

# **FAMILY HANDBOOK 2020-2021**

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Saint Anselm School  
13013 Chillicothe Road  
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August, 2020

Dear Families of Saint Anselm,

Catholic education is rooted in Christ and the family. Saint Anselm School is blessed to have a school family that works together in faith so our children may come to know Christ and learn by His example: living a Eucharistic life, using their gifts to the fullest, reaching out in care and respect for others, and becoming the best people possible.

Our mission is to promote excellence in education in a Christ-centered environment. We take that mission seriously.

To guide us in our unified mission with you, the families of Saint Anselm, the following policies and procedures have been adopted. The information in this Family Handbook is meant to create a culture of faith and an atmosphere of learning. It guides us in promoting a deep respect for all, based on the understanding that our actions and attitudes affect one another. It is the intent of this Family Handbook to facilitate order and enhance the spiritual, educational, and social experiences of our children.

Realizing that it is impossible to anticipate every occasion that requires a policy, the administration reserves the right to add, delete, or amend the policies in this handbook. The school newsletter will often help in the dissemination of information, adjustment of policy, and deeper explanation and interpretation. Please take the time to review this handbook carefully and discuss it with your family. After so doing, **please complete the Educational and Conduct contract and return it to school no later than August 31st.** This agreement states that you intend to abide by the policies of Saint Anselm School.

We begin a holy and blessed journey as together in the Spirit of Christ where all are welcome in God's family. The faculty and staff look forward to working with you to promote spiritual development and academic excellence of our children in the Catholic tradition.

Lovingly in Christ,

Susan Pohly

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# **SAINT ANSELM SCHOOL**

## **PHILOSOPHY**

We, the Saint Anselm Community, believe Catholic education is centered in the family. The process of education, which includes parents, teachers, and students, as well as the wider faith community, is founded on a shared commitment to the spiritual, academic, and social growth of the child. It is our belief that the child, supported by the loving witness of our Catholic faith community, will develop a life-long active response to God's love. Believing in the unique blessedness of each child, we are committed to creating an environment that empowers students to develop their full potential.

## **THE CHURCH OF SAINT ANSELM MISSION STATEMENT**

We are a Roman Catholic family of believers committed to following Jesus by welcoming, celebrating, caring, evangelizing and growing in His image.

## **MISSION STATEMENT OF SAINT ANSELM SCHOOL**

**The mission of Saint Anselm School is to provide a quality Catholic education, to proclaim the good news of Christ, and to promote the development of the whole child in a caring and nurturing faith-based environment.**

## **FACULTY STATEMENT OF BELIEF**

### The Purpose of Catholic Education

- ✚ We believe that the purpose of Catholic education is a commitment to nurture the spiritual, academic, and social growth of students in an atmosphere that embraces our Catholic values so that they may become contributing members of society. Our goal is to empower our students to journey through the path of life with confidence in their abilities to succeed and a desire to serve God;

### Student Learning and Achievement

- ✚ We believe student learning and achievement is the result of a challenging yet supportive learning environment; instruction that addresses a variety of learning styles; and the expectation that all students can succeed;

### Instruction

- ✚ We believe instruction should include a variety of techniques in order to meet the needs of each student. Instruction should



motivate, encourage, and empower students with the knowledge and skills needed to fulfill their potential;

#### Role of Curriculum

- ✚ We believe the role of curriculum is to serve as a guide to facilitate instruction, to provide a framework for continued growth in knowledge from year to year while incorporating Catholic values and reinforcing good citizenship;

#### Assessment

- ✚ We believe varied assessments, formative and summative, should be used as a means to identify strengths, areas of needed improvement, and overall understanding of concepts;

#### Continuous Improvement

- ✚ We believe in order to have continuous improvement, we should be knowledgeable of research, current trends, and employ best practices in education, and engage in local professional learning communities;

#### Leadership for Continuous Improvement

- ✚ We believe that leadership should consist of guidance, support, encouragement and modeling;

#### Community Building in the School

- ✚ We believe students, parents, faculty and staff, work together to create a loving community where students are able to reach their potential, and each individual is valued and welcomed, and the Gospel message is evident;

#### Christian Service

- ✚ We believe that Christ calls us to serve others. Christian service is living the Gospel in real and concrete terms. Such service is to be fostered and encouraged continually;

#### Christian Service

- ✚ We believe we are called to use our talents to help others, to reach out to those in need, and to find opportunities to serve in our parish, school, and local and global communities.

#### Faith Formation

We believe that faith formation begins within the family and is enriched and supported by the climate and culture of the Catholic school. We believe that faith formation is the most important part of Catholic education

## SCHOOL ACCREDITATION AND STANDARDS

Saint Anselm School is fully accredited by the Ohio Catholic Schools Accrediting Association (OCSAA) and chartered by the State of Ohio.

The Ohio Department of Education requires that there be a minimum of 910 hours of instruction for students in kindergarten through Grade 6; and 1,001 hours for students in Grades 7-12. As part of the minimum hours, districts and schools may use up to two equivalent days for the purpose of individualized parent-teacher conferences and reporting periods; and up to two equivalent days for the purpose of professional meetings of teachers; morning and afternoon recess periods of no more than fifteen minutes each for students in grades kindergarten through 6. Saint Anselm School is governed by the State of Ohio and by the Catholic Conference of Bishops regarding matters of accreditation, the length of the school year, administrative procedures for the school year as they relate to the opening, closing, and emergency closing of schools; admissions, assignment and withdrawal of students; and vaccination and immunization of students.

Saint Anselm School is responsible for implementing the Ohio Standards of Education as defined through the Cleveland Catholic Diocese.

Saint Anselm School is proud to have been named a **National Blue Ribbon School of Excellence**, scoring within the top ten percent of schools in the nation.

## SCHOOL PERSONNEL

All teachers of Saint Anselm Catholic School are licensed by the State of Ohio. In addition, all teachers of our faith are certified by the Diocese of Cleveland in Catechetical Formation. Each teacher strives to teach and act in accordance with the philosophy, goals and policies of the Diocese of Cleveland and Saint Anselm Catholic School. All faculty, staff and parish personnel are *Virtus* trained.

The Saint Anselm School community is made up of many persons who are dedicated to the vital role of contributing positively to each child's education. They include the following:

- Pastor and Associates
- Principal
- Administrative Assistants
- Classroom Teachers
- Music Teacher
- Art Teacher
- Computer Teacher and Technology Coordinator
- Spanish Teacher
- Physical Education Teacher
- Instrumental Music Teacher

Early Childhood Teachers and Aides  
Enrichment Resource Teacher; Destination Imagination  
STEM teacher  
Librarian  
Parish Music Minister and Youth Minister  
Remedial Tutors (Reading and Math)  
Intervention Specialist  
Speech Therapist  
Occupational Therapist  
Auxiliary Services Clerk  
Nurse  
Director of Religion Education

### **STUDENT RESPONSIBILITIES**

As students grow, they accept increasing roles of responsibility within society. Saint Anselm students are expected to demonstrate:

- ❖ appreciation for the opportunity of a Catholic education;
- ❖ reverence during times of prayer and religious activities;
- ❖ active participation in the Liturgy; openness and effort in learning their Catholic faith;
- ❖ an attitude of service to others;
- ❖ an effort to develop Christian leadership skills and attitudes;
- ❖ personal responsibility for learning;
- ❖ respect for the rights of the classroom teacher and fellow classmates to have an atmosphere that is conducive to teaching and learning;
- ❖ cooperation, consideration and respect for others in speech and actions;
- ❖ respect for and cooperation with teachers, school authorities, volunteers, and other adults who assist them throughout the school day;
- ❖ honesty and integrity in speech and in school work;
- ❖ respect for school and parish property and the personal property of others;
- ❖ playground behavior that ensures the safety of all students;
- ❖ good study habits that lead to life-long learning, namely effort, confidence in their ability, punctuality, completeness and quality of assignments and class work;
- ❖ regular attendance and punctuality;
- ❖ appropriate behavior on school buses or walking to and from school;
- ❖ cooperation with bus drivers, safety patrol guards, crossing guards and other safety personnel;

- ❖ self-care, e.g., good grooming in one's personal appearance, cooperation with the dress code;
- ❖ the wearing of the school uniform with pride.

### **PARENTAL RESPONSIBILITIES**

The primary responsibility for the education of the children belongs to parents. By choosing to send your children to Saint Anselm School, you have invited us to become an integral part of that ministry. This collaboration requires mutual cooperation and respect. The greatest single factor in building a child's intellectual, cultural, moral and spiritual attitude is the example you provide in your home.

