

*St. Anastasia Catholic School*  
*Striving to educate  
the whole child spiritually,  
socially and academically.*

*"Your child ..... Our Commitment"*



*Family Handbook*  
*2009-2010*



629 GlenFlora Avenue . Waukegan . IL 60085  
Tel: 847.623.8320      FAX: 847.623.0556  
E-mail: [stanastasia-elem@archchicago.org](mailto:stanastasia-elem@archchicago.org)  
Website: [www.stanastasiawaukegan.org](http://www.stanastasiawaukegan.org)

# **Crisis/Emergency Action Plan**

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

## **The Contingency Plan**

1. **THINGS TO HAVE:** cell phone, flashlights, water, a variety of ready-to-eat boxed food (crackers, cookies, etc.)
2. **PRINCIPAL OR PERSON-IN-CHARGE CALLS 911.**
3. **LOCK ALL ENTRANCES.** Although all doors are locked, it is best to check all of them in order to prevent intruders from entering.
4. **STAY IN CLASSROOM AND BE CALM.** In order to avoid confusion, teachers must keep the students in the classroom and remain CALM. It is best that students do not get excited to prevent them from making wrong decisions, including running out of the building.
5. **FOLLOW INSTRUCTIONS/DIRECTIONS FROM THE PRINCIPAL OR PERSON-IN-CHARGE.** In the event that students need to be taken to a shelter (church basement), it must be done in an orderly manner to avoid panic, especially for little children who may be trampled on in the crowd.
6. **STUDENT PICK-UP OR RELEASE** — Students can be picked up and/or released only to a parent or guardian.
7. **EMERGENCY SCHOOL PHONE NUMBER: 1-630-363-4221.**

## **Emergency Closings**

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

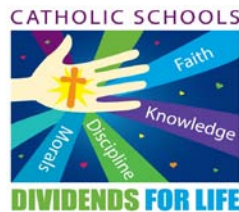
**WKRS 1220-AM, WGN, WBBM Newsradio, WBBM-FM  
WMAQ, WCLR, WUSN, WGN-TV, and WFL**

# *St. Anastasia Catholic School*



*Theme*

*Catholic Schools "Dividends For Life"*



## *Family Handbook*

*2009-2010*

*Mrs. Lourdes G. Mon*  
*Principal*

*Mrs. Maureen K. Sivia*  
*Asst. Principal*

**629 Glen Flora Avenue .Waukegan . IL 60085**

**Tel: 847.623.8320      FAX: 847.623.0556**

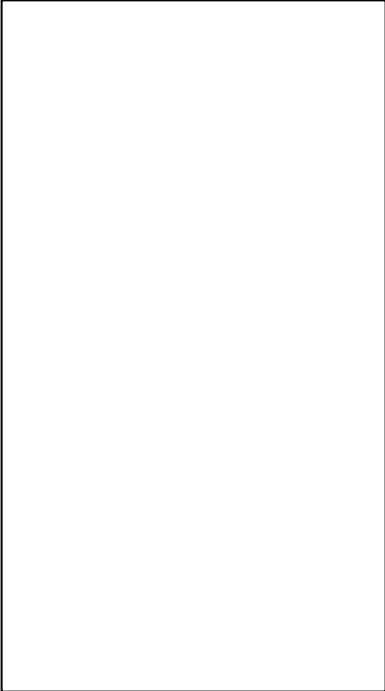
**E-mail: [stanastasia-elem@archchicago.org](mailto:stanastasia-elem@archchicago.org)**

**Website: [www.stanastasiawaukegan.org](http://www.stanastasiawaukegan.org).**

# *St. Anastasia*

## *The Healer*

*St. Anastasia, a martyr, enjoys the distinction of having a special commemoration in the second mass on December 25. This mass was originally celebrated in honor of the birth of Christ, but towards the end of the fifth century, her name was inserted in the Roman canon of the Mass.*



*Anastasia was a Roman lady of noble descent, better known as the spiritual child of St. Chrysogonus. She assisted St. Chrysogonus in the conversion of many pagans to the faith and did other extraordinary works of charity. When St. Chrysogonus was beheaded by the order of the emperor of Persia on November 24, 303 A.D., St. Anastasia continued his mission among Christian prisoners.*

*Her father was an opulent and noble pagan, but her mother was a Christian who had Anastasia baptized in infancy and was secretly reared in the sentiments of Christian piety.*

*She was married to a noble Roman, named Publius, who was a cruel tyrant and maltreated her like a slave. Publius met an untimely death on his journey to become the ambassador to the King of Persia.*

*St. Anastasia was beheaded on the island of Palmaria when she went to visit the faithful in Sirmium. A Christian lady obtained her body and gave it honorable burial in Dalmatia, and about the year 460 A.D., under the Emperor Leo, her relics were transferred in the celebrated church of the Resurrection, called *The Anastasia*.*

# **ST. ANASTASIA CATHOLIC SCHOOL SECURITY POLICY**

**All adults must enter through the designated door  
and check in at the office.**

**No one is allowed to roam the premises, talk to teachers,  
or enter any classroom without permission from the office.**

**All visitors must wear a Visitor ID.**

***This is a safety precaution for all students.***

## **Elastic Clause**

**St. Anastasia Catholic School and its administration reserve the right to establish fair and reasonable rules and regulations for circumstances that may arise, requiring actions that are not covered by this handbook. These rules and policies apply to any student who is on school property; who is in attendance at school or any school-sponsored activity; or whose conduct at any time or place directly interferes with the operations, discipline, or general welfare of the school. In all cases, rules, regulations, and consequences shall be consistent as possible with previously established rules, regulations and consequences for similar incidents. Matters omitted from this handbook should not be interpreted as a limitation to the scope of the school's responsibility and the school's authority in dealing with any type of infraction that may not be in the best interest of the safety and welfare of the students.**



# Table of Contents

## **Crisis/Emergency Action Plan**

St. Anastasia's Short Biography

## **Security Policy; Elastic Clause**

Administration, Faculty, Staff

Introduction .....	Page 1
<b>Mission Statement .....</b>	<b>Page 2</b>
<b>Statement of Philosophy .....</b>	<b>Page 3</b>
<b>Policies and Regulations .....</b>	<b>Page 4</b>
Admission Policies (age requirement, documentation requirements for new students, requirements for transfer students, priority listing for acceptance, pre-registration, homeroom placement)	
Tuition Schedule .....	Page 5
Family Participation Contract Policy .....	Page 6
Education Tax Credit Information .....	Page 6
School Hours .....	Page 7
Student Safety Regulations.....	Page 7
Security Regulations; Student Safety Patrols; Absentees and Tardiness; Early Dismissals; Truancy; Staying After School	
Health Laws and Guidelines .....	Page 9
Vaccinations; Pin Worm & Head Lice; AIDS Non-Discrimination Policy; Dispensing Medication	
<b>General Curriculum .....</b>	<b>Page 11</b>
Early Childhood: Pre-Kindergarten, Kindergarten	
Grades 1-8 Program (Science Program, Technology, Drug Prevention, Field Trips)	
Homework .....	Page 14
Assessment & Report Cards .....	Page 14
Terra Nova Achievement Test .....	Page 15
School Records .....	Page 15
<b>Sacramental Programs .....</b>	<b>Page 15</b>
First Eucharist; Confirmation	
<b>Student Code of Discipline .....</b>	<b>Page 16</b>
<b>Parent/Teacher/Student Conferences .....</b>	<b>Page 19</b>
<b>Important Communication &amp; Document Information .....</b>	<b>Page 20</b>
Civil Laws – Rights of Non-Custodial Parent; Sexual Harassment Regulation; Sexual Abuse and Neglect	
Internal Management Procedures	
Emergency Information Sheet; Change of Address and/or Telephone Number and Transfers; Newsletter & Calendars; School Website; Policy on School Visitors; Paging Devices, Cellular Phones & Telephone Use; Problems & Concerns	

