-curricular activities for all age levels. These activities vary from year to year, but may include: Altar Servers, Boy Scouts, Brownies, Cub Scouts, Girl Scouts, Soccer, Basketball, T-Ball, Band, and Interscholastic Sports for Boys and Girls (Grades 5 - 8). These activities are open to the students of St. Anastasia School. Information on meeting days and times appear in the Parents Newsletter.

## **ADDITIONAL POLICIES**



## **Accidents and School Insurance**

All St. Anastasia School students are automatically enrolled in a school accident insurance program provided by the Diocese. It must be noted that this is EXCESS insurance. This means that payment of all bills incurred is made only in EXCESS of all other family or employer group insurance, and these plans must contribute their maximum before the school coverage has any liability. This is a program of supplemental coverage designed to pick up any shortage, or if no other insurance plan exists, to pay the medical bills in full to the limit stated by the insurance company.

Every student is covered during the regular school day, and when traveling directly and uninterrupted to or from the student's home premises and school for regular school sessions. When away from the school premises, coverage is in effect while a student is participating in an activity solely sponsored and supervised by the school authorities.

**All accidents are to be reported promptly to the office. An Accident Report is completed on all accidents reported to the office.**

## **Student Records**

### **Emergency Contact Information**

Parents are asked to update their Emergency Contact Information annually.

### **Immunization Records**

A recent physical examination completed by a licensed physician and a signed H.R.S. Form 680 is required by the State of Florida for all entering students. St. Anastasia follows the Diocese of Palm Beach guidelines on Immunization that generally follow State of Florida policies and procedures on Immunization.

#### **Immunizations Required for School Entry**

Diphtheria-Tetanus-Pertussis  
Polio  
Measles-Mumps-Rubella  
Hepatitis B  
Varicella

#### **Immunizations Required for 7th Grade Entry**

Hepatitis B (three shot series)  
Second Measles shot  
Tetanus-Diphtheria-Pertussis (Tdap)

## **Notification of Rights under FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should complete the Request for Release of Student Records and submit it to the School principal [or appropriate school official] identifying the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920

## **Financial Policies**

### **Tuition and Fees**

The yearly tuition is announced each spring. Tuition may be paid full by July 31st or in eleven or twelve monthly installments through the FACTS Management Program. Payments will be through an automatic bank draft with payment date choices of monthly or semiannual. There is a \$30.00 Missed Payment Fee for each missed payment that is processed by FACTS Management. There is a \$25.00 late fee charged by St. Anastasia Catholic School for each late tuition payment.

If a student withdraws, the parents agree to pay St. Anastasia Catholic School the amount of the tuition owed through the end of the quarter in which the student withdraws.

In addition to tuition, there is a yearly registration fee that is paid in the spring for the following year's books, insurance, technology and testing.

A student whose family is two months delinquent in the payment of tuition will not receive a quarterly report card and the student's cumulative record will not be forwarded to another school unless all financial obligations have been met.

A fee of \$25.00 will be charged for insufficient fund checks.

Families new to the school are assessed a one-time fee of \$200.00 to help with capital improvements and new construction projects.

Each family is required to sign the Parent Responsibility Acknowledgment annually. This document outlines in detail the financial obligation of each family.

There are certain requirements established by each Parish for students seeking the Parish Subsidy/Catholic tuition rate. Each Pastor requires that a Family Acknowledgement Form document be signed stating that Parish requirements have been met. It is the responsibility of the family to present to the school the signed document in order that the appropriate tuition is charged.

### **Volunteer Hours**

Each family of the school is required to participate in a minimum of twenty hours of service to the school yearly. Ten hours are required during the first semester and ten hours are needed during the second semester. At the end of the school year, parents will be billed \$20.00 per hour for any volunteer hours not worked, as well as any other monies owed to the school. Final report cards will not be mailed to any family owing more than \$10.00.

### **Financial Obligations**

The satisfaction of all financial obligations to the school, including tuition and fees, constitutes a material condition for continued enrollment in the school. The school may disallow students from taking quarterly, semester, or final examinations if the parents or legal guardians fail to meet any financial obligation to the school. In addition, the school

may withhold the issuance of transcripts or any other student records and/or disallow participation in or access to school activities, and/or disenroll the student if any financial obligations are not met.