Parents are responsible for:

- ❖ Modeling and supporting your children's practice of the Catholic faith by being active members of your faith community and bringing your children to Mass (or worship services of the family's faith) on a regular basis and teach by word and example;
- ❖ Supporting school policy and the authority of the administration and teachers;
- ❖ Encouraging your children to complete all assignments and aim for quality work, and monitoring their progress as they do so;
- ❖ Insisting that your children obey the regulations and follow principles of good behavior;
- ❖ Making certain children arrive at school on time and avoid unnecessary absences;
- ❖ Discussing problems with the persons concerned and avoiding any criticism of teachers and school policy in front of children;
- ❖ Treating teachers with respect and courtesy;
- ❖ Being aware of and following the policies and procedures stated in the handbook and communicated to families throughout the year;
- ❖ Paying all fees (tuition, lunch, aftercare, etc.) responsibly and on time;
- ❖ Providing restitution or assisting your child in doing so for any property destroyed or marred, either accidentally or intentionally;
- ❖ Giving time to volunteer at school and school-related activities: no minimal requirement is set, but your involvement is essential. Programs are often dependent upon the generous gift of time from parents and families;
- ❖ Reading school notes, newsletters, and communications in a timely fashion and showing interest in the student's total education.

## **PARENT GROUPS**

### **Saint Anselm School Parent Club**

The Purpose of the Saint Anselm Parent Club is to encourage parents and guardians to become involved with the school and to facilitate communication between school and home. This organization does not seek to direct the administration of the school or to control its policies. All parents, guardians, faculty and any other individuals interested in the educational development of Saint Anselm School are members; meetings are open to all, and parents are encouraged to attend. Meetings are generally held on the first Tuesday of the month at 7:00 p.m.

The objectives of the Saint Anselm Parent Club are:

- ❖ To sponsor programs to enhance parent/teacher/child relationships
- ❖ To organize and implement volunteer participation of parents in the school
- ❖ To promote the spiritual, intellectual, and social growth of its members by providing stimulating programs in keeping with the purpose of this organization
- ❖ To raise funds
- ❖ To convey to the parish and community the vitality and strength of Catholic education.

There is no charge to the families for Parent Club membership.

### **Saint Anselm School Advisory Council (SAC)**

The purpose of the School Advisory Council (SAC) is to support the administration in short and long term planning and in the operation of the school for the spiritual and temporal well-being of the student body.

Membership in SAC consists of the pastor, principal, teacher representatives, organizational representatives, and parents representing children of all grade levels. Meetings are held every other month. Parents are encouraged to contact their grade level SAC representatives when they have general concerns they wish to have brought before the Advisory Council. Issues involving specifics with school personnel or curriculum matters should be referred directly to the Principal.

The Advisory Council addresses school policies, regulations, procedures, the Parent Club, Athletic Association, Marketing and Technology committees, and other issues as presented by the school Principal.

## **Saint Anselm School Parent Volunteer Program**

Volunteers are invaluable resources for Saint Anselm School. The main responsibility of a volunteer is to assist the administration, the teachers, or directors of various programs and events.

All volunteers are required to comply the Diocese of Cleveland's policy for the safety of all children by

- Completing Virtus training ([www.virtus.org](http://www.virtus.org))
- Complete the mandated background check

Volunteers are required to sign in at the office, obtain a visitor's badge to wear during their visit, and sign out when they leave.

Volunteers are expected to dress appropriately. Clothing should be modest and neat.

Volunteers may not drop in to a classroom to visit children or to speak with teachers during the school day as this is an interruption for the teacher and the educational process. Volunteers are also expected to respect the rights of confidentiality regarding all children and are not to speak about other children with other parents and those outside the school.

There are many opportunities for parents to become involved in activities at Saint Anselm School. Parents assist the teachers in the following capacities:

Tutors	Fundraising events
Field Trip Assistance	Proctors and Cafeteria Helpers
Parent Programs	Classroom aides
Room Parents	

## **ADMINISTRATIVE PROCEDURES**

### **Admissions Policy of Non-Discrimination**

Saint Anselm School is a Catholic elementary school providing a quality Catholic education to children of families who are registered members of Saint Anselm Parish as well as surrounding locations.

Saint Anselm School admits students of any race, nationality and ethnic origin to all programs and activities generally accorded or made available to students. We do not discriminate on the basis of sex, race, creed or color, religion, national or ethnic origin, disability or impairment, in administration of our educational and admission policies.

## **Admission Priority**

Students will be considered for admission to Saint Anselm School on the basis of academic ability, conduct, and moral character according to the following priorities:

1. Parishioners: i.e., children of families who are registered in, attend and contribute to Saint Anselm Parish. Evidence of Catholic practice includes attendance at weekend liturgy, regular use of church envelopes, and support of the values taught in the Catholic faith.
2. Siblings of children already enrolled in Saint Anselm School.
3. Catholics from Divine Word Parish, according to the same guidelines outlined above.
4. Catholic families from parishes without an elementary school: i.e., non-parishioners who are registered in, attend, and contribute to a parish without an elementary school.
5. Catholics from parishes with an elementary school: i.e., non-parishioners who are registered in, attend and contribute to a parish with an elementary school with the specific written permission of the pastor.
6. Non-Catholics: i.e., children of families of other faiths who desire a Catholic education. Those families who live within Saint Anselm Parish boundaries are given preference.

The pastor, in collaboration with the principal, will determine who may be admitted to Saint Anselm School consistent with parish and diocesan policies.

## **Registration**

**Admission and re-registration to Saint Anselm School are on an annual school year basis through formal registration.**

Re-registration of students already attending Saint Anselm School: Families whose children already attend Saint Anselm School will be required to re-register for the following academic year. This re-registration begins during the last week in January, and must be confirmed by the payment of the non-refundable registration fee which is a partial pre-payment of tuition for the following academic year.

Registration of New Students: Registration of new students takes place during the second semester after the re-registration of the current school membership has been completed and the number of available places has been determined. Registration is not considered final until all requirements have been met and the Family Handbook Agreement has been signed. News students seeking entrance to Saint Anselm School must provide:

- ✓ Registration form
- ✓ Health records
- ✓ Immunization records
- ✓ Birth certificate (copy will be made by the office)
- ✓ Baptismal certificate (if Catholic and not baptized at Saint Anselm Parish)
- ✓ Report card (if transferring)
- ✓ Standardized test results (if transferring)
- ✓ Record of IEP/accommodation plans (if applicable)

Students entering from other schools are required to meet with the principal. They must present the most recent report card from the school they attended, a birth certificate, and a baptismal certificate as it applies. Before acceptance is finalized, all test scores, grades, and discipline records must be provided to the principal. If transferring from another Catholic school, the family must present a letter stating that all financial obligations to the previous school have been met. Registration is confirmed when all the required forms, payments, and records (legal, academic, and health, etc.) have been received by the school office. All new students are on academic and behavioral probation for the first semester of the new school year or for two quarters following their acceptance to Saint Anselm School.

Kindergarten and New 1<sup>st</sup> Grade Registration: Children entering Kindergarten must be five years of age by September 30<sup>th</sup>. All incoming Kindergarten children will be screened in the spring or at the time of entrance into kindergarten in order to determine readiness.

Children entering Grade 1 must be six years of age by September 30<sup>th</sup> and/or provide evidence of successfully completing Kindergarten in an accredited school. Students new to the school may also be required to be screened.

Registration for Kindergarten and new First Grade children is held in January. Applications are considered according to the admission priorities.

### **Grades 2-8: Waiting List Procedure**

Parents seeking admission of their children to Saint Anselm School should call the school office (440-729-7806) for an application for the waiting list to be sent to them. This is to be filled out and returned to the school. Copies of previous academic and conduct records (report cards) should be included when possible.



Families on the waiting list will be contacted according to the admission procedures and as places are available. An interview will be arranged with the Principal to review the student's academic and conduct records as well as the other documentation required for admission. If it is determined that Saint Anselm School is able to meet the educational needs of the student, the registration process will continue.

The following documentation must be verified by the school:

- Parish registration and place of residence
- Birth and baptismal certificates
- Academic and conduct records from all schools previously attended
- Special Services Form
- Other records as the Principal may require establishing the applicant's qualifications for admission
- Child custody (copy of court order) if applicable

Seventh and Eighth graders are admitted only if they are transferring from another parochial school or are moving into the parish. All other requests for admission at this age level are referred to the Principal directly.

In accordance with Diocesan Guidelines for Admission to Schools in the Diocese of Cleveland, any student, whether parishioner, non-parishioner, or non-Catholic seeking admission to Saint Anselm School for reasons related to avoiding the racial composition or desegregation of the previously attended school will not be accepted.

### **Transfers**

Families with students seeking entrance into Saint Anselm School during the course of the academic year must meet with the Principal before registration. Transfers are accepted throughout the school year for reasonable cause as determined through the interview process.