School Uniforms .....	Page 22
School Organizations .....	Page 24
School Board; Family & School Association	
Athletic Program .....	Page 24
Sports Activities; Rules and Regulations; Code of Ethics; Disciplinary Measures	
Archdiocesan Hot Lunch Program and Recess .....	Page 26
Extended Day Program .....	Page 26
Archdiocese of Chicago Parish Participation Form .....	Page 27
Letter – Archdiocesan Task Force for the Prevention of Alcohol & Other Drug Use by Youth .....	Page 28
Alcohol, Drugs, Parties & The Law .....	Page 29
Curfew Law in Waukegan .....	Page 30
When Your Teen Is Attending a Party .....	Page 30
When Your Teen Is Giving a Party .....	Page 30
When You Are Out of Town .....	Page 31
Una Carta... Equipo Arquidiocesano de Chicago para la Prevencion del Alcohol y otro Uso de Drogas en los Jovenes .....	Page 32
Alcohol, Drogas, Fiestas y La Ley .....	Page 33
Toque de Queda en Waukegan .....	Page 34
Cuando Su Adolescente Asiste A Una Fiesta .....	Page 34
Cuando Su Adolescente Esta Ofreciendo Una Fiesta .....	Page 35
Asbestos Notification Letter to Parents, Teachers and All School Employees .....	Page 36
Illinois Pupil Transportation Reimbursement Information .....	Page 37
Informacion De Reembolso Por La Transportacion De Ninos .....	Page 38
Important Dates to Remember .....	Page 39

# **Introduction**

**The guidelines and information presented in this booklet are intended to help establish a good mutual relationship and understanding between school and home. Parents, teachers, administration and other school personnel must work together for the best interest of the student's education toward becoming good, loving and intelligent Christian individuals.**

**Changes will occur when new policies are developed by the Office of Catholic Schools, Archdiocese of Chicago and/or the St. Anastasia Board of Specified Jurisdiction. Such changes will be communicated to all parents and guardians.**

## Mission Statement

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

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

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

## **Statement of Philosophy**

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

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

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

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

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

# POLICIES AND REGULATIONS

## Admission Policies

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

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

### Age Requirements

Pre- Kindergarten .....	3/4 years old by September 1, 2009
Kindergarten .....	5 years old by September 1, 2009
Grade 1 .....	6 years old by September 1, 2009

### Documentation Requirements for New Students

1. An official copy of child's birth certificate (if applicable)
2. Baptismal certificate (if applicable)
3. Health and immunization record
4. Dental record

### Requirements for Transfer Students

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

### Priority Listing for Acceptance

#### A) *Children of Parishioners*

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

#### B) *Transfer students from other Catholic schools*

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

#### C) *Children of non-parishioners*

1. Children of families with siblings already enrolled in the school
2. Children of families newly registered in the parish who have previously attended a Catholic school, or from a public school where a Catholic school is not available
3. Children reaching school-age by September 1<sup>st</sup>

#### D) *Transfer students from public schools*

### Pre-registration

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

### Homeroom Placement

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

## Tuition Schedule and Other Fees School Year 2009-2010

The St. Anastasia Catholic School Tuition Schedule is determined by the School Board, and a *Tuition Agreement* is signed annually by each family. Parishioner status is reviewed by the pastor at the end of the 1<sup>st</sup> semester. If a family does not use the Sunday envelope, the status is changed to Non-Parishioner.

Tuition may be paid in 10-month (August 1<sup>st</sup> to May 1<sup>st</sup>) or 12-month (July 1<sup>st</sup> to June 1<sup>st</sup>) installments. Preschool, kindergarten and Grade 8 are on a 10-month schedule only. Monthly payments are due on the 1<sup>st</sup> of each month. Credit card payments are accepted. Late charges apply after the 15<sup>th</sup> of each month.

Registration fee must be paid at the submission of the registration form. This is non-refundable and can not be applied to tuition. All other fees must be paid by the first day of school.

### Kindergarten – Grade 8

<b>Parishioner</b>			
<i>Number of Children</i>	<i>Annual</i>	<i>Monthly (10)</i>	<i>Monthly (12)</i>
<b>1</b>	<b>\$2,920.00</b>	<b>\$292.00</b>	<b>\$243.35</b>
<b>2</b>	<b>4,640.00</b>	<b>464.00</b>	<b>386.70</b>
<b>3 (+)</b>	<b>6,396.00</b>	<b>639.60</b>	<b>533.00</b>
<b>Non-Parishioner</b>			
<i>Number of Children</i>	<i>Annual</i>	<i>Monthly (10)</i>	<i>Monthly (12)</i>
<b>1</b>	<b>\$4,500.00</b>	<b>\$450.00</b>	<b>\$375.00</b>
<b>2</b>	<b>7,800.00</b>	<b>780.00</b>	<b>650.00</b>
<b>3 (+)</b>	<b>11,000.00</b>	<b>1,100.00</b>	<b>916.67</b>

Registration Fee Per Family ..... \$100.00

Registration for current families after June 16, 2009 ..... \$200.00

*(Non-refundable and cannot be applied to delinquent tuition.)*

#### Materials and Supplies Fee Per Student

*Pre-K and Kindergarten* ..... \$225.00

*Grades 1 – 8 (includes Terra Nova Test)* ..... 250.00

*(Miscellaneous Fees information is provided upon registration.)*

\* \* \* \* \*

### Pre-Kindergarten Tuition (3 & 4 year olds)

**(Not included on Tuition Schedule for Kindergarten to Grade 8.**

**Every child pays separate tuition and fees.)**

*Full Day (Monday to Friday, 8:15 A.M. to 3:00 P.M.)*

Annually - \$5,000.00      Monthly (10) – \$ 500.00

*Full Day with Siblings*

Annually - \$4,000.00      Monthly (10) - \$400.00

*Part Time (Mon. to Fri., 8:15-11:15 A.M. or 12:00-3:00 P.M.)*

Annually - \$4,000.00      Monthly (10) – \$ 400.00

*Part Time with Siblings*

Annually - \$3,600.00      Monthly (10) - \$360.00

Registration Fee Per Family ..... \$100.00

*(Non-refundable and cannot be applied to delinquent tuition.)*

Materials and Supplies Fee Per Student ..... \$225.00

*(Miscellaneous Fees information is provided upon registration.)*

## **St. Anastasia Catholic School** **Family Participation Contract Policy**

To ensure that all school families participate in activities that occur throughout the applicable school year, and to promote a forum of fellowship among our school families, *a Family Participation Contract* is created. To guarantee that these support activities are achieved, this contract must be signed each year by every family. The signed contract is due no later than Fee Day of the current school year. If the contract is not returned by Fee Day, it will be assumed that a **“buy out”** is preferred. (*Buy out is explained below.*)

Each family will participate in TWO qualifying activities. Qualifying activities are specifically determined by the School Board, and are listed as follows:

Athletic Booster Club Board	Gift Wrap Sale	Room Mom/Dad
Auctions	Health Records	School Board Members
Bingo Concessions	Hospitality	Silent Auction
Bingo Floor	Hot Dog Day	Ticket Full of Miracles
Book Fair	St. Patrick’s Day Party	Traffic Aides
Coaches	Lunchroom Aide	Valentine’s Party
Committee Chairpersons	Market Day	Parish/School Picnic
Commission Members	Octoberfest	Uniform Resale
F. S. A. Officers	Pizza Count	Beautification
Family Night Events	Pizza Day	Citrus Sale
First Asst. Coaches	Raffle for Education	Cinco de Mayo
		Santa’s Workshop

**“Buy Out”** means that a family chooses not to sign a Family Participation Contract and will sign another contract with an agreement to pay **\$400.00** in lieu of performing any of the above activities.

A family that does not fulfill the Family Participation Contract is fined **\$500.00** and will be charged equally to the remaining tuition payments for the school year or a lump sum payment of the said amount immediately after the review.

In the event that a family does not fulfill the Family Participation Contract, the “buy out,” or the \$500.00 fine by the end of the school year, the family will not be permitted to register for the succeeding school year, until the fine is paid.

### **Education Tax Credit Information**

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

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

The parent/guardian has the responsibility of filling in their own Social Security Number and that of the student(s), if the school does not have this information.

