

MISSION STATEMENT

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

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

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

FIRST DAY AND SCHOOL HOURS - Grades Kindergarten through Eight – The first day of school is Monday, August 15th. The first bell will ring at 7:55 a.m. and the tardy bell will ring at 8:00 a.m. The students will dismiss at 12:00 (Noon) on August 15th and 16th. School hours are 8:00 a.m. until 3:00 p.m. The typical dismissal will last 20-25 minutes. **To assist us with getting your child to your car in a timely manner, please write the student's last name on a piece of paper and display the paper in the windshield on the right side of the dashboard.** Students not picked up by the end of dismissal will be taken to After Care and parents will be charged accordingly.

Our After-Care Program will be available beginning on the first day of school. **Please create an After-Care account at the Open House on August 12th.**

MORNING DROP OFF PROCEDURES – Children in grades K-8 should be dropped off at the north entrance of the auditorium no earlier than 7:15 a.m., and no later than 7:55 a.m. Beginning at 7:30 a.m., a staff member will help your child out of the car. (For safety purposes we ask that all drivers remain in their car during the drop-off process.) Children will wait in the auditorium at an assigned table until their teacher picks them up for class.

AFTERNOON DISMISSAL PROCEDURES - Dismissal begins at 3:00 p.m. Pre-K students, Kindergarten students, siblings of Pre-K and Kindergarten students, bus riders, and siblings of John Carroll students will be dismissed from the pavilion and bus area. All other students in grades 1-8 will be dismissed from the north side of the main building. The security gates do not open until 2:30 p.m. for dismissal.

St. A students who will be picked up by a sibling attending John Carroll High School must bring a note, signed by a parent, explaining this pick up arrangement. The St. A student must be picked up at the pavilion area by the sibling. **They will not be permitted to leave the pavilion area unescorted.** Notes will be kept on file in the school office.

Parents who work at John Carroll High School and need their children to walk over to JCHS at dismissal are asked to submit a note to the school office. Students will not be permitted to walk to JCHS until this note is on file in the school office.

Pre-School arrival and dismissal information will be explained in a letter being sent separately to pre-school parents.

PARENT HANDBOOK – The 2016 edition of the Parent Student Handbook can be found on the school's website - www.saintanastasiaschool.org. If you require a paper copy of the handbook, please contact the school office. **Please review the handbook, sign the Family Acknowledgement Form at the end of this letter and return the form to the school by August 19th 2016. Diocesan policy requires us to keep a signed Family Acknowledgement Form on file for every family each year.**

COMPLETE THE SUMMER READING AND MATH PACKET! Parents, please remind your children to complete their summer reading and math assignments. Students in Grades 1 through 8, both returning and new, were given their assignments previously.

AFTER CARE PROGRAM – Playground is offered daily to students in grades K-8. We will also continue to offer “options” during After Care on most full days of school. The options will not be provided on Noon Dismissal Days.

“Options” will begin on August 22. The After Care options will run from the conclusion of dismissal until 4:30. At 4:30, the students who are still in attendance will be escorted to the playground. Parents may pick up their children from an activity room or from the playground, depending on the time. Students who do not choose an After Care “option” during After Care will automatically go to the playground.

After Care fees are:

Full Day of School \$3.00 per student per day if student is picked up between the end of dismissal and 4:00 p.m.
 \$5.00 per student per day if student is picked up between 4:01 p.m. and 5:30 p.m.
 \$2.00 per minute per student if student is picked up after 5:30 p.m.

Noon Dismissal Days \$3.00 per student per day if student is picked up between the end of dismissal and 1:00 p.m.
 \$5.00 per student per day if student is picked up between 1:01 p.m. and 3:00 p.m.
 \$10.00 per student per day if student is picked up between 3:01 p.m. and 5:30 p.m.
 \$2.00 per minute per student if student is picked up after 5:30 p.m.

PLEASE MAKE EVERY ATTEMPT TO PICK UP YOUR CHILD BY 5:30 p.m. EACH DAY.

Charges for After Care services will be deducted from your St. Anastasia Vector Account.