When students transfer to a new school for any reason during the school year or at the end of the year, the following steps must be taken:

1. A letter must be sent to the school office stating the name and address of the new school as well as the last date on which the child will be attending Saint Anselm School.
2. The parent must sign a release of information form before scholastic and health records can be forwarded to the new school.
3. The report card and the student's personal possessions may be taken home on the last day of attendance.
4. An appointment with the principal should be made shortly before the transfer is made. In the event that the student transfers before the end of the school year, tuition and fees may be adjusted on a percentage basis.

Academic records are withheld until outstanding bills are paid; health records will be forwarded to the new school.

5. Families may be asked to complete a short exit questionnaire.

### **Family/Custodial Situations – Relationship with the School**

Saint Anselm School is finding an increasing number of families experiencing transitions in parental custodial relationships. In addition, laws governing divorce settlements and custody have been recently changed. For this reason we find it necessary to clarify and re-state the usual procedures followed by the administration and faculty in dealing with parents in such situations.

In two-parent families it is assumed that both parents are living at the same address unless we have been notified otherwise. Saint Anselm School personnel will, therefore, send home notices, communications, etc., with the child. It is assumed that both parents are communicating regarding the child and that all information is shared by and between the parents. This information includes but is not limited to conference appointments, report cards, mid-quarter progress reports, discussions with school personnel, and tuition statements.

In families experiencing separation of parents, or pending divorce, the above information will be sent home with the child to whichever parent currently has care of the child according to documentation provided to the school. It is assumed that this information is shared *by* the parents and *between* the parents. Since this situation frequently impacts on a child's achievement and interactions at school, parents are asked to inform *both* the principal and teacher of this fact so that appropriate support can be given to the child. Saint Anselm School personnel cannot proceed on hearsay, rumors, or demands of a parent, but only with the appropriate documentation detailed below.

In cases of an actual divorce decree involving clear *custody by one parent*, the principal is to be informed by the custodial parent of this fact. **A copy of the entire divorce decree is to be submitted to the principal.** Unless the decree indicates otherwise, school communications will be sent home to the *custodial parent*. Custodial parents should understand, however, that unless the divorce decree specifically limits the non-custodial parent's right to access to records, the non-custodial parent has a right to the same access as the custodial parent. Saint Anselm School will, unless instructed by a Court Order, release such records upon request to the non-custodial parent. "Records" includes official transcripts, report cards, health records, referrals for special services, and communications regarding major disciplinary actions. It does **not** include daily class work and papers, or routine communications sent through the children to the primary residence. In these cases the custodial parent is asked to cooperate with the school and share this information directly with the non-custodial parent. This avoids time-consuming duplication of services.

Further, you should realize that unless restricted by Court Order, any non-custodial parent has the right to attend any school activity of their child, which includes sports activities and class programs. Parents should keep each other informed as to these activities to avoid duplication of communications and to allow the school to better attend to the duty of teaching their children.

In cases of “joint custody” (shared parenting agreements) entitling both parents access to school personnel and activities, it is assumed that one copy of communications and information will be sent home with the child and that this will be shared *by* and *between* the parents.

Regarding parent conferences in all custody situations: It is preferred and will be the general procedure that one conference appointment be scheduled “jointly” if both parents wish to be present. It is assumed that parents are able to set aside differences and come together on behalf of their child for this time. A joint conference further insures that both parents are given the same information at the same time, thereby avoiding misunderstandings and misinterpretations.

In cases where joint conferences are *clearly* neither possible nor desirable by all parties involved, alternate arrangements may be discussed with the principal, subject to the approval of both parents, and further reviewed by Saint Anselm School’s legal counsel. Every effort will be made to keep communications open with both parents while at the same time avoiding duplication of services and excessive demands on the teacher’s time.

Visitation should generally begin at the home of one of the parents and not at school. It is hoped that visitation arrangements would reflect the sensitivity of both parents to the consistency and routines that foster security in a child and allow for school responsibilities and homework to be taken care of during the school week.

If there are questions concerning this re-statement of procedures or circumstances you feel necessitate other arrangements, please contact the Principal personally.

### ***Attendance***

Regular attendance and punctuality are serious parental obligations. Children between the ages of five (5) and eighteen (18) are required by law to attend school punctually and regularly. Irregular attendance may cause the student to miss valuable class instruction, discussion, and continuity of work, and may result in poor grades and lack of enthusiasm for school. Regular attendance is important not only for success in school, but also because it builds habits and attitudes that foster responsible behavior important throughout life.

**Parents are required to contact the school office by phone (440-729-7806) or email ([office@stanselmschool.org](mailto:office@stanselmschool.org)) by 9:00 a.m. to inform the office of any child who will not be in due to illness.** The Missing Person’s Act requires

that parents/guardians contact the school office in the event of absence or the office personnel must contact the parent at home or at work. **A written note verifying the excuse is to accompany the students upon his or her return to school. This note is to include**

- The student's name and grade
- The date(s) of and reason for absence
- The signature of the parent.

### ***Yearly Calendar***

A tentative yearly calendar is provided for all families and posted on line. Changes to the calendar are communicated to parents through the weekly newsletters or by special notification and on Gradelink. Parents are asked to keep the yearly calendar and refer to it throughout the year. It would be advisable to regularly ask your children if there are any school notices. Newsletters are sent home electronically on Thursdays.

### ***School Office Hours***

The school office is open Monday through Friday from 7:30 a.m. until 3:30 p.m. during the school year. Messages may be left on the school answering machine during other times, or they may be emailed to the school at [office@stanselschool.org](mailto:office@stanselschool.org).

### ***School Hours***

Children are permitted into the building and may go directly to their classrooms at a.m. School begins with morning announcements and prayer and classes at 8:05 a.m. Students arriving after that time are considered tardy and must stop in the office for a tardy slip before proceeding to their classrooms. The school day ends at 3:00 p.m. at which time the students begin to pack up for the end of the day. Dismissal begins at the end of day with announcements at 3:00 pm

Students may not be dropped off before 7:45 a.m. unless they are registered for Morning Care or brought by bus. After 3:10 p.m. students may remain in the building only under the direct supervision of a faculty member, coach, or in our extended day care program. After 3:10 p.m. students are not to go to lockers or wander through the building. **Students not picked up by 3:10 p.m., and not with a faculty member or coach, will be placed in the After School Program and charges will apply.** Students may not remain in the school after hours while waiting for after school athletic or other programs without specified adult supervision.

### ***Guests and Visitors***

Guests and visitors, including adults and children, who enter the school building any time during the day must report to the school office to receive a visitor pass. They are to sign in at the office and sign out at the office when they leave.

A student who wishes to bring a guest to school for a day must obtain a visitor's permit at least two days prior to the visit. Ordinarily, only prospective students are permitted as guests.

### ***Tardiness/Chronic Absence***

Since tardiness interferes with the child's progress in school and disrupts the classroom teaching, parents are expected to help their children cultivate the habit of punctuality. **Students are considered tardy if they are not in their classrooms by 8:15 a.m.** unless their buses are late or they have been detained by school personnel and arrive late for homeroom. Students who are tardy must report directly to the office for tardy slips. Students may not be admitted to class without these slips if they are tardy.

Students who arrive at school after 10 a.m. are considered absent for half a day. Students who **leave before 1:30 or are gone from school two hours or more** from school for appointments are also considered **absent for half a day**.

Repeated absence and/or tardiness can be a serious threat to learning and can be cause for retention, probation, referral to an outside agency and/or other disciplinary measures. More than five absences or tardies in a quarter without doctor verification is considered excessive. **Geauga County tolerates a total of fifteen tardies within the course of one academic year. Students with more than fifteen tardy slips are reported to the County Attendance Officer.**

The State Board of Education Revised Code 1980.3321.04(C) states students may be lawfully absent from school for the following reasons:

1. Personal illness
2. critical

### ***Appointments***

Medical and dental appointments should be made outside of school time if possible. A written note must be presented to the office by 8:30 a.m. if the student is to be excused for an appointment during the school day. **Students must be picked up in the office by the person specified in the note. Students will not be released out of the building without an adult signing him or her out of the office first. Students who miss 2 hours or more of the school day will be marked as half day absences.**

### ***Student Illness***

In the case of illness or accident, and if the child needs to be sent home, the parents or guardians will be notified and must come to the school to take the child. If the parents or guardians cannot come, they may designate an authorized person to pick up the child in the clinic or the school office. Children who are sick may not remain in the school clinic for the entire day. Students are to bring a note from a parent when they return to school. Students absent during the school day are not to attend extra-curricular functions (e.g., practices, games, dances, etc.) on that day.

Saint Anselm School requires the Emergency Information Cards on which parents or guardians are to indicate names of persons to contact should it be impossible for the school to reach parents or guardians. No child will be sent home unless a responsible person designated by the parent is at home to take care of the child. No child is allowed to leave school grounds during the school day without the permission of his/her parents and the approval of the principal.