Keep in mind that this receipt is attached to your *Illinois State Tax Return* and **cannot** be deducted on your **federal** form.

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

## SCHOOL HOURS

Regular school days ..... 8:15AM - 3:00PM  
Pre-Kindergarten..... 8:15AM – 2:45PM  
Tardy bell ..... 8:20AM

### *Entrance Procedures*

- Pre-kindergarten students must be dropped off at the door of the classroom. Parents will be allowed to bring the child to the classroom only on the first week of school.
- Students in Kindergarten to Grade 2 must be dropped off by parents at the designated area- Kindergarten-Grade 2 (east playground), Grades 3-5 (west playground), Grades 6-8 (east parking lot)

### *Dismissal Procedures*

- Students taking a school bus are dismissed by bus numbers. They must stay in their homeroom until their bus number is called. No student is allowed to wait in the hallways or stairs.
- Students who are picked up by parents or are walking home are dismissed at the sound of the bell.
- Students who are leaving early must be picked up at the school office. For safety reasons, students are not allowed to wait by the doors.
- During inclement weather, pre-kinder and kindergarten students must be picked-up in the classroom.

## STUDENT SAFETY REGULATIONS

### **Security Regulations**

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

- Do not drop off children in the morning before 8:00 A.M. when supervision begins unless they attend extended day care.
- All tardy students must sign in at the receptionist's office.
- PARENTS ARE REQUIRED TO REPORT TO THE OFFICE WHEN ENTERING AND LEAVING THE BUILDING. NO ADULT IS ALLOWED IN THE CLASSROOMS UNANNOUNCED.
- ALL VISITORS MUST WEAR A BADGE.

- The office must be notified of late pick-up. Students are required to wait in extended day care, where they are picked-up. Charges are assessed after 15 minutes.
- At no time is a child permitted to leave the building with an unauthorized adult. In the case of a divorce or separation, the office must be informed of which parent should pick-up the child. Without a court order, either parent may take the child from the building.
- In the morning, no student is allowed in the building for scouting, sports or other extra curricular activities unless accompanied by an adult.
- Parents who desire to observe a classroom must make an arrangement with the teacher 24 hours in advance.
- The school assumes no responsibility to damages or theft of bicycles. They must be locked securely. Skateboards and roller blades are prohibited on school/church property.

### **Student Safety Patrols**

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

### **Absentees and Tardiness**

1. All registered students must be present on the first day of school. The attendance record is marked accordingly.
2. Every student must be in his/her homeroom no later than 8:20AM in the morning. Tardiness is recorded on the student's Attendance Record.
3. If a student is absent, a parent/guardian must call the office no later than 8:20 a.m., or send a note stating the reason of the child's absence. This is a safety precaution for the student.
4. After an illness, the school must be furnished with a note or certification from the attending physician stating that the child can be allowed to be back in school.

### **Excessive Tardiness**

Excessive tardiness interferes with a child's education. Being prompt for school is a life skill we wish to stress in our children to develop during their elementary school years. If a student is excessively tardy a meeting will be required between the parents and teacher.

### **Truancy**

A student who is absent from school more than 10% of the total number of days that school is in session is in violation of the State Attendance law. If a student should reach the state limit, we will be obliged to notify the Lake County Regional Office of Education.

### **Planned Absences (Vacations)**

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

### **Early Dismissals**

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

### **Staying After School**

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

# HEALTH LAWS AND GUIDELINES

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

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

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

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

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

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

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

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

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

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

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

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

**Vision and Hearing Screening:** Vision and hearing screening are required annually beginning at age 3 in all licensed daycare/preschool programs. Once a child begins school, vision screening is required at Grades 2 and 8. Hearing screening is required at Grade K, 1, 2, and 3. Screening performed by a doctor's office as part of the school physical does not fulfill the mandate. Screeners who are trained and certified by the Illinois Department of Public Health may perform mandated screening. There is no charge for vision and hearing screening for preschool. All other students must pay \$3.00 per test, and Grade 2 students pay \$6.00 for both screenings.

**Dental Examination:** Before May 15 of the school year, each child in K, 2, and 6 grades shall present to the school proof of having examined by a dentist in accordance Section 27-8.1 (1.5) of the School Code.

## **AIDS – Non-Discrimination Policy**

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

1. The health of the child as documented by his/her physician allows participation in academic school activities. Based on the condition of the child and the expected type of interaction with others, the principal after consultation with the proper authorities, may limit the student's participation in certain school activities.
2. The student behaves in a manner that would not cause spread of the disease or put others at risk.
3. The student does not have open sores, skin eruptions or any other conditions that prevent his/her control of bodily secretions.
4. There are periodic evaluations of the student's physical condition, with written certification from his/her physician, allowing participation in academic activities.
5. The child meets the normal admission requirements.

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

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

## **Dispensing Medication**

*(In compliance with Archdiocesan Policy)*

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

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

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

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

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

# GENERAL CURRICULUM

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

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

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

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

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

## EARLY CHILDHOOD PROGRAM

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

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

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

## Pre-Kindergarten Program

Social & Emotional Expectations at registration

- Be away from the parents without being upset
- Is not afraid to go to school
- Takes care of toilet needs independently

- \_\_\_ Cares for belongings (*All personal belongings must be labeled*)
- \_\_\_ Dresses self independently
- \_\_\_ Knows full name
- \_\_\_ Knows parents' names
- \_\_\_ Recognizes authority
- \_\_\_ Speaks easily

## **Pre-Kindergarten Guidelines**

### ***Philosophy***

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

### ***Curriculum***

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

### ***Discipline***

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

### ***Clothing***

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

### ***Notes & Other Communications***

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

## **Kindergarten Program**

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

The learning activities include:

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

## **Grades 1 to 8 Program**

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

The academics are structured into an integrated and coordinated set of courses. All students participate in the required core curriculum. The primary and intermediate levels (Grades 1-5) are self-contained, and the junior-high level (*Grades 6-8*) is departmentalized. Cooperative learning is incorporated in the curriculum within the classroom, as well as between grades. Our curriculum meets state and archdiocesan academic standards.

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

### **Science Program**

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

In the primary grades, students are encouraged to be inquisitive and to delight in their gathering of the building blocks of science. Intermediate and junior-high grades place a strong emphasis on the scientific investigation method. Students routinely observe and participate in the use of this methodology — learning to pose a question, hypothesize an answer, test a hypothesis and form a conclusion. Students in Grades 6, 7 & 8 display their skills through participation in the Annual Science Fair. The 7<sup>th</sup> and 8<sup>th</sup> grade students are evaluated by an independent team of judges.

### **Technology**

Computer classes are designed to reinforce skills learned in the different subject areas, as well as to learn basic computer skills of word processing and Internet accessing. Computer skills taught vary from grade-to-grade. The school has a computer lab for students from Grades 1 to 8. There are also computers in every classroom for teacher and student use. Computer use is introduced in Kindergarten.

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

Every classroom is equipped with interactive boards to enhance instruction and learning in all the various subjects, including fine arts. The computer lab is also equipped with Senteos, a remote mouse for the interactive boards. An extra set is available and used as needed by teachers and students.

### **Drug Prevention Program**

Child Lure Prevention Program, Drug Prevention Program and AIDS Education are integrated in the following subjects - Religion, Science, and Social Studies.

The DARE Program, in cooperation with the Waukegan Police Department, is taught to Grade 6 by a Waukegan police officer.

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

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

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

### **Field Trips**

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

### **HOMEWORK**

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

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

Reading library books is a very good practice and is highly suggested. Young children who are not capable of reading by themselves should be read to by their parents. Older children can read to their parents, and in turn parents can test their comprehension by asking questions about what the children read.

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

### **ASSESSMENT & REPORT CARDS**

St. Anastasia Catholic School uses the Archdiocesan Report of Student Progress for Grades 4-8, and a modified report card for Grades 1 to 3, marked three times during the school year. Assessment of a student's achievement and progress are based upon several factors which include attendance, class participation, accomplishment of class work & homework, ability to explain skills learned, quizzes, tests, etc. Teachers confer with the principal in cases where a student is questionable with his/her promotion to the next grade.