### **Child Protective Investigations**

Florida law provides that any person who knows or has reasonable cause to suspect that a child is abused by a parent, legal custodian, caregiver or other person responsible for the child's welfare must report such knowledge to the Department of Children and Families. The school will cooperate with all child protective investigations by DCF or the local law enforcement agency. Reports should be made to Florida's Department of Children and Families by calling the Abuse Hotline at: 1-800-96-ABUSE (1-800-962-2873).

Child protective investigations by DCF or local law enforcement agencies sometimes include interviews of students at school and may occur without advance notice. When it is reasonably possible, the school will seek to notify the parents that their child has been asked to participate in a child protective investigation. The school may also request the presence of a school staff member during investigative interviews on school property. However, please note that, under Florida law, DCF and local law enforcement have the discretion to conduct unannounced interviews and to disallow school staff member's presence during these interviews.

### **Testifying in Divorce or Custody Proceedings**

The Catholic Church recognizes marriage as a Sacrament. In the Union of Christian spouses, the sacrament of Matrimony celebrates the relationship of Christ to the Church. Therefore, the school strongly supports the sacrament of matrimony as the foundation of family life and of the domestic Church. In recognition of the importance of the matrimonial sacrament to the Catholic faith, parents agree not to compel the attendance, testimony, or deposition of any school or church employee in any divorce, custody, or other legal proceedings which may in any way involve the dissolution of marriage or the determination of parental/custody rights.

In the event that a parent or legal guardian breaches this policy, any school or church personnel who are required to attend legal proceedings may be represented by an attorney. Whenever school personnel are compelled to participate in divorce or custody proceedings, any and all legal fees and costs incurred by the school will be charged and become the responsibility of the parent or legal guardian.

### **Use of Photos**

The school reserves the right to use student or parent photos in any school or Diocesan publication including but not limited to print publication, videos, or web sites including Facebook, Twitter and other social media websites. Any parent who does not wish his or her child's picture or video to be used accordingly must notify the school's principal in writing prior to the beginning of the school year. **By executing this acknowledgment of receipt of this Handbook, parents HEREBY CONSENT, authorize and grant permission to the school, the Dioceses of Palm Beach, and their agents, employees, or duly authorized representatives to photograph or**

video tape students and parents and **CONSENT** to their publication for any purpose deemed proper by the school, including but not limited to, use on the internet.

Parents, by executing this Diocesan Authorization for Use and Reproduction of Physical Likeness Form, **HEREBY RELEASE** the school, the Diocese of Palm Beach and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from or are related to the use of student or parent photos.





# **Diocesan Authorization for Medication Form**

**Date:** \_\_\_\_\_

**Student Name:** \_\_\_\_\_  
(Please print)

It is necessary that medication be given as follows:

**Name of medication:** \_\_\_\_\_  
(Brand Name; also, Medication Name as it appears on container (if generic equivalent))

**Prescription No.:** \_\_\_\_\_

**Color, if applicable:** \_\_\_\_\_

**Please circle form of medication:**

Tablet   Pill   Capsule   Inhalation   Liquid   Other/Specify \_\_\_\_\_

**Dosage:** \_\_\_\_\_  
\_\_\_\_\_ (Amount to be given)

**How often/What time:** \_\_\_\_\_

\*\* No injection will be given, except in an extreme emergency, such as allergy to bee sting or the like.

The parent knows of this request and is in full agreement that this medication will be supplied as needed. Should the student manifest any of the following symptoms caused by the medication, please contact the parent or my office.

**REMARKS:** \_\_\_\_\_

**KNOWN ALLERGIES:** \_\_\_\_\_

\_\_\_\_\_  
Print Parent's Name

\_\_\_\_\_  
Parent's Signature

**PLEASE PRINT PHYSICIAN'S NAME:** \_\_\_\_\_

**Physician's Signature** \_\_\_\_\_

**Physician's Telephone Number** \_\_\_\_\_

*Diocesan Authorization for Medication Form July 1, 2009*

**St. Anastasia Catholic School**

**Parent-Student Handbook Acknowledgement Form**

I, as Parent or Legal Guardian, acknowledge that I have read the entire contents of the Parent-Student Handbook and understand the consequences of any violations of the rules and policies of the school.

I agree to cooperate with the school in the interpretation and enforcement of the policies outlined in the Parent-Student Handbook. I also understand that the school has the ultimate authority over the administration of the school and the interpretation of the school's rules and policies. Moreover, I further understand that all of the school's policies whether written or verbal are only guidelines and are subject to change at the sole discretion of the school with or without notice.