- No child who is excused from school due to illness will be permitted to walk home without being accompanied by an adult.
- Children may be released from school only to their parents or other authorized persons.
- In the case of family difficulties (divorce, legal separation, etc.) children will be released only to the parent who is the legal guardian, provided the appropriate papers have been submitted to the school.
- The principal shall determine the validity of the claim made by any other person requesting release of a child.
- Students will not be excused from school to go with a stranger, nor may they be excused by an unidentified telephone message.

### ***Leaving School Premises***

Students are not permitted to leave the school premises during the day without permission from the principal under penalty of suspension once they have been dropped off at school and the school day begins. A child may be released from school only to his/her parents or other authorized persons.

Students will not be excused from school to go with a stranger nor may they be excused by an unidentified telephone message.

### ***Reporting Absence***

Please **CALL** the school office by **9 a.m.** if your child is absent. Parents who do not call in an absence will be called by the school. Parents may also leave a message of their child's absence on the school's answering machine. It is understood that the administration expects parents and students to be honest in

reporting the reason for the absence. Absence may also be reported by email at [office@stanselmschool.org](mailto:office@stanselmschool.org).

Please notify the school office immediately if the illness is of a contagious nature (e.g., strep, pink eye, impetigo, chicken pox, fifth disease, head lice). Certain types of flu are monitored by the Health Department, and the school needs to be informed for compliance.

### ***Make-up work due to absence***

If a child is absent due to illness, it is understood that he/she needs time to rest and regain strength. In the interest of the child's need to recuperate, homework cannot be requested on the first day of an absence. **Please do not call the office or send in notes requesting homework to be sent for the sick child.** If the absence lasts for one or two days, students have as much time to make up work as they have been sick, i.e., if they are out for three days, they have three days upon return to make up work.

When a student is absent from school, it is the parent's and student's responsibility to see the teacher(s) to make specific arrangements for making up work missed during the absence. If a student is absent the day an assignment is due, and the student was informed of the assignment, test, or project prior to the absence, generally the work is due and/or the test must be taken the day the student returns. Teachers may require long-term assignments be handed in on the due date regardless of absence from school that day.

Special circumstances are to be handled on an individual basis after consultation with the teachers and Principal for students who are out for an extended period of time.

### ***High School Visitation Days***

Students in eighth grade are permitted two days during the first semester to visit Catholic high schools. Students, with their parents, are to arrange for these visits directly with the high school of their choice. **Prior to taking a high school visitation day, the students must inform the school and their teachers in writing at least two days prior to the visit.** Students who attend high school visit days receive an excused absence.

### ***Family Vacations***

Vacations taken during school time are discouraged. However, if vacations are taken, parents should give the Principal and homeroom teacher written notification of the child's impending absence. If parents request that students be withdrawn during the school term for the purpose of vacations, it shall be understood that the responsibility for academic work and progress shall be primarily that of the parents and students. The yearly calendar is provided to the

families in the summer; parents are asked to plan in accordance with that calendar. In particular, families are not to schedule vacations that coincide with the end of academic quarters or the standardized testing program.

The guidance to be given to students is as follows:

1. Prior to the vacation teachers are responsible for giving the student only the chapters to be covered during the time of absence. Teachers will not give detailed assignments and information regarding tests.
2. On returning, it is the student's responsibility to ask what work has to be made up; it is not the teacher's responsibility to approach the student.
3. The teacher is not expected to be a private tutor for everything that the student has missed. Within reason and with charity and justice, the teacher may offer the assistance that he/she is able to give. Students must be willing to stay after school when help is requested.
4. If during the student's absence a teacher has given a test and returned it to the other students, it is left to the discretion of the teacher to administer a different test, or, waive the test and average the student's grade without it, or, administer the same test.
5. Students will be given a two-week period to complete make-up work, provided the vacation has been of lengthy duration. This time period is not effective if the quarter ends prior to the two-week deadline. In that case, all work must be submitted and tests made up by the last day of the quarter.

Annual standardized testing is done periodically throughout the school year. Please check the school calendar for exact dates. **NO** vacations should be scheduled during this time since standardized tests will not be made up at a later date.

### ***Parents Away From Home***

When parents are away from home for any length of time, and the children are in the care and custody of another family or relatives, they must provide prior written notification to the school office. The note should include:

- Dates parents will be away
- Adult(s) responsible for the student and how that person can be reached in case of emergency
- Signature of parent.

### ***Emergency Closing Procedure***

If the WEST GEAUGA SCHOOLS close, Saint Anselm School is also closed. Notifications of closing/cancellations are made through the One-Call Phone System, TV and/or radio emergency listings. Unless otherwise notified, all events scheduled on a day that school is cancelled are also cancelled (conferences, meetings, athletic practices). Since families are notified through the One-Call Phone System, as well as the radio or television, please **do not call**



the school or the rectory since we generally receive the information in the same manner as the parents, i.e., by listening/watching radio/television for the closing.

### ***Home-School Communications***

Bulletins, messages from parish and school organizations, and other information are provided for families on a weekly basis. Grade level communications are sent home according to the schedule indicated by teachers at the beginning of the year. Parents are asked to be attentive to the careful reading of these communications.

Families bear the responsibility of updating the school in the case of changes to the families' address, phone numbers, and email since communication is vital to the safety of the child. School newsletter and other forms are also posted on the school private website.

Individual classroom teachers may also send home weekly communication to families. At the beginning of the year the teachers will provide that information to families. The daily assignment book provides space for reminders regarding supplies and necessary materials, as well as home-school communication. Please reinforce the use of the assignment book for these daily reminders.

Visits to School: Observing one's child in the environment of the school can be a rewarding and illuminating experience. While we would normally encourage such visits, we must also protect the confidentiality of all students within the classrooms, and thus we do not offer such visits. Concerns about a child should be discussed with the teacher who will be able to discuss an individual student's progress.

Teachers are available after school until 3:30. Parents wishing to meet with teachers may do so after school. Teachers are not permitted to leave a class to speak with parents. Common courtesy would indicate that parents set up these meetings in advance. All visitors, including parents, coming to the school for any reason must stop in the school office to sign in and receive a visitor's badge.

Access to Records: Accurate and complete individual permanent and cumulative records shall be maintained for each student. These records will include student attendance records, report cards, test scores, and reports from professionals or other pertinent information that is relevant to the student's tenure at school. Any parent/guardian has the right to inspect and review the educational records of their children. It is the policy of Saint Anselm School that the parent/guardian give a 24 hour written request to review records. This review of records must take place in the school office in the presence of school personnel. Transfer of records to the receiving school is made through the U.S. mail only.

Parents who have not met all financial obligations will not be permitted to view all records. Final report cards will not be issued and student records will not be transferred to another school until all financial accounts are settled.

### ***Office Hours***

Phone message for teachers will be accepted from 7:45 a.m. to 3:30 p.m. Messages may be directed to individual teachers through the automated phone system. Teachers will return calls during the day if/when they are free or after school.

Parents may also contact teachers via their email address through the school. Teachers typically provide the parents with the general guidelines of email communication (frequency of checking; time before a response, etc.) at the beginning of the school year.

### ***Emergency Messages During School Hours***

In an emergency, a message may be given to a child through the office. Parents are not to call a student from the classroom or interrupt the teacher during school hours. Parents must report to the office upon entering the school building. No one may go directly to a child's classroom. All must report to the office first.

Phone calls made by students are limited to emergencies and should also be made through the office and with knowledge and permission of their teacher, the school secretary or the school principal.

Changes in dismissal routines are considered important. If parents need to change dismissal patterns for children, **please call no later than 2:30 p.m.**, so the office has time to deliver the message to the teachers and students.

Students are not permitted to call home for forgotten items such as books, musical instruments, gym clothes, or lunches. Part of education is learning to be responsible for supplies and materials. All requests for use of the phone are evaluated by the teachers and school personnel.

**CARRY AND USE OF CELL PHONES: Students may not carry cell phones, pagers, iphones, or other electronic devices on their person or in their supplies packs or bookbags. Students who are given phones or electronics by their parents must leave them with their homeroom teacher as they arrive at school and may pick them up at dismissal.**

Any electronic devices device brought into the building may be taken from a student. At the discretion of the administration, the device(s) may be returned to the student at the end of the day or returned after a period of time to the parent/guardian of the student. Parents and students assume all responsibility for any loss or damage to electronic devices brought to school.

## FINANCES

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

Tuition is determined yearly by the Saint Anselm pastor in consultation with the school principal and the Parish Finance Council. The fee structure and costs are communicated to families prior to registration each year. Saint Anselm Parish parishioners pay a percentage of the per pupil cost; the parish subsidizes the difference between the per pupil costs and the tuition charged. Thus, all students are actually subsidized by the generosity of the parish. Financial aid is available for parishioners only. There are a variety of fee structures for families outside of Saint Anselm Parish.

There are several payment plans from which to choose. Tuition payments may be made annually in July, or a variety of payment options are available through the FACTS Tuition Management System.