Report cards are given to the parents at Parent/Teacher/Student Conference for the first trimester. For succeeding trimesters, they are sent home via the student. Report cards are held back if parents are not up-to-date with their tuition payments.

## **Terra Nova Achievement Test**

The school administers the Terra Nova Achievement Test from Grades 1 to 8. This is one of the tools to assess the performance of students during the school year. The test results are used by teachers to analyze individual and class achievement. They are also utilized to identify the strengths and needs of the curricular program, and as instrument in planning instructional strategies.

The achievement tests are given in the month of March. Individual results are sent home approximately six weeks after the testing. The Terra Nova Achievement Test is a multiple assessment tool that focuses on national educational standards.

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

## **School Records**

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

## **SACRAMENTAL PROGRAMS**

### **First Eucharist**

The Sacrament of the First Eucharist is received in Second Grade. In preparation for this sacrament, students along with their parents are required to attend weekly Sunday masses. This school year, it will be celebrated in April. Parents must also attend meetings relative to this program. The preparation of the children is a concerted effort among our pastor, second-grade teacher/s and Religious Education director.

*Fee Per Student - \$50.00*

### **Confirmation**

The Sacrament of Confirmation Program is a two-year process that takes place during the candidate's seventh- and eighth-grade years. There is a prerequisite of at least one-full year enrollment in a Catholic school or Religious Education Program, either at St. Anastasia or at another parish, before a candidate can be considered for the program.

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

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

*Fee Per Student - \$70.00*

# STUDENT CODE OF DISCIPLINE

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

*Barbara Coloroso*

## **I. Conduct Expectations**

Guiding the child to form Christian values is a fundamental responsibility of both the parent and educator in our society. The essence of Christian discipline is the development of a personal value system to motivate and to create a climate that encourages responsible behavior. As a Catholic institution, Saint Anastasia School has high expectations for student conduct based on trust, mutual respect and responsibility for the consequences of one’s action. Our school is a Catholic Christian educational community and all students, teacher and parent interactions should be governed by these principles.

As an educational community, our goal is to maintain a climate that is caring, safe and conducive to learning.

## **II. Consequences for Unacceptable Behavior — Grades K-8**

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

- Three demerits will result in a detention.
- Three detentions result in an in-school suspension and a conference with the parents, student and Discipline Board.

### ***A. Suspension***

Suspension is the isolation of the student from some or all school activities, but the continuation of doing his/her schoolwork on an independent or private basis. ***Suspensions can be served either in or out of school at the discretion of the principal and the Discipline Board.***

- Three suspensions will result in a possible expulsion

### ***B. Expulsion***

Continued disregard of the school rules, policies or the unwillingness to respond to corrective measures by both student and parents may result in expulsion. Expulsion may also be warranted when the student has acted in serious violation of school policies. The final decision to expel a student is made jointly by the pastor, the principal and the Discipline Board. An expelled student is no longer enrolled in Saint Anastasia School. A transfer is issued immediately.

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

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

### ***D. Conduct***

All demerits and detentions are recorded and placed in the student's file. Every student has the opportunity to earn back a demerit after receiving a second demerit. After **one** month with no infractions, a student can submit a typed paper stating the reason why the second demerit was issued and state five ways it could have been avoided. If this paper is acceptable to the Discipline Board, the second demerit may be rescinded. This opportunity is extended only one time each trimester.

### ***E. Other***

We strongly encourage parent supervision of internet usage. Students involved in any inappropriate internet activity or on-line harassment, outside of the school, is the sole responsibility of the parents.

## **III. List of Conduct Infractions**

- Disobedience or disrespect
- Bullying or threatening another person by word or gesture
- Any form of fighting, intentional touching or application of force to another person in a rude, insolent or angry manner
- Use of vulgar or obscene language, signs, gestures, or pictures
- Bringing toys, non-educational items or any electronic equipment to school without the teacher's permission (with exception of cell phones)
- Any form of vandalism or theft to school property or the property of others
- Defacing textbooks (This may result in a book replacement fee.)
- Lying, cheating or stealing
- Bringing toys, non-educational items or any electronic equipment to school without permission (These items will be confiscated and must be claimed by a parent)
- Possession or use of cigarettes, drugs or alcohol
- Violation of uniform rules
- Chewing gum is never allowed on the school premises
- Food consumption is prohibited in all areas of the school other than the lunchroom or at the discretion of the classroom teacher
- Violation of common area rules
- Coming unprepared for class
- Excessive tardiness
- Truancy
- Leaving school premises without permission
- ***Any other actions determined unfavorable by the Discipline Board***

## **IV. Rules for Common Areas**

The following rules are for common areas of the school. Any violation is dealt with immediately and may result in a demerit / detention. More serious offenses may be referred to the Discipline Board. Any minor violation is dealt with immediately by a teacher or adult in-charge.

### ***Hallway Rules:***

- Walk
- Be courteous, friendly and helpful
- Use conversational-level voices
- Respect our shared property by keeping it clean and undamaged

### ***Bathroom Rules:***

- Use conversational-level voices
- No loitering
- Wash hands before returning to class
- Respect our shared property by keeping it clean and undamaged

### ***Lunchroom Rules:***

- Enter cafeteria quietly and go straight to designated table
- Obey adult supervisors including parent volunteers
- Stay seated, no walking around
- Behave in an orderly manner at all times
- Use good table manners
- Talk to neighbor in normal conversational tones
- No throwing of food
- Tidy area before leaving the table and use the proper disposal container
- Leave the cafeteria quietly as soon as you have received permission to do so

### ***Playground Rules:***

- Keep voice down until you are outside the building
- Obey adult supervisors including parent volunteers
- Think and play safely (Throwing objects, except for certain approved balls are not safe. Climbing the fences, trees, snow hills and other facilities is not safe. Throwing snow or ice is not allowed.)
- The following articles or activities are not permitted: baseballs, Frisbees, hard rubber coated or hard balls, super balls and tackle or touch football.
- Stay on school grounds

### ***Assembly and Mass Rules:***

- Silently enter the church or gym for any gathering
- Be courteous, friendly and respectful
- Be a good listener
- Participate enthusiastically when you sing, respond or recite
- Stay in your seat for the entire mass
- Wait until you are told to get ready to leave
- Silently leave the church or gym from any gathering

### ***Bus Rules:***

- Enter and leave bus in an orderly manner

- Obey driver's instructions
- Stay in your seat when the bus is moving
- Respect the property by keeping it clean and undamaged
- Keep your whole body inside the windows

## V. Conclusions

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

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

### The Discipline Board

- Administrative Associate for Discipline, Grades K to 4 - Mrs. Mary Ann Dutcher
- Administrative Associate for Discipline, Grades 5 to 8 – Ms. Janice Bautista
- Mrs. Mary Ellen August
- Mrs. Kaye Brisbois
- Mr. Larry Peterson
- Ms. Amanda August

## PARENT / TEACHER / STUDENT CONFERENCES

*Parent/Teacher/Student Conferences* are scheduled at least once a year after the first grading period. At the discretion of the principal and teacher, an optional conference may take place at the end of each trimester, or at any time that the principal and teacher(s) deem necessary. On the other hand, if parents believe their child is encountering some problems, they should not hesitate to call the school and ask for a conference with the teacher.

The value of conferring with the school cannot be over-estimated. ***Appointments must be scheduled in advance by mutual agreement with the teacher. They cannot occur during school hours or before school begins in the morning.*** A short note to the school requesting an appointment receives prompt attention.

# **IMPORTANT COMMUNICATION AND DOCUMENT INFORMATION**

## **CIVIL LAWS**

### **Rights of Non-Custodial Parents**

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

### **Sexual Harassment Regulations**

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

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

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

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

### **Sexual Abuse and Neglect**

The school is mandated by law to report to the State of Illinois Department of Children and Family Services (DCFS) allegations and/or suspicions of child abuse and neglect.