I also hereby acknowledge that I have read and agree to the terms of the **RELEASES** outlined in the School Sponsored Events Policy, the Participation in School Athletics or Organizations Policy, and the Use of Photos Policy.

\_\_\_\_\_ (Print Parent/Legal Guardian Name) \_\_\_\_\_ (Date)

\_\_\_\_\_ (Signature Parent/Legal Guardian) \_\_\_\_\_

\_\_\_\_\_ (Print Student Name) \_\_\_\_\_ (Grade)





## RELEASE

### AUTHORIZATION FOR USE AND REPRODUCTION OF PHYSICAL LIKENESS

I expressly grant to the Catholic Diocese of Palm Beach, its affiliated entities, agents and employees ( hereinafter referred to as "the Diocese"), the right to photograph me and use my name, picture, silhouette and other reproductions of my physical likeness (as they may appear in any still camera photograph, TV commercial, video, website, motion picture film or any other medium of communication) in any promotional materials for the Diocese including but not limited to newsletters, bulletins, calendars, PowerPoint presentations, videos, websites, blogs or social networking pages. I also consent to the reproduction of any recordings of my voice and/or any instrumental, musical or other sound effects produced by me.

I further give the Diocese the ownership rights to all works, acts, plays, and appearances made by me for the Diocese.

I also release the Diocese of any claim of liability or damages that I may assert under Fla. Stat. 540.08, or any other statutory or common law claims, arising from the use or reproduction of my name, voice, likeness or other identifying characteristics.

This permission shall remain in effect unless revoked by me and communicated to the Diocese in writing.

I hereby certify that I have read the foregoing and fully understand its contents and intend for it to be legally binding.

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Student's Name (first, last)

\_\_\_\_\_  
Current Grade/Homeroom

\_\_\_\_\_  
Printed Name of Parent or Guardian

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address (include street, city and zip)

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Student Signature (if over 18 years of age)



### The Saint Anastasia Catholic School Pledge for Tablet Use

1. I will use my tablet in ways that are appropriate, educational, and comply with SACS values and expectations.
2. I will use appropriate language when using e-mails, journals, wikis, blogs, or any other forms of communication. I will not create, or encourage others to create, discourteous or abusive content. I will not use electronic communication to spread rumors, gossip, or engage in any activity that is harmful to other persons.
3. I understand that any use of Google Docs or Sheets to communicate with one another beyond the scope of an assignment may be met with consequences.
4. I understand that my tablet is subject to inspection at any time without notice and remains the property of Saint Anastasia Catholic School.
5. I will follow the policies outlined in the tablet Acceptable Use Policy and the SACS Handbook while at school as well as outside the school day.
6. I will take good care of my tablet.
7. I will never leave the tablet unattended and I will know where it is at all times.
8. I will protect my tablet by only carrying it in the case that was provided.
9. I will never loan out my tablet or give my password to other individuals.
10. I will charge my tablet's battery daily.
11. I will keep food and beverages away from my tablet since they may cause damage to the device.
12. I will not disassemble any part of my tablet or attempt any repairs.
13. I will not place decorations (such as stickers, markers, etc.) on the tablet or cover.
14. I will not deface the serial number on any tablet.
15. I will report to the school office any case of theft, vandalism, and other acts covered by insurance. My parents/guardians will file a police report when the situation requires it.
16. I will be responsible for all damage or loss caused by neglect or abuse.
17. I agree to return the tablet, case and power cords in good working condition.

Student Name (Please Print): \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian Name (Please Print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**Saint Anastasia Catholic School  
Tablet Acceptable Use Policy  
Parent/Guardian Policy**

I hereby release SACS and its personnel from any and all claims and damages of any nature arising from my child's use of, or inability to use, the school technology, including but not limited to, claims that may arise from the unauthorized use of the tablet to purchase products or services.

I understand that it is impossible for SACS to restrict access to all controversial materials, and I will not hold the school responsible for materials accessed on the network. I also agree to report any inappropriate tablet use to the school administration.

I accept full responsibility if and when my child's use of technology is not in the school setting, and understand that my child is subject to the same rules and agreements while not in school. I also understand that while my student's device is off campus it is not filtered and may be used to access material not sanctioned by SACS.

I have read and understand the information contained in this document and agree to abide by the rules set forth in same.

I agree to the stipulations set forth in the above documents.

Student Name (Please Print): \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian Name (Please Print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_