Tuition is **NOT** tax-deductible. Payments are expected as scheduled and contracted at the time of registration. Should a family encounter financial difficulty which interferes with the contracted tuition, parents are required to contact the parish business office (440-729-9575).

A non-refundable fee of \$100 is due at the time of registration/re-registration. This is considered an advance tuition payment, and is then deducted from the overall cost of tuition.

### ***Non Payment Policy***

Tuition and fees which are past due will result in one or more of the following:

- A late fee added to past due payments;
- **Admission denied for first semester:** students may not be admitted to first semester classes unless and until tuition is paid to date;
- **Quarterly report cards** will not be presented to families who are behind in tuition payment until tuition is paid or approved arrangements have been made through the business office;
- **Admittance denied for second semester:** students will not be admitted to the second semester classes unless and until tuition is paid to date or approved arrangements have been made; access to Edline will be denied until tuition is paid to date.
- Withholding of transcripts and report cards: transcripts of grades for courses completed will not be released to any individual or educational institution unless tuition is paid to date. This directive applies to transfer to another educational institution for any reason and to application for admission to both public and parochial high schools. Medical records will not be withheld.

### ***Returned Checks***

It is the policy of Saint Anselm Parish that checks returned from the bank will be treated as follows:

First Offense: The check writer will be fined an amount similar to the charges assessed to the parish for handling such checks (currently \$30.00).

Second Offense: The check writer will be fined an amount similar to the charges assessed to the parish for handling such checks, and fined an additional \$30.00

Third Offense: The check writer will be required to make all future payments to the school in cash or bank check.

This policy will be applied and interpreted by the parish pastor.

### ***Parishioner Financial Assistance and Catholic Endowment Trust***

Saint Anselm parishioners who wish to be considered for financial assistance must complete the Smart Aid form at the time of registration. These forms are handled by an independent third party and recommendations regarding assistance are then communicated to the parish. Parish funds are limited and application for assistance must be made early in the process. Only families completing the Smart Aid forms may be given financial assistance.

## **CURRICULUM**

### ***Religious Education Program***

Saint Anselm School is an integral part of the Catholic Community that gathers to share faith and Eucharist. The religious dimension of our Catholic faith is infused throughout the entire school program. The environment of the school fosters growth in students' personal faith, and assists them in developing values consistent with living a spiritually oriented life in an increasingly secular culture.

Religious Education and/or instruction are paramount to our very existence. The passing on of our Catholic Faith and the Gospel message of Jesus Christ is at the very core of our daily life.

Catholic instruction is divided into the following areas: profession of faith, celebration of the Christian mystery, the life of Christ, and prayer (*Catechism of the Catholic Church*.)

Living faith is woven throughout the school and the school program. Reading of scripture, daily personal prayer, and liturgical celebration focus attention on the Christian foundation of the school.

Observance of the various sacraments and the celebration of Mass constitute the “celebration of the Christian mystery.” Student instruction and participation in the sacraments of Eucharist and Reconciliation are part of the school program. Preparation for the first celebration of these sacraments is done through involvement in the Parish Program for Sacraments.

A life in Christ is expressed in the call issued on a daily basis to live as Jesus lived. Service projects for the needy, family events, prayer partners, respect for life, and an awareness of the Christ in each other are constantly nurtured in the students.

Prayer is important in our growing relationship and communication with God. Different aspects of a prayerful life are woven within the school program and students are invited to develop a habit of regular prayer. Daily prayer occurs within the classrooms. Prayer services and liturgy occur on a regular basis for the whole school.

Religion classes are taught daily for at least 30 minutes on all grade levels. Weekly Mass (usually on Fridays) attended by the entire school further nurtures the faith life. Parents are encouraged to join us for these celebrations on Fridays at 8:30 a.m.

Attendance at parent education programs is required for those whose children will be receiving the following sacraments:

*Eucharist:* Children in Grade Two receive instruction in the Sacrament of Eucharist and have the opportunity to receive the Eucharist. The Director of Religious Education communicates meetings and formative activities for the parents of those children preparing for First Eucharist.

*Reconciliation:* Children receive instruction in the Sacrament of Reconciliation and have the opportunity to celebrate the Sacrament of First Reconciliation in Grade Two. Parent programs are also provided for children in the second grade.

*Confirmation:* Those students of Saint Anselm Parish in the eighth grade may receive the sacrament of Confirmation after participating in the parish formation program.

Children in all grades are encouraged to receive these Sacraments regularly. Students in Grades 2 through 8 have scheduled opportunities for Reconciliation throughout the school year.

Liturgy: All school liturgies are held weekly throughout the year on Fridays or on other special occasions. Parents are encouraged to attend and to serve as Eucharistic Ministers for these occasions. Please sit with your child's class.

Class and School Retreats: Class and school retreats may be scheduled throughout year. On special occasions the entire school community may have a special retreat day or be part of the Parish Mission experience.

Service: Part of the Christian message is service outreach. Throughout the year students are invited and encouraged to participate in many service-oriented activities, including visitation to senior citizen center, food kitchens, clothing collections, and other programs. This service helps child understand the call of Christ to care for others and develops empathy and leadership within their characters. Students are encouraged to contribute to the missions, both home and foreign. Families are strongly encouraged to find and foster service-learning in their own homes. The school is meant to be an extension of the home in the spiritual formation of the child; therefore, Saint Anselm School cannot accomplish these religious goals without strong family involvement and support.

Prayer Partners: Each class is paired with a homebound person. The classes pray for these prayer partners, write letters, and remember them in special ways on holidays and holy days.

Christian Formation in Sexuality: Saint Anselm School follows the guidelines of the Diocese of Cleveland in Christian Formation in Sexuality. Saint Anselm School also offers the *Choose Life! Program* and *Operation Keepsake*, and/or similar Diocesan-approved programs. Through these programs, Saint Anselm School affirms our belief in the sacredness of life as well as the moral teachings of the Scriptures and the Tradition of Jesus Christ and the Catholic Church.

### ***Instructional Program***

Saint Anselm School implements the approved Graded Courses of Study set by the Cleveland Diocesan Education Office in compliance with the Ohio Standards.

Early Childhood Education Program: A separate handbook outlines the instructional program for children aged three through five who are involved in the Saint Anselm Early Childhood Program.

Kindergarten: The students in Kindergarten receive instruction in religion, readiness activities in handwriting, phonics, mathematics and reading, as well as

English/language arts, health, art, music, physical education, computer, science, social studies and Spanish.

Grades One through Six: Students at each grade level receive instruction in religion, English/language arts, mathematics, reading, phonics, spelling, penmanship, science/health and social studies. In addition, instruction in Spanish, art, music, computer, and physical education is given weekly. Some classes may be taught on a departmental basis.

Grades Seven and Eight: Students in Junior High receive instruction in religion, English/language arts, mathematics (algebra, geometry), reading, science/health, Spanish, and social studies. Instruction in computer, art, music, and physical education is given weekly. Classes are taught on a departmental basis.

Computer: Computer integration is encouraged in all grades. Enrichment opportunities and applications of the computer are provided in all areas of the curriculum. Structured computer classes are held for students in grades K through 8, and the computer lab is available for student use under the direction of the computer teacher or classroom teacher.

### ***Saint Anselm Acceptable Use Policy (Diocesan Policy)***

**Saint Anselm School** makes a variety of communications and information technologies available to students through computer/network/Internet access. These technologies, when properly used, promote educational excellence by facilitating resource sharing, innovation, and communication. Illegal, unethical or inappropriate use of these technologies can have dramatic consequences, harming the school, its students and its employees. The Acceptable Use Policy is intended to minimize the likelihood of such harm by educating Saint Anselm students and setting standards that will serve to protect the school. We firmly believe that digital resources, information and interaction available on the computer, network or Internet far outweigh any disadvantages.

**Definition of school technology system:** The school systems and networks (system) are any configuration of hardware and/or software. The System includes, but is not limited to, the following:

- telephones, cellular telephones, and voicemail technologies;
- email accounts;
- servers;
- desktop and laptop computer hardware and peripherals;
- software including operating system software and application software;
- digitized information including stored text, data files, email, digital images, and video and audio files;
- internally or externally accessed databases, applications, or tools (Internet- or District-server based);
- school provided Internet access;
- school filtered public Wi-Fi;
- school provided personal digital assistants (“PDAs”), tablets, IPADs and

- similar devices; and
- new technologies as they become available.

**Acceptable Use:** Students are responsible for appropriate behavior on the System just as they are in a classroom or on a school playground. Communications on the System are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with school standards and the specific rules set forth below as interpreted from this policy, whether on or off of school property. A student is personally responsible for his/her actions in accessing and utilizing the school's computer resources in accordance with Student Code of Conduct and may be subject to discipline for misuse of the System.