## **SCHOOL INTERNAL MANAGEMENT PROCEDURES**

### **Emergency Information Sheet**

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

### **Change of Address and/or Telephone Number and Transfers**

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

## **Newsletters and Calendars**

Ordinarily, communications from the school and all the organizations of the school and parish are sent every Thursday. No business advertising is sent home through the school. It is not an agent of any commercial business.

Each month, every family receives a newsletter and a calendar in order to facilitate communications and to update parents of important activities and programs of the school. Other important notices are sent accordingly. The monthly newsletter is also placed on the school Web site.

## **School Web Site**

Parents can access the St. Anastasia School Web site at [www.stanastasiawaukegan.org](http://www.stanastasiawaukegan.org), which includes portions of the Parent Handbook, the monthly newsletter, and calendar and teacher web page. ***Parents and students are responsible for checking the information found on their Teacher's Web Page.***

## **School Visitors**

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

## **Paging Devices, Cellular Phones & Telephone Use**

Students are not allowed to use personal cellular phones during school hours. Cell phones must be stored with the homeroom teacher and not in students' lockers. They are returned to the student at the end of the school day. The school is not liable for the loss of beepers or cell phones brought to school. **Students are only to use the school telephone for emergency calls to their parents.**

## **Problems/Concerns**

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

# SCHOOL UNIFORMS

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

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

## GIRLS

### *Blouses:*

- ◆ White turtleneck, polo shirts, or blouses with long or short sleeves and Peter Pan collars or Oxford type shirts
- ◆ White T-shirt ONLY to be worn under the uniform shirt

### *Sweaters:*

- ◆ Forest green or red sweater (must be a button up front, with no collar or hood)
- ◆ St. Anastasia School sweatshirt (regular or hooded)

### *Skirts:*

- ◆ Kindergarten to Grade 3 - Red/Green/Blue plaid jumper
- ◆ Grades 4 to 8 - Red/Green/Blue plaid skirt

### *Pants:*

- ◆ Navy-blue dress pants ONLY

### *Shorts:*

- ◆ Navy-blue walking length shorts ONLY during the months of August, September, May and June.

## BOYS

### *Shirts:*

- ◆ White turtleneck, polo shirts with long or short sleeves or Oxford type shirts
- ◆ White shirt with St. Anastasia logo
- ◆ White T-shirt ONLY to be worn under the uniform shirt

### *Sweaters:*

- ◆ St. Anastasia sweatshirt (regular or hooded)

### *Pants:*

- ◆ Navy-blue dress pants ONLY

### *Shorts:*

- ◆ Navy-blue walking length shorts ONLY during the months of August, September, May and June

## **Shoes: Boys and Girls**

Shoes must be soft soled, non-marking solid black, brown (light or dark), navy or white with **NO** accent colors. “Heelies” and high top tennis shoes are not acceptable. UGZ style boots may not be worn during the school day. For determining if shoes are acceptable, contact the principal or assistant principal for verification.

Shoes are to be with ties, Velcro or slip-ons. The maximum heel height is 1½ inches. Flip-flops, clogs without backs, slippers and beach-type shoes are prohibited. High Top tennis shoes, Converse or Converse-like shoes are **not allowed**. Shoelaces must be black, brown or white and must be a matching pair, and the same color as the shoes. Shoe laces must be pulled tight and tied at all times.

Uniform socks are mandatory at all times and must be crew, knee-hi, or tights. Socks must match and may be navy blue, red, or white.

## Uniform Codes

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

- Uniforms must be of proper size, clean, and in good repair.
- Low-waist and bell-bottom pants are not acceptable.
- Long pants may not be worn under skirts or jumpers during the school day.
- ***Boys and girls must wear plain black, brown or navy belts. No decoration allowed.***
- ***Shirts and blouses must be tucked in at all times; no rolling or folding.***
- Monograms, logos or any form of design are not allowed on blouse or shirts with the exception of the St. Anastasia logo.
- Skirts and jumpers must be worn no shorter than two inches above the knee. Skirts cannot be rolled at the waist.
- Cargo pockets, patches, excessive zippers or contrasting color top-stitching are not allowed on pants or shorts.
- Jewelry: Simple items such as a watch, necklace with a religious medal or a ring may be worn. Girls may wear small earrings.
- Girls are **not** allowed to wear make-up.
- Boys are **not** allowed to wear earrings.
- Nail polish and long nails are **not** allowed.
- Boys are **not** allowed to have hair designs, dyed hair, extreme haircuts or long hair. This includes hair over or in eyes and must be above the collar. Determining appropriate hair length will be at the discretion of the principal or assistant principal.
- Girls are **not** allowed dyed hair or hair that hangs in their eyes.
- Cans of hairspray, body spray, cologne, and perfume are not allowed in school.
- “Special Dress” Passes can only be used on Fridays.

## Gym Uniform

St. Anastasia School gym uniforms with the school logo are to be worn for gym classes.

School logo sweatshirts and pants may be worn during gym class in the wintertime.

Kindergarten through Grade 4 may wear the gym uniform or St. Anastasia School sweats on gym days.

Grades 5 through 8 must change into and out of gym clothes.

***School Uniforms may be purchased at:***

**Schoolbelles**

[www.schoolbelles.com](http://www.schoolbelles.com)

**1-888-637-3037**

***Gym Uniforms are available for purchase at:***

**SPORTS IN DEMAND**

430 North Green Bay Road

Waukegan, IL 60085

**847-662-09**

# School Organizations

## *Board of Specified Jurisdiction*

In compliance with **Genesis: A New Beginning for Catholic Schools** of the Archdiocese of Chicago, St. Anastasia has formally organized the *Board of Specified Jurisdiction* this year. This Board is responsible for: strategic planning; formulation of local school policies to guide planning and administration of academic, student, faith community affairs, business and development affairs; evaluation of principal in conjunction with Superintendent of Schools and pastor, of effectiveness of local school policies and plans, of effectiveness of Board operations, and of mission effectiveness; and oversight of financial operations, oversight of and participation in institutional advancement/development programs designed to attract human and financial resources, and mission effectiveness.

The Board consists of 11 to 21 members appointed by the Pastor with categorical membership as follows: parents (no more than 25% of total membership), alumni/parents of alumni, leaders within the civic, business and professional communities, and parishioners.

## *Family & School Association*

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

- to sponsor major fundraisings with part of the proceeds earmarked for the annual budget
- to raise funds for various non-budget activities of the school
- to assist in the public relations of the school
- to assist the students in various school activities

Meetings are held on the 2<sup>nd</sup> Tuesday of the month, from August to June.

## St. Anastasia Catholic School Athletic Program

### Rules and Regulations

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

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

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

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

## **Code of Ethics**

### **The student agrees to:**

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

### **The coach agrees to:**

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

### **The parents agree to:**

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

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

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

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

## **Sports Activities**

- **Boys:** Football/Basketball/Volleyball
- **Girls:** Cheerleading/Volleyball/Basketball/Softball

## **ARCHDIOCESAN HOT LUNCH PROGRAM & RECESS**

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

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

Lunch orders may be done on the internet.

We have three lunch periods, from 11:20 a.m. to 12:45 p.m. Pre-kindergarten students eat in the classroom.

**Recess** precedes or follows the lunch period for 20 minutes.

## **EXTENDED DAY PROGRAM (EDP)**

The *Extended Day Program* (EDP) is a service offered to school parents. Before and after care is available for those families who need extended care on school days. It is for St. Anastasia School students only.

EDP is offered on days that school is in session. Children are completely supervised until they are picked up by a parent/guardian. A parent signs in his/her child in the morning and signs out in the evening.

EDP does not provide occasional baby-sitting. Families using the service must be registered at the beginning of the year.

### **Fees:**

*Registration fee per family - \$35.00*

*Hourly rate or a fraction thereof - \$3.50*

*Rate every 15 minute after 6:00 p.m. - \$5.00*

- Before School - 7:00 a.m. to 8:00 a.m.
- After School – 3:00 p.m. to 6:00 p.m.