AFTER SCHOOL SPORTS - St. Anastasia will continue its commitment to competitive and developmental sports programs. Presently, we offer competitive volleyball, basketball, soccer, flag-football, softball, golf, and tennis for middle school students. The cost per sport at St. Anastasia is \$100.00.

LUNCH PROGRAM – Big Apple Pizza will be our lunch provider for this school year. Lunch purchases will be charged to your St. A. Payment Program account.

REQUIRED HEALTH DOCUMENTS - All students in the school must have on file a Florida Certificate of Immunization (HRS 680). All students new to Florida schools are expected to present to the office the results of a physical examination completed within the past twelve months. Most area physicians will have an approved form in their office.

ATTENTION PARENTS OF STUDENTS ENTERING 7th GRADE: In addition to compliance with all other required immunizations, students entering the seventh grade must have received one Tetanus-Diphtheria-Pertussis (Tdap) vaccine. Students must have initiated the Hepatitis B series of shots. Please provide the school office with an official HRS 680 Immunization Certificate signed by your physician or the county health department indicating that your child is in compliance with these requirements. **Students will not be admitted to class until the school office receives the HRS 680 form.**

ATTENTION PARENTS OF STUDENTS ENTERING 6th GRADE: The Diocese of Palm Beach has recommended that all students who will be entering sixth grade for the 2016-2017 school year submit a current physical (current meaning within the past 12 months.) Please make sure that your child is up-to-date by the opening of school. Thank you for your cooperation.

ATTENTION PARENTS OF STUDENTS IN GRADES 5 THROUGH 8 WHO MAY BE PARTICIPATING IN AFTER SCHOOL INTER-SCHOOL TEAM SPORTS: In order to participate in tryouts, students must have an updated physical on file with the school. The Preparticipation Physical Evaluation form can be found on our website at www.saintanastasiaschool.org or in the school office. If you have any questions, please contact Coach Blakeslee, the school's Athletic Director, or Mrs. Lynch in the school office.

MEDICATION: - If a student needs to take prescription medication during school, the medicine is to be brought to the office by a parent in the prescription bottle with dosage instructions. **WE MUST HAVE ON FILE A "DIOCESAN AUTHORIZATION FOR MEDICATION FORM" COMPLETED AND SIGNED BY THE DOCTOR. THIS INCLUDES OVER THE COUNTER DRUGS.** A copy of this form is available in the Parent/Student Handbook or in the school office. If you have previously submitted this form, we are asking that you submit an updated one.

WE CANNOT DISPENSE ASPIRIN IF A CHILD COMPLAINS OF A HEADACHE UNLESS THE AUTHORIZATION FOR MEDICATION FORM IS ON FILE. Please discuss this at home.

USE OF STUDENT INFORMATION/IMAGES - Parents are asked to read, sign and return the "Diocesan Authorization for Use and Reproduction of Physical Likeness" form at the end of this newsletter by August 26th, 2016. **A parent who does not wish for his or her child's picture to be used by the school or other entities of the Diocese of Palm Beach should notify the Principal in writing by August 19th 2016.**

ST. ANASTASIA SCHOOL UNIFORM POLICY 2016-2017 - This school requires all students to wear the proper uniform to class on a daily basis. The complete Uniform Policy is explained in the Parent/Student Handbook. We operate our own uniform store. We do not require you to purchase a certain number of uniforms; however, we do ask that the children present a clean, neat appearance. Profit from the sales goes toward keeping our tuition at the lowest possible rate.

The Uniform Store will be open as follows:

August 8-11	10:00 a.m. until 1:00 p.m.
August 12	10:00 a.m. until 3:00 p.m.
August 15 and 16	7:30 a.m. until Noon.
August 17, 18, 19	7:30 a.m. until 3:30 p.m.

Beginning Tuesday, August 23, the store will resume its regular hours of Tuesday, Wednesday, and Thursday from 7:30 a.m. until 3:30 p.m. – when school is in session.

Make Up

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

Hair Cuts

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

No unusual hair cuts and unusual hair dyes
No lines, numbers, or letters cut into hair
Hats and head scarves are not permitted

Only official plaid hair accessories are permitted (Pony tail holders, headbands and barrettes must be a **solid color** of navy blue, black, white, brown or yellow.)