**Access to communication system:** Access to the school's electronic communications system, including the Internet, shall be made available to students for educational and instructional purposes. Each school computer/device and Wi-Fi (available for students who bring in their own personal telecommunication devices) has filtering software that block access to visual deceptions that are obscene, pornographic, inappropriate for students, or harmful to minors as defined by the federal Children's Internet Protection Act (CIPA). Filtered Internet access is provided to students as defined by CIPA.

**Access to the District's computer/network/Internet is a privilege, not a right, and may be revoked at any time.**

**Scope of Use:** The system is intended for use for educational and instructional purposes only. Incidental, personal use shall be allowed only so long as such use is appropriate for a school setting, non-disruptive to the school's operations and mission, and not in excess or to the exclusion of the student's studies or school responsibilities.

**Inappropriate Use:** Inappropriate use includes, but is not limited to, those uses that are specifically named as violations in this document; that violate the rules of network etiquette; or that hamper the integrity or security of the System or any components that are connected to it.

Transmission on the System, including through email (personal or school accounts), social media, web pages, blogs and/or forums, of any material in violation of any federal or state law or this Policy is prohibited. This includes, but is not limited to:

- cyber bullying;
- threatening, pornographic, harassing, defamatory or obscene material;
- copyrighted material, plagiarized material or materials protected by trade;
- the use of hardware and/or software which disrupts or interferes with the safety and welfare of the school community (even if such uses take place after school hours or off school property).



**Vandalism or Mischief:** Tampering with or theft of components from the System may be regarded as criminal activity under applicable state and federal laws. Any attempt to break the law through the use of a school computer/network/Internet account may result in prosecution against the offender by the proper authorities. If such an event should occur, the school will fully comply with the authorities to provide any information necessary for legal action.

**Modification of Computer:** Modifying or changing computer/device settings and/or internal or external configurations without appropriate permission is prohibited and may result in discipline and/or the revocation of access to the System.

**Student Access:** System access is provided to all students unless parents or guardian request in writing to the school principal that access is denied. Student Internet access will be under the direction and guidance of a school staff member. Students must adhere to the following guidelines when using the System on or off of school property:

1. Respect and protect the privacy of others.
  - a. Use only assigned accounts.
  - b. Decline to view, use, or copy passwords, data, or networks to which they are not authorized.
  - c. Avoid distribution of private information about others or themselves.
2. Respect and protect the integrity, availability, and security of all electronic resources.
  - a. Observe all network security practices as posted.
  - b. Report security risks or violations to a school administrator, teacher or network administrator.
  - c. Refrain from destroying or damaging data, networks, or other resources that do not belong to them without clear permission of the owner.
  - d. Conserve, protect, and share these resources with other students and Internet users as appropriate.
  - e. Get appropriate pre-approval before accessing the network with personal devices.
  - f. Abstain from overriding the Internet content filtering system.
3. Respect and protect the intellectual property of others.
  - a. Refrain from copyright infringement (making illegal copies of music, games, or movies).
  - b. Avoid plagiarism.
4. Respect and practice the principles of parish and school community.
  - a. Communicate only in ways that are kind and respectful.
  - b. Report threatening or discomfoting materials (cyber bullying) to a school administrator, teacher or network administrator.

- c. Refuse to access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
  - d. Avoid accessing, transmitting, copying, or creating material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
  - e. Abstain from using the resources to further other acts that are criminal or violate the school's code of conduct.
  - f. Avoid sending spam, chain letters, or other mass unsolicited mailings.
  - g. Refrain from buying, selling, advertising, or otherwise conducting business, unless approved as a school project.
  - h. Avoid posting or disseminating any harassing, demeaning, threatening or immoral comment or visual injurious to the reputation of the school, the parish, the Church or an individual, whether the action occurs on school property or off grounds.
5. Abide by the Student Code of Conduct in the use of the System at all times.

**School Email and Communication tools:** Email and other digital tools such as, but not limited to, blogs and wikis are tools used to communicate. The use of these communication tools should be limited to instructional, school related activities; or administrative needs. All communications within these tools should adhere to this Policy.

**The following guidelines must be adhered to by students using a personally-owned telecommunication device at school:**

- a. All personally-owned telecommunication devices must be registered with Saint Anselm School prior to use.
- b. Internet access is filtered by Saint Anselm School on personal telecommunication devices in the same manner as Saint Anselm School owned equipment. If network access is needed, connection to the filtered, wireless network provided by the school is required. Use of 3G or 4G service bypasses the security filter and is considered a violation of the Acceptable Use Policy.
- c. These devices are the sole responsibility of the student owner. The school assumes no responsibility for personal telecommunication devices if they are lost, loaned, damaged or stolen and only limited time or resources will be spent trying to locate stolen or lost items.
- d. These devices have educational and monetary value. Students are prohibited from trading or selling these items to other students on school property, including school buses.
- e. Each student is responsible for his/her own device: set-up, maintenance, charging, and security. Staff members will not store student devices at any time, nor will any staff diagnose, repair, or

work on a student's personal telecommunication device.

- f. Telecommunication devices are only to be used for educational purposes at the direction of a classroom teacher.
- g. School administrators and staff members have the right to prohibit use of devices at certain times or during designated activities (i.e. campus presentations, theatrical performances, or guest speakers) that occur during the school day.
- h. The administrator may examine a student's personal telecommunication device and search its contents, in accordance with disciplinary guidelines.

**Subject to Monitoring:** All Saint Anselm School network/Internet usage on or off school property shall not be considered confidential or private and is subject to monitoring by designated staff at any time to ensure appropriate use. All electronic files, including email messages, from both school-issued and personal accounts, transmitted through or stored in the System, will be treated no differently than any other electronic file. Saint Anselm School reserves the right to access, review, copy, modify, delete or disclose such files for any purpose. Students should treat the computer system like a shared or common file system with the expectation that electronic files sent, received or stored anywhere in the computer system, will be available for review by any authorized representative of Saint Anselm School for any purpose. Personal telecommunication devices are subject to examination in accordance with disciplinary guidelines if there is reason to believe that the Acceptable Use Policy has been violated.

**Students have no expectation of privacy with respect to use of the System. Administrators reserve the right to examine, use, and disclose any data found on the System in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions and/or may refer information to law enforcement if a crime is believed to have been committed.**

**All computers, devices, laptops, tablets, or the like, used by students to access the school network/Internet system, including both school-owned equipment and personally-owned devices, are subject to search at any time if a violation of this Policy or other school policies is suspected.**

**Consequences for Violation:** Students have the responsibility to use the System in an appropriate manner which complies with all Saint Anselm School policies. Violations of these rules or any school policy may result in disciplinary action which may include the loss of a student's privileges to use the school's information technology resources and/or discipline. Consequences of misuse or abuse of these resources will be disciplined depending on the severity of the situation. In addition to school disciplinary action, appropriate legal action may be taken.

**Agreement Form:** In order to ensure the proper use of technology resources, it is necessary that each student and parent/guardian *annually* sign the attached Student Acceptable Use Policy – User Agreement Form. The signed form must be on file at Saint Anselm School before Internet and other technology access is permitted. Signing the form indicates that the user will abide by the rules governing Internet and other technology access as stated in this Policy.

Saint Anselm School reserves the right to issue additional or more detailed rules for the use of technology resources, and violations of such rules may be a cause for imposition of any of the penalties delineated above. The school reserves the right to seek financial restitution for any damage caused by a student.

Time Allocations: Class schedules reflect the time allocations appropriate to the age and abilities of students as directed by the Standards of the State of Ohio. Flexibility is allowed in the weekly schedule in view of the total instructional time over the semester period.

Textbooks: Textbooks are selected by the Principal and teachers from approved lists prepared by the Diocesan Education Office and approved by the State of Ohio.

Other Courses of Study: The following topics are included in one or more courses of study: Study skills and Library skills, Career Education, Citizenship, Energy and Resource Conservation Education, Human Relations Education and Multicultural Education.

Educational Resources: Classroom instruction is supplemented with a variety of educational and technology assisted materials.

Homework: Homework is designed to provide students with extra practice of basic skills and to provide opportunities for enrichment and extension of learning. A homework assignment may provide an opportunity to enlarge to student's capacities for initiative and creativity. It can also be used to promote skill development and learning through research assignments. In this case, homework may be extended over a period of several days, weeks, or months. One important aspect of homework is that its objective is to help students learn to study independently. Assignments that are given for home are not always limited to written work. Many will focus on study, review, or reading which require a time of silence.

A reasonable amount of homework is given daily. Each faculty member shall determine the homework policy for his or her students and shall inform the parents/guardians of this policy. Students may be required to write their assignments in a special notebook designated for that purpose. Parents are

encouraged to review the notebook and/or check for postings on the school's website.