A snack and beverage is provided during the after-school care. Activities provided for the children include homework assistance, and indoor or outdoor play

### **Illness or Accident**

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

*(Detailed information can be found in the EDP Parent Handbook.)*



**Archdiocese of Chicago  
Office of Catholic Schools  
Parish Participation Form**

Each family/student expecting to be classified as a participating parishioner of a Catholic parish is required to complete this form, have the form signed by their pastor and return it to the school. Without this form, signed by your pastor, your family will be classified as non-participating parishioners and charged according to that rate.

Each family expecting to participate in the parish subsidy program is required to be registered and participating in an area Catholic parish. This matter is to be clarified for each student prior to formal enrollment in the school. Your status as a participating parishioner will be verified annually.

Families who are relocating to the area must submit a verification letter signed by their current pastor in order to be eligible for the participating rate. The Catholic transfer status will be valid for a six-month period. After six months a verification letter from an area Catholic parish will be required.

<b>FAMILY INFORMATION</b>			(Please type or print all information)		
Family Name					
Address:					
City:		State:		Zip:	
Telephone Number:			Previous Parish:		

<b>STUDENT INFORMATION</b>	
Student Name:	
School:	Entering Grade:
Student Name:	
School:	Entering Grade:
Student Name:	
School:	Entering Grade:

I/We, the parents/guardians of the student(s) listed above understand:

- A. A registered member is one who is officially listed on the parish census.
- B. A participating member is one who is involved and intends continued involvement in weekly parish worship and contribution of time, talent and treasure for the support of the parish.
- C. A participating member is expected to use parish envelopes.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Parish: \_\_\_\_\_ Envelope No.: \_\_\_\_\_

I certify, as pastor of the above designated parish, that the listed parent and student(s) are participating parishioners.	
Pastor Signature:	Date:

*Check if applicable:*  
 \_\_\_\_\_ Relocating family from \_\_\_\_\_ parish. Date: \_\_\_\_\_



## *St. Anastasia Catholic School*

*Archdiocese of Chicago  
Office of Catholic Schools  
Sr. M. Paul McCaughey OP, Superintendent*

Dear Parents,

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

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

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

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

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

Sincerely,

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

# ALCOHOL, DRUGS, PARTIES, & THE LAW

## A practical guide for parents and teens

CHICAGO ARCHDIOCESAN TASK FORCE FOR THE PREVENTION OF ALCOHOL AND OTHER DRUG USE BY YOUTH  
Ada Harris, Office of Catholic Schools, 312.751.5304  
(Revised January, 2007)

### THE LAWS OF ILLINOIS

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

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

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

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

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

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

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

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

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

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

## **CURFEW IN WAUKEGAN**

Municipal Code Sec. 15-16 – It is unlawful for a juvenile to be present at or upon public building, place, street or highway in violation of the following curfew hours unless accompanied and supervised by a parent, legal guardian or other responsible companion at least 21 years of age approved by a parent or legal guardian or unless the juvenile is engaged in conducted which is enumerated in subsection (b):

1. Persons younger than 14 years of age – between the hours of 9:00 P.M. and 6:00 A.M. each day.
2. Persons at least 14 years of age but younger than 16 years of age – between the hours of 10:00 P.M. and 6:00 A.M. each day of the week.
3. Persons at least 16 years of age but younger than 18 years of age:  
Saturday – between 12:01 A.M. and 6:00 A.M.  
Sunday – between 12:01 A.M. and 6:00 A.M.  
Sunday through Thursday – 10:00 P.M. and 6:00 A.M. on the following day

### **WHEN YOUR TEEN IS ATTENDING A PARTY**

- .. Know where your teenager will be. Obtain an address and phone number. Agree that he or she will call you if the location is changed.
- .. Personally contact the parents of the party giver to:
  - Offer assistance and support.
  - Verify the occasion.
  - Make sure the parents will be present
- .. Be certain that alcohol, tobacco and other drugs will not be permitted.
- .. Agree beforehand on a curfew
- .. Know how your teenager will get to and from the party. Arrange that you, a specified friend or neighbor can be called if he or she needs a ride home. Discuss the possible situations which might necessitate this. Reinforce that under no circumstances should your teenager allow someone who has been drinking or using other drugs to drive him/her anywhere.
- .. Personally check with the parents if your child stays overnight with a friend after the party.
- .. If your teenager attends a party where alcohol, tobacco, and other drugs are served by the parents or allowed, it is important to:
  - Phone and discuss your disapproval with the parents.
  - Discuss the legal ramifications with them.
  - Share notes with other parents.
  - Express thanks and support to parents and students within these guidelines.

### **WHEN A TEENAGER IS GIVING A PARTY**

- .. Plan in advance. Check party plans with your teenager and know who the guests will be. If you agree on who is to be invited you can curb the "open party" situation. Set definite limits.
- .. Agree to the rules ahead of time.  
The rules should include:
  - No drugs, including alcohol or tobacco.
  - No leaving the party and returning.
  - No gate crashers.
  - Some rooms in your home are off limits.
- .. Know your responsibilities. The responsible adult at a teenager's party must be visible and aware. Remember it is illegal to serve/provide drugs, including beer, wine, wine coolers, to anyone under 21 years of age. You may be liable both to criminal charges and for monetary damages in a civil lawsuit if you furnish alcohol and other drugs to a minor.

- .. Anyone who leaves the party should not be allowed to return. This discourages people from leaving with the intent of drinking or using drugs in their cars or elsewhere and then returning to the party.
- .. Welcome calls from other parents to discuss the party arrangements.
- .. Notify your neighbors beforehand that a party is being given and will be supervised.
- .. Notify police when giving a large party. Discuss with them an agreeable parking plan. Let police know whom to contact in case of complaints.
- .. Plan to have plenty of food and non-alcoholic drinks
- .. Plan some activities ahead: Movies, dancing, sports, etc.
- .. Discuss the party afterward with your teenager and share your observations and possible frustrations.

### **WHEN PARENTS ARE OUT OF TOWN**

#### *Homes where parents are absent are frequent party sites*

- .. Inform your teenager of their responsibilities and the consequences of their actions.
- .. Have a responsible adult live in your home during your absence or have your teenager stay with a responsible adult. Explain to them your family policy and rules for parties.
- .. Inform your neighbors of your absences. Request they contact you or a responsible adult, or even the police, if a party occurs.
- .. Let the parents of your child's friends know of your absence. Cooperation is both essential and productive.
- .. If a party is held, find out who attended and contact their parents as soon as possible.

# *St. Anastasia Catholic School*

*Archdiocese of Chicago  
Office of Catholic Schools  
Sr. M. Paul McCaughey OP, Superintendent*

Queridos Padres,

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

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

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

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

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

Sinceramente,

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

# ALCOHOL, DROGAS, FIESTAS Y LA LEY

## Una guía practica para padres y adolescentes

EQUIPO ARQUIDIOCESANO DE CHICAGO PARA LA PREVENCIÓN DEL ALCOHOL Y OTRO USO DE DROGAS EN LOS ADOLESCENTES  
Ada Harris, Office of Catholic Schools:312-751-5304  
(Revisado Enero, 2007)

### LAS LEYES EN ILLINOIS

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

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

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

2. Cualquier persona que tenga por lo menos 21 años de edad, incluyendo un padre, que pague por un cuarto o facilidad de hotel o motel sabiendo que el cuarto o facilidad está siendo usado por una persona menor de 21 años de edad para el consumo ilegal de alcohol y dicho consumo cause la intoxicación de la persona menor de 21 años de edad, será responsable de cualquier persona o propiedad que sea dañada.

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

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

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

6. Es ilegal para cualquier persona manejar o tener control físico sobre cualquier vehículo bajo la influencia del alcohol, otras drogas o la combinación de las dos. Manejar bajo la influencia del alcohol, droga o una combinación de las dos es una ofensa que se castiga con una multa mínima de \$500 y/o encarcelamiento hasta de un (1) año. Cualquier persona que maneje un vehículo de motor en alguna

carretera publica en el estado de Illinois, deberá someterse a un examen químico o examen de sangre, aliento o orina para determinar el contenido de alcohol, otra droga, o combinación de las dos en la sangre si la persona es arrestada por manejar bajo la influencia del alcohol. Si alguna persona se rehusa a someterse a la prueba, su licencia de manejar será automáticamente suspendida por lo menos seis(6) meses.