Facial Hair

Male students must be clean shaven.

Jewelry

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

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

Boys may not wear earrings.

SCHOOL CALENDAR – The 2016-2017 calendar is on the school's website – www.saintanastasiaschool.org. If there are changes to this calendar, you will be notified via the school's e-newsletter or e-flash. If there is ever a need to close the school due to an emergency situation, this information will be given to local radio and television stations for broadcasting.

As per Diocesan policy, we usually follow the emergency and hazardous weather closings decided upon by the St. Lucie County Public School System.

SUPPLY LISTS FOR 2016-2017 – Supply lists are available on school's website, www.saintanastasiaschool.org. Teachers ask that students have their supplies on the first day of school. Supplies may be dropped off during the Open House on Friday, August 12.

The **TRAFFIC PATTERN AND THE PICK UP/DROP OFF LOCATIONS FOR THE 2016-2017 SCHOOL YEAR** can be found at the end of this newsletter. Please read carefully.

VOLUNTEERISM - Every registered family is expected to give twenty (20) hours of service to St. Anastasia School annually. Ten (10) hours of service are requested the first semester, and another ten hours are to be given the second semester. In lieu of working the 20 hours parent may elect to contribute \$20.00 per hour.

Each family is responsible for completing their service hours and recording their hours worked in the Volunteer Hours Record Book (three ring binder) in the school lobby. **Hours should be recorded as they are worked.**

PARENTS – **Please inform the office if you have any instructions, comments, or special information concerning your child.** If you have previously informed the office staff, we are requesting that you re-submit the information each year. Thank you.

Again, we welcome you to St. Anastasia Catholic School. The entire school community pledges its support to you. At St. A's we work hard to "preserve the Catholic School Heritage of academic excellence in a Christian environment, one student at a time."

STUDENT DROP OFF AND PICK-UP LOCATIONS

Please be patient.

It is for the safety of our children.

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

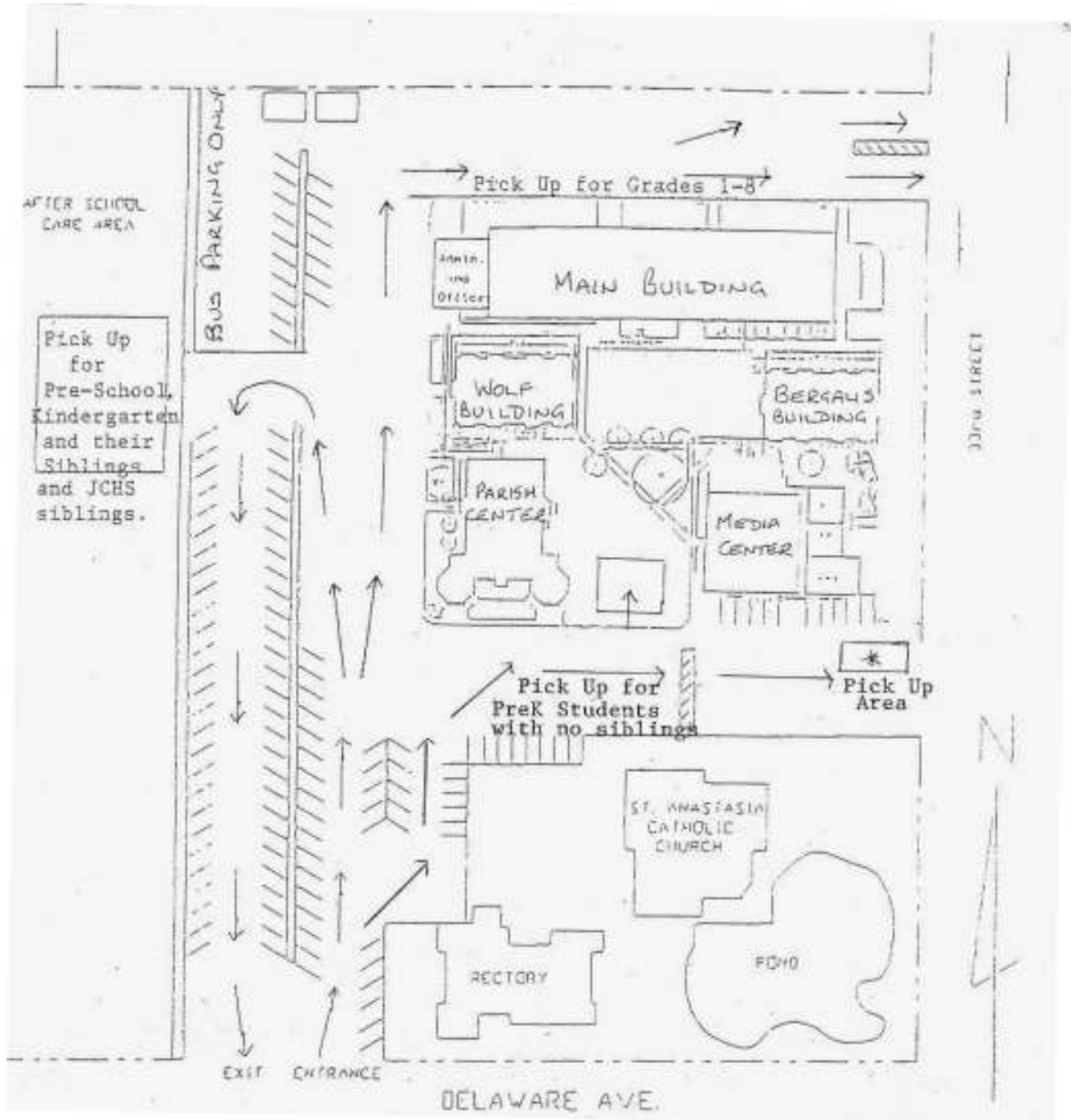
Morning Drop-Off In the morning all students (except Pre-K) are to be dropped off on the north side of the auditorium. Please do not drop off students between the Church and the Media Center as that is the Pre-K drop-off area only.