Time allotments for homework depend on the type of assignment and on the age and grade level of the student. No definite time limit can be determined for all, since children work at different rates of speed. If parents feel the homework assignments are excessive, or if students express exceptional difficulty dealing with homework, it is appropriate to request an appointment to discuss such issues with the teacher.

Parents can assist their children by providing quiet time and a place conducive to study (removed from the distractions of radio, television, telephone, iPods, games, and other social situations), by checking for accuracy and neatness, and by listening to a child read or recite work. Parents are asked to help, but not to take over the homework assignments. It is important that both the home and the school make clear that to copy another student's work is unacceptable. As students mature, they may reasonably expect to spend significantly more time studying in the evening.

If a student is experiencing difficulty in a particular subject, it is the student's responsibility to ask the teacher for additional help immediately and not wait until the end of a quarter. If parents notice that a child has a particular home study issue, they should not hesitate to contact the respective teacher/teachers.

**Academic Honesty: Honesty and integrity of life is of critical importance for the individual and society. Thus, cheating in any form is unacceptable behavior. Cheating includes any act through which a student uses the work of another for his/her own gain or attempts to achieve this result by deceitful means. Cheating includes looking at the work of another or using testing materials that have been acquired inappropriately. Plagiarism is a form of cheating in which the student passes off as one's own work the work of another either by copying or paraphrasing the ideas. Helping another student to cheat by providing one's own work is likewise considered cheating.**

**Cheating may incur loss of credit for the work presented, notification of parents, in school suspension or other appropriate consequences based on the seriousness of the offense. Students may be required to include a statement of honor code to their work.**

### ***Student Evaluation***

**Monitoring and Evaluating Student Achievement:** Student achievement is monitored on the basis of objectives stated in the Grade Course of Study and incorporated into the teacher's plan for daily instruction. Procedures for evaluating student achievement include, but are not limited to, the following:

teacher's observation of student responses, directed activities, quizzes, tests, participation in discussions, experiments, projects, oral and written reports, assignments and written class work as well as other appropriate means to measure achievement in the particular subject on a given grade level. Evaluations are both formative and summative in nature.

Report Cards: Report cards provide parents with tangible evidence of their children's growth and development and promote mutual understanding and helpfulness between home and school. Report cards are found on Gradelink four times a year, usually the week following the end of the quarter. Report cards are to be signed by the parent or guardian and returned to school within one week of distribution. Saint Anselm School follows the "Achievement Code" for the Diocese of Cleveland which includes the following areas: daily work, class participation, test scores, and homework.

Grading System:

The following marking code is used at Saint Anselm School for grades 3 through 8:

**A = Superior (100-93%)** Consistently does superior work in accomplishing goals, objectives and requirements; thoroughness in daily work and related assignments; demonstrates ability to work independently and cooperatively. Consistently high test grades.

A+	100-98	4.33 quality points
A	97-95	4.0 quality points
A-	94-93	3.67 quality points

**B = Above Average (92-85%)** Usually does above average work in accomplishing goals, objectives, and requirements; good knowledge and use of skills in subject matter; thoroughness in daily work and related assignments; demonstrates ability to work independently and cooperatively; above average test grades.

B+	92-90	3.33 quality points
B	89-87	3.0 quality points
B-	86-85	2.67 quality points

**C = Average (84-77%)** Usually does average work in accomplishing goals, objectives, and requirements; adequate knowledge and use of skills in subject matter; completes daily work and related assignments; demonstrates ability to work independently and cooperatively; average test grades.

C+	84-82	2.33 quality points
C	81-79	2.0 quality points
C-	78-77	1.67 quality points

**D = Below Average (76-70%)** Usually does below average work in accomplishing goals, objectives, and requirements; insufficient knowledge and use of skills in subject matter; limited effort in daily work and related assignments; demonstrates limited ability to work independently and cooperatively; low average test grades.

D+	76-75	1.33 quality points
D	74-72	1.0 quality points
D-	71-70	0.67 quality points

**F = Failing (69-0%)** Usually does unsatisfactory work in accomplishing goals, objectives, and requirements; daily and related work below standard; limited ability to work independently and cooperatively; unsatisfactory test grades.

The following marking code is used at Saint Anselm School for grades 1 through 2:

**O = Outstanding**  
**S = Satisfactory**  
**N= Needs Improvement**  
**U= Unsatisfactory\***

Grade 2 may also expand the code through the use of plus (+) and minus (-).

O, S, N, U codes are used for conduct and effort and may be used for Music, Art, Physical Education, Health and Computer, and, on some levels, Spanish.

### **ACADEMIC HONORS**

The new guidelines for academic honors recognize the gifted student and some of our hardest working students who may not ever reach the pinnacle of awards, but who should be recognized for their consistent work. We encourage students to develop a “growth mindset” on their journey and award their successes.

We considered both public and other private schools we were familiar with in determining these guidelines. Since “specials” classes do not meet as often as our core subjects, only the “core” subjects will be considered in the awarding of academic honors.

### **GRADES 4-8:**

FIRST HONORS:           G.P.A. of 3.75 - 4.00  
SECOND HONORS:       G.P.A. of 3.5 - 3.74

Please note that an F or an Incomplete excludes any student from Honors as well as anything lower than a "satisfactory" grade for conduct and/or effort.

Recognition: The Honors assembly will be held at the end of each semester. At the end of the year there will be special recognition given to those students who have maintained a year-long average qualifying for honors using the same criteria as used in quarterly honors. The Honor Roll will be posted on the bulletin board. Parents and family are invited to attend Honor assemblies.

Academic recognition is intended to be motivational. It is not included in the permanent academic record. Parents are reminded to keep these honors in perspective and to recognize their children's best efforts.

Parent Conferences: Scheduled parent conference days during the school year promote a greater understanding of the needs and growth patterns of the student, as well as strengthen home-school communications. If additional conferences are needed, an appointment may be made with the teacher for a mutually convenient time. Parent-Teacher conferences may be scheduled twice a year. The first formal Parent-Teacher Conference is held in October. Attendance at this conference period is mandatory.

Mid-quarter Reports: Mid-quarter or interim reports will be posted through Gradelink. Areas of difficulty as well as satisfactory progress may be noted. Special attention is given to effort.

Standardized Testing: The testing program is designed to provide a systematic means of assessing student mastery of basic skills and evaluating the academic programs of the school.

Students in all grades take the NWEA MAP tests. These tests monitor student growth and progress in language arts and math as well as other areas. MAP tests are given in the fall, winter and spring. The fall reports are discussed at the first Parent Teacher Conference. Additional reports may be presented to parents upon request

Promotion, Replacement, and Retention: Promotion is based on the satisfactory completion of the respective grade level work.

Saint Anselm School uses the term "replacement" to define the process whereby a student remains in the same grade level for more than one year. A child may be replaced in a grade level only if it is presumed he/she will profit by it. Replacement may be considered if a child does not have the developmental readiness (social/emotional readiness and maturity) to be placed in the next grade level. This is particularly important at the entry level programs of preschool through first grade. Developmental readiness may be determined by testing and teacher observation in consultation with the principal, teachers, and



parents/guardians of the child. Replacement is *not* regarded as retention, and those policies specifically outlined in retention do not necessarily hold true for replacement.

Retention is considered in individual cases after thorough discussion by the teacher, Principal, and parents. Parents will be notified by the end of the first semester if a student is being considered for retention. Retention may be considered for the following reasons:

1. Failure in three or more major subjects, i.e., Reading, Math, English and Social Studies. (Failure in an individual subject is defined as receiving a grade of F for more than two quarters.)
2. Failure to master fundamental skills of reading in the primary grades.
3. Determination that a student has been placed at a grade level that is not developmentally appropriate for the individual child.
4. Absence itself is not an acceptable cause for retention if the work that has been missed can be made up in a satisfactory manner by the child.

Students who do seem to be making the progress expected, or those who display behaviors that interfere with learning, may be referred by teachers or parents for educational testing. Saint Anselm School is able to offer assistance through our Auxiliary Service program and through the Jon Peterson Scholarship program. These services include a school counselor, speech pathologist, intervention specialist, occupational therapist, and remedial teacher. Students with service plans or special accommodations do not fall under the retention and replacement policies as indicated in this handbook.

OnLine Gradebook and Gradelink: Saint Anselm School provides Gradelink as a means for parents to monitor their children's progress. Gradelink allows students and parents to view assignments and upcoming tests as well as grades already achieved in class work, projects, tests, etc. Gradelink is an on-line tool shared by parents and students to discuss academic life and achievement, teacher comments, attendance patterns and conduct. ***This service does not substitute for a student's responsibility to understand all aspects of academic work, copy down assignments as given in class or attend to the details of any particular project.***

Each student has a unique ID and password. Parents are provided with their own unique ID and password which should not be shared. If you have concerns about your access to Gradelink, please direct them to the school technology coordinator/computer teacher.