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

## **Toque de queda en Waukegan**

Es ilegal para que un joven esté presente en o sobre los edificios públicos, lugar, calle o la carretera con violación de las horas siguientes del toque de queda a menos que sea acompañado y supervisado por un padre, un guardian legal o otro compañero responsable por lo menos de 21 años de edad, que sea aprobado por un padre o un guardian legal o al menos que contraten al joven a conducido que se enumera en la subdivisión (b):

1. Persona más joven de 14 años de edad - entre las horas de 9:00pm y 6:00am cada dia.
2. Persona por lo menos 14 años de edad, pero más joven de 16 años de edad - entre las horas de 10:00pm y 6:00am cada día de la semana.
3. Persona por lo menos 16 años de edad, pero más joven de 18 años de edad:
  - Sábado - entre 12:01am y 6:00am
  - Domingo - entre 12:01am y 6:00am
  - Domingo a Jueves - 10:00pm y 6:00 en al día siguiente.

## **CUANDO SU ADOLESCENTE ASISTE A UNA FIESTA**

- .. Sepa donde estará su hijo. Obtenga un domicilio y numero de teléfono. Póngase de acuerdo para que el/ella lo llame si cambia el lugar de la fiesta.
- .. Comuníquese con los padres de la persona que va ha dar la fiesta para:
  - Ofrecer asistencia y apoyo.
  - Verificar la ocasión.
  - Asegurarse de que los padres estarán presentes.
- .. Asegurarse de que el alcohol, el tabaco y otras drogas no serán permitidos.
- .. Póngase de acuerdo de antemano en un toque de queda.
- .. Sepa como su adolescente se irá y volverá de la fiesta. Haga arreglos para que usted, un amigo/a, o vecino puedan ser llamados si el/ella necesita que alguien lo traiga a casa. Discuta las posibles situaciones en que ésto pudiera ser necesario. Enfatice que bajo ningunas circunstancias su adolescente permita que alguien que ha estado bebiendo o usando otras drogas lo conduzca a el/ella a alguna parte.
- .. Verifique personalmente con los padres si su hijo/a decide pasar la noche con su amigo después de la fiesta.
- .. Si su adolescente asiste a una fiesta donde alcohol, tabaco, y otras drogas son servidas o permitidas por los padres, es importante:
  - Llamar y hablar sobre su desacuerdo con los padres.
  - Discuta con ellos las ramificaciones legales.
  - Comparta notas con otros padres.
  - Expresé agradecimiento y apoyo a padres y estudiantes dentro de estas guías.

## **CUANDO SU ADOLESCENTE ESTA OFRECIENDO UNA FIESTA**

- .. Planee con anticipación. Revise sus planes con su adolescente y sepa quienes serán los invitados. Si se ponen de acuerdo en quien será invitado, esto ayudara a prevenir situaciones de que se presente alguien no invitado. Defina sus limites.
- .. Póngase de acuerdo en las reglas con anticipación.  
Estas reglas deben incluir:
  - No drogas, incluyendo alcohol o tabaco.
  - No irse la fiesta y regresar.
  - No personas que no hayan sido invitadas.
  - Algunos cuartos en su casa deben estar fuera de limites.
- .. Conozca sus responsabilidades. El adulto responsable en la fiesta debe ser visible y atento. Recuerde es ilegal servir/proveer drogas, incluyendo cerveza, vino, wine coolers, a personas menores de 21 años de edad. Usted puede ser acusado ante la corte de cargos criminales y/o tendrá que pagar daños monetarios en casos civiles si le ofrece alcohol y/o otras drogas a menores.
- .. No permita a nadie regresar si se sale de la fiesta. Esto evita a las personas de irse con el intento de beber o de usar drogas en sus coches o a otra parte y después regresar a la fiesta.
- .. Hable con otros padres para discutir los arreglos de la fiesta.
- .. Informe a sus vecinos de antemano que dará una fiesta y que será supervisada.
- .. Notifique a la policía si va a celebrar una fiesta grande. Discuta con ellos sobre un plan de estacionamiento  
Déjeles saber a quien llamar en caso de quejas.
- .. Planee tener suficiente comida y bebidas sin alcohol.
- .. Planee actividades con anticipación: Películas, baile, deportes, etc.
- .. Al terminar la fiesta hable con su adolescente y comparta sus observaciones y posibles frustraciones.

## **CUANDO USTED ESTE FUERA DE LA CIUDAD**

- Casas donde los padres están ausentes son sitios frecuentes para fiestas.
- .. Informe a su adolescente de sus responsabilidades y las consecuencias de sus actos.
  - .. Tenga un adulto responsable que viva en su casa durante su ausencia o que su adolescente se quede en casa de un adulto responsable. Explíquelo a ellos las reglas familiares y guías para tener fiestas.
  - .. Informe a sus vecinos de sus ausencias. Pida que se comuniquen con usted, con un adulto responsable, o hasta la policía si una fiesta ocurre.
  - .. Deje saber a los padres de los amigos de su hijo/hija sobre su ausencia. La cooperación es esencial y productiva.
  - .. Si se lleva acabo una fiesta, verifique quien asistió y comuníquese con los padres lo antes posible.

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

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

July 1, 2009

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

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

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

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

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

Sincerely,

*Mrs. Lourdes G. Mon*  
Designated Person

**Illinois State Board of Education**  
***Parent or Guardian State Pupil Transportation***  
***Reimbursement Information for 2009-10 School Year***

Parent(s) or legal guardian(s) who must provide transportation to and from school **because free transportation is not available for their children** may be eligible to receive money from the state to help offset some of the cost, for example, bus fares or mileage reimbursement for private automobiles at \$0.445 per mile.

If you can answer yes to the following questions for the 2009-10 school year, you may be eligible to receive reimbursement for providing such transportation.

- 1) Will the pupil be under the age of 21 at the close of the school year?
- 2) Is the student a fulltime student in grades kindergarten through 12?
- 3) Does the pupil either live 1 ½ miles or more from school or live less than 1 ½ miles from school but **must be transported** due to a serious safety hazard approved by the Illinois Department of Transportation? (See following paragraphs.)
- 4) Does the pupil attend a school within Illinois which meets Illinois compulsory attendance laws?
- 5) Did the parent/guardian incur transportation expenses resulting from transporting the pupil to and from school?
- 6) Did the pupil not have access to transportation to and from school provided entirely at public expense?
- 7) Did the parent/guardian reside within Illinois during the time period expenses were incurred?

If you answered yes to the above questions, lived in Illinois and wish to file a claim, you must go to the school where each of your children is enrolled by June 20, 2010, to submit claim information. You may provide claim information to appropriate school personnel at your child's attendance center until June 30, 2010.

In addition, parent(s)/guardian(s) who have pupils living **less than 1 ½ miles** from the school attended must verify that a safety hazard due to vehicular traffic exists by completing an Application for Determination of Serious Safety Hazards. Parents can obtain a copy of the Application for Determination of Serious Safety Hazards from the Office of the Regional Superintendent of schools for the county in which they reside. All applications for Determination of Serious Safety Hazards must be received no later than February 1, 2009, at the office from which the application was requested. The Regional Superintendent of Schools is required to send the Application to the Illinois Department of Transportation within 15 days. The Illinois Department of Transportation reviews and approves or denies the application and returns it to the regional Superintendent of schools within 30 days. Upon receipt of the reviewed application, the Regional Superintendent of Schools will mail it to the parent/guardian who requested the safety hazard be verified. **If the safety hazard is approved, the parent/guardian must go to the school the pupil attends to submit claim information.** Parents who received verification of a safety hazard during and after 2008-2009 school year, whose children attend the same school and live at the same address do not have to reapply for the safety hazard verification.

Once all claim information is submitted at the school, it will be transmitted electronically to the Illinois State Board of Education. If your claim information is approved, you should receive a check directly from the state for the lesser of the cost of transporting your child/children or the average per pupil reimbursement paid to public schools for transporting regular education pupils. If insufficient funds are appropriated by the General Assembly, all claims will be prorated.