Afternoon Pick-Up. Upon entering at Delaware in the afternoon, please proceed, in line, to your designated pick-up area. The “yellow” line is the pick up line for Pre-School and Kindergarten students and their siblings, and students that are to be picked up by a sibling from John Carroll Catholic High School. The “blue” line is the pick up line for Grades 1-8.

1. The following students will be picked up at the fenced-in area near the pavilion (west end of the parking lot near the covered basketball court)
 - a. Pre-School students
 - b. Kindergarten students
 - c. Siblings of Pre-School and Kindergarten students
 - d. Students who carpool with Pre-School or Kindergarten children
 - e. Students who will be picked up by a sibling from John Carroll Catholic High School
2. All other students in Grades 1-8 are to be picked up on the north side of the main building.
3. Rainy Day Pick-Up (No lightning detected) – Regular pick up areas
4. Severe Weather (Lightning is detected and severe weather sign is posted at parking lot entrance) – **ALL** students are dismissed from the Auditorium, north doors
5. There is no drop-off or pick-up on 33rd Street.
6. There are **NO EXCEPTIONS** to this traffic pattern!

TO ASSIST US WITH GETTING YOUR CHILD TO YOUR CAR IN A TIMELY MANNER, PLEASE WRITE THE STUDENT’S LAST NAME ON A PIECE OF PAPER AND DISPLAY THE PAPER IN THE WINDSHIELD ON THE RIGHT SIDE OF THE DASHBOARD.

TRAFFIC PATTERN FOR 2016-2017



St. Anastasia Catholic School - Parent-Student Handbook Acknowledgement Form

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

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

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

(Print Parent/Legal Guardian Name)

(Date)

(Signature Parent/Legal Guardian)

(Print Student Name)

(Grade)

(Print Student Name)

(Grade)

(Print Student Name)

(Grade)

Please sign and return to the school office by Friday, August 19th 2016.



RELEASE

AUTHORIZATION FOR USE AND REPRODUCTION OF PHYSICAL LIKENESS

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

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

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

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

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

this _____ day of _____, 20____

Student's Name (first, last)

Current Grade/Homeroom

Printed Name of Parent or Guardian

Signature

Address (include street, city and zip)

Phone #

Witness

Student Signature (if over 18 years of age)

Please sign and return to the school office by Friday, August 19th 2016.