If you have any questions, please call or come to the school as soon as possible.

**Junta De Educacion Del Estado De Illinois**  
**Informacion De Reembolso Por La Transportacion De Ninios**  
**Para Los Padres o Guardianes Del Estado Por Ano Escolar 2009-10**

Los padres o guardines legales quienes deben proveer transportacion de ida y vuelta a la escuela debido a **que no existe transportacion gratuita para sus ninios** quizas sean elegibles para recibir reembolso por el costo del pasaje en autobus o reembolso por el uso de automoviles privados a razon de \$0.445 por milla.

Si Ud. responde que si a las siguientes preguntas para el ano escolar 2009-10, Ud. quizas sea elegible para recibir reembolso por proveer dicha transportacion.

- 1) Sera el estudiante menor de 21 anos de edad al cierre del ano escolar?
- 2) Esta el estudiante matriculado por tiempo complete en los grados de kindergarten hasta el grado 12?
- 3) Vive el estudiante a 1 ½ millas o mas de distancia de la escuela o vive a menos de a 1 ½ millas de la escuela pero **debe de ser transportado** debido a peligros de seguridad segun aprobados por el Departamento de Transportacion de Illinois? (ver los parrafos que siguen)
- 4) Asiste el estudiante a una escuela en Illinois que cumple con los requisitos legales de Illinois de asistencia mandataria?
- 5) Ha incurrido el padre o guardian gastos de transporte como resultado de llevar y traer al nino a la escuela?
- 6) No tenia acceso el estudiante a transportacion de ida y vuelta a la escuela proveido enteramente por costo del publico?
- 7) El padre o guardian radico dentro del estado de Illinois durante el periodo de tiempo que los gastos fueron incurridos?

Si Ud. ha contestado que si a las preguntas antedichas, ha vivido en Illinois y desea hacer una peticion, Ud. debe de ir a la escuela donde cada uno de sus ninios esta matriculado antes del 20 de Junio de 2010 y completar el formulario de reclamacion. Estos formularios de reclamacion se encontraran en las escuelas hasta el 30 de Junio de 2010.

Ademas, los padres o guardines de estudiantes que vivan **a menos de 1 ½ millas** de distancia de la escuela a la cual asisten deberan verificar que existen peligros de seguridad debido al trafico de vehiculos. Esta verificacion se puede hacer completando una solicitud para Determinacion de Serios Peligros De Regional de Escuelas del condado en cual radican. Todas las solicitudes para Determinacion de Serios Peligros De Seguridad deben ser recibidas antes del 1 de Febrero de 2009, en la oficina de donde se mandaron pedir.

El Superintendente Regional de Escuelas debe de enviar dicha solicitud al Departamento de Transportacion dentro de un periodo de 15 dias de haberla recibido. El Departamento de Transportacion de Illinois revisa y aprueba o niega la solicitud y la devuelve al Superintendente Regional de Escuelas en un periodo de 30 dias. Al recibir la solicitud ya revisada, el Superintendente Regional de Escuelas en un periodo de 30 dias. Al recibir la solicitud ya revisada, el Superintendente Regional de Escuelas la enviara por correo al padre o guardian quien habia hecho la solicitud de verificacion de peligro de seguridad. **Si este peligro de seguridad es aprobado, el padre o guardia debe ir a la escuela donde el estudiante esta matriculado para completar la solicitud de reembolso.**

Los padres o guardians quines hayan recibido verificacion de peligro de seguridad durante y despues del ano 2008-2009 cuyos ninios asisten a la misma escuela y viven en el mismo domicilio no tendran que volver a solicitar la verificacion de peligro de seguridad.

Una vez que todas la peticiones de reembolso hayan sido sometidas a la escuela, dichas peticiones seran enviadas electronicamente a la Junta de Educacion del estado de Illinois. Si su peticion de reembolso es aprobada, Ud. Recibira un cheque directamente del Estado por la cantidad que sea menor entre el costo de transportar estudiantes en el program regular. Si la Asamblea General no provee los suficientes fondos, el reembolso sera en proporcion a la cantidad aprobada.

Si Ud. Tiene alguna pregunta o necesita mas informacion, favor de llamar o ir a la escuela lo antes posible.

## Important Dates To Remember School Year 2009 - 2010

Aug.	02	.....	Current Family Fee Day
	17-21	.....	Teachers Orientation Days
	24	.....	Grades 1-8, First Day of School
	25	.....	Pre-kinder and Kindergarten First Day of School
Sept.	03	.....	Parent Orientation Night
	07	.....	Labor Day, No School
	10	.....	FSA Welcome New Parents Night
Oct	01	.....	Mid-term Progress Report, Grades 4-8
	12	.....	Columbus Day, No School
	16	.....	Teachers' Catechetical Conference, No School
	17	.....	Octoberfest & Raffle for Education
Nov.	06	.....	First Trimester Ends
	16-17	.....	Parent/Teacher/Student Conferences
	18	.....	First Trimester Honors Assembly
	25	.....	Teacher In-Service, No School
	26-27	.....	Thanksgiving Break, No School
Dec.	17	.....	Christmas Pageant
	21	.....	Christmas Break Starts
Jan.	04	.....	School Resumes
	14	.....	Mid-term Progress Report, Grades 4-8
	15	.....	Teachers In-Service, No School
	18	.....	Martin Luther King, Jr. Day, No School
Feb.	07	.....	Grade 8 Confirmation
	15	.....	Presidents' Day, No School
	19	.....	Second Trimester Ends
	22	.....	Teacher Professional Development Day, No School
	24	.....	Second Trimester Honors Assembly
Mar.	07	.....	Open House
	13	.....	St. Patrick's Day Party
	28	.....	Palm Sunday
	29 - April 5	.....	Spring Break
Apr.	01	.....	Holy Thursday
	02	.....	Good Friday
	04	.....	Easter Sunday
	06	.....	School Resumes
	15	.....	Mid-term Progress Reports, Grade 4-8
	25	.....	Grade 2 First Communion
May	01	.....	"Cinco De Mayo" Party
	02	.....	Grade 7 Confirmation Commitment Sunday
	07	.....	Teachers In-Service, No School
	24-28	.....	Festival of Cultures Week
	28	.....	Third Trimester Ends
	31	.....	Memorial Day, No School
June	01	.....	Kindergarten Graduation
	01	.....	Preschool, Last Day of School
	03	.....	Grade 8 Graduation Mass & Ceremony
	04	.....	Grade 8 Graduation Dinner & Dance
	04	.....	School Year Ends, Mass & Honors Assembly

# **ST. ANASTASIA CHURCH**

**624 Douglas Avenue, Waukegan, IL 60085**

**Tel. 847-623-2875 FAX 847-623-4882**

**E-Mail: [lgarcia@archchicago.org](mailto:lgarcia@archchicago.org)**

**Website: [www.stanastasiawaukegan.org](http://www.stanastasiawaukegan.org)**

**Rev. Aloysius M. Funtila, *Pastor***

## **Masses**

Saturday		5:00 P.M.
Sunday	7:30; 9:00 (Spanish); 11:00 A.M.	
Holy Days		8:30 A.M. & 5:30 P.M.
Weekdays (Monday – Saturday)		8:30 A.M.
Liturgy of the Hours		8:00 A.M.
Marian Devotion		8:00 A.M.

### **New Parishioners:**

***Welcome to our parish!*** Packets are available for registration at back of church.

**Prayer Phone Network:** 244-9732 or 662-1252

### **Communion for Shut-ins**

Please call the Minister of Care or the Rectory.

### **Sacrament of Reconciliation (Confession)**

Saturday 11:00 to 11:30 a.m. or by appointment

### **Sacrament of Baptism**

Before final arrangements can be made, parents must attend a special preparation session that is held on the Third Sunday of each month at 10:00 a.m. in the church. Please call the Rectory to make arrangements.

### **Sacrament of Matrimony**

Please make arrangements at the rectory at least six months in advance. No date can be set for a wedding without an appointment with one of the priests.

### **Sacrament of Anointing of the Sick**

Please call the Rectory.