## ***Providing for Individual Differences***

*Class Grouping:* In classrooms children are assigned heterogeneously. In such an environment students are able to develop the skills necessary to interact with a wide variety of achievement levels.

*Reading Groups:* At Saint Anselm School, it is understood that:

1. The Reading Course of Study of the Diocese of Cleveland as required for the primary grade level is taught to ALL reading groups within a given grade regardless of other materials that may be used. The curriculum and skills presented are identical; however, instructional materials and approaches may vary.
2. If grouping arrangements are needed in view of the learning needs of the individual student/students, reading groups may be established for some of the reading program or particular areas of study.
3. Grouping arrangements are flexible and are based on needs that may change.
4. With the literature-based reading and language arts program, material will be taught to the class as a whole first. Intervention is then appropriate as individual students require it.
5. English, spelling, phonics, and writing are all inclusive in the reading/language arts program. The literature will provide the bases of writing, spelling lists and the understanding of grammar, punctuation, and sentence construction; however, direct instruction of grammar and writing essentials are also taught.
6. Children needing additional assistance in reading to be successful with grade level requirements will participate in their regular reading groups and/or receive intensive learning support through the remedial math and reading tutor or other program. Parents are involved in this decision and are always notified in these instances. Permission must be given for the child to participate in these formal tutorial programs.

*Multi-level Classes:* On some grade levels and for some skill subjects, e.g., reading, math, students are grouped temporarily according to ability and achievement. This individual placement helps children progress more readily in these basic skills and allows for redevelopment and reinforcement as necessary. In such situations diversity of teaching styles can be employed to match the students' learning needs.

In some cases, students may be accelerated by placement in a subject class in another grade, or provided for through complementary instruction and resources.

## **EDUCATIONAL RESOURCES**

### ***Auxiliary Services***

The services of a clerk, nurse, speech pathologist, school counselor/psychologist, intervention specialist, occupational therapist and remedial teacher are available through Auxiliary Services Funding and/or the Jon Peterson Scholarship program. When required, the services of an occupational therapist may be secured.

*Speech:* The services of a speech and language therapist are available for students who qualify after obtaining permission from their parents or as part of an individualized educational plan.

*Hearing Services:* Children referred by the professional staff, parents or physicians are given a threshold hearing test. Students identified with hearing problems are reported to parents so that additional screening and assistance may be planned for outside the school. On-going teacher and parent contact is encouraged in these situations.

*Screening in Vision, Hearing and Scoliosis:* Various screenings are done on students in specific grades. Other students may be screened as referred by teachers. Results of all screening are provided to parents.

*Remedial Math and Reading Program:* Individual and small group instruction is provided for children with special needs on all grade levels. Certified remedial and intervention specialists provide remedial and supportive instruction. Placement in such a tutorial setting may be established through referral of teacher and/or parent and with parental permission only.

*Occupational Therapist:* An occupational therapist may be secured when there are children in the student population who require such services as part of their individualized educational plans. Occupational therapists are provided through the Geauga County Educational Service Center.

### ***Library***

The Saint Anselm Library has a computerized circulation of books and reference materials available for student and teacher use. Students in grades K-4 will have regularly scheduled Library periods. Students are encouraged to choose good literature and develop their background of leisure reading experiences.

Library periods may be arranged by the teacher for classes involved in independent study or library research activities. Saint Anselm School Media

Center/Library is equipped with telecommunications capability to access catalogues of local libraries.

### ***Field Trips***

Field trips are educational excursions which are pre-planned learning experiences, related to the curriculum of the specific grade level and followed by evaluation. Written parental permission is obtained prior to each excursion. Cost of field trips is an extra fee charged per student. Students must have **written** permission from their parents as well as a complete medical emergency card on file prior to the scheduled trip in order to attend field trips. **Verbal permission is not accepted for field trip permission.** Saint Anselm School reserves the right to refuse to allow a student to participate in a field trip if the student has demonstrated behaviors that would constitute a risk to the safety of the group. Students may also be denied permission to attend field trips because of safety, health, excessive absences, or behavior problems. No student will be permitted to participate in a field trip if he or she does not have a signed permission slip and medical card on file.

It is important to note that field trip buses are paid for by the beginning of the year fundraiser (magazine drive). Since every student benefits from the fundraiser, all families are expected to support it.

### ***Computer Learning Center***

A fully-equipped computer center allows for weekly computer classes for grades K through 8. An extensive software collection encourages integration of the computer with all areas of the curriculum. Keyboarding skills are begun in grade 3 and developed throughout all grades. Students follow an established curriculum in technology and apply the skills learned to other subject areas. Additional computers/devices are found within the individual classrooms and are used for enrichment and practice.

### ***Fine Arts Program***

All grades participate in an arts program and a music program, including vocal and instrumental music, art appreciation and visual art. A music teacher provides weekly instruction to all grades in vocal music and music theory. The optional instrumental music program in Grades 4 through 8 provides the opportunity for small group lessons during the school day and participation in the Saint Anselm School Band. A certified art instructor offers art classes to every grade level at least once a week.

## ***Band***

Band at Saint Anselm School is administered through Music Alliance, Inc., a contractor to parochial schools that serves the greater Cleveland area. Parents pay for band lessons and instruments. Through our instrumental music classes, students are able to develop many attributes such as musicianship, commitment, teamwork and self-determination and self-reliance.

Band students receive over fifty minutes of instruction per week, which is divided into full band rehearsal and semi-private lessons. There are, in total, three separate bands at Saint Anselm School. Beginning Band is for anyone in the 4th through 8th grades interested in starting on an instrument. The instruments available to these students are the flute, the clarinet, the alto saxophone, the trumpet, the trombone, and the percussion. We also have an Intermediate band comprised of students in their second year of playing. This band, as the name implies, bridges the gap between beginning and advanced bands in terms of musical challenge. 6th, 7th and 8th graders are the core of our Advanced Band. This band performs ensemble music that is consistent with public middle school standards. There are a few more instruments available to the advanced students, including the oboe, the bass clarinet, and the tenor saxophone.

Our bands perform in two concerts per year: one mid-year and one in the spring. These concerts feature the ensembles performing full band music, small ensembles performing chamber-style music as well as soloists. In addition to our concerts the band performs for at least one pep-rally during the school-year.

Students who possess higher musical ambitions are encouraged to audition for the Music Alliance Summer Honors Band Program. This program meets for the first two weeks of summer vacation and includes many of the best parochial middle-school musicians from across the Cleveland area.

### **Gradelink**

Saint Anselm School uses an internet accessible program for communication. Currently, this is Gradelink. Through Gradelink the school provides weekly newsletters, access for parents to their children's grades and progress, as well as some information on assignments and long range projects for specific classes. At the beginning of the year parents who wish to access the site are given special codes which may not be shared with the children. Parents may view grades and communicate with teachers using this resource.

Gradelink is mandated for use by teachers in grades 1 through 8. Grades are updated minimally every two weeks for the upper grade levels. While Gradelink is not meant to provide a daily listing of work and events, it is an important

resource for families who wish to stay aware of their children's academic growth and school events.

It is the responsibility of all parents to activate their codes to enable reception of electronically communicated information from their children's teachers.

## **EXTRA CURRICULAR ACTIVITIES**

### ***Altar Servers and Cross Bearers***

Please contact the rectory for more information regarding servers for parish and school liturgies. Serving is open to both girls and boys beginning in grade 6.

### ***Athletic Program (The Spartans)***

Saint Anselm students may participate in the athletic programs provided by the Saint Anselm Parish Athletic Association. The purpose of the athletic program is to encourage students to participate in athletic games, thereby fostering physical and moral growth. Besides the competitive CYO sports, the Saint Anselm Athletic Association encourages and supports intramural competition in many other sports. The development of a good intramural program depends upon assistance of volunteer parents. Accordingly, Saint Anselm welcomes the help of any Saint Anselm parent in intramural activities.

Athletics at Saint Anselm are to be supportive of the academic program of our parish. As such, priority is given to school work and performance. The Athletic Association has guidelines for athletic participation related to academic performance. Announcements regarding athletic teams are distributed through Saint Anselm School and Saint Anselm Parish.

### ***Gym Use and Conduct***

The Saint Anselm School gym is for the sole use of Saint Anselm School athletic teams and parish groups. Student groups **must** be supervised by the coach who is responsible for the activity.

1. Students are not allowed in the gym unless they are part of an authorized program.
2. No profane language or disorderly conduct will be tolerated.
3. No smoking, gum, food or beverages are allowed in the gym or locker rooms.

4. Anyone destroying/defacing Saint Anselm property will be held financially responsible whether the damage was accidental or intentional.
5. Theft or willful damage will be referred to the police. Offenders will be dropped from all sports programs for the entire year.
6. Users of the gym are required to wear gym shoes.
7. Violations of the rules governing the gym will be subject to immediate suspension of their gym privileges.
8. Students may not sit on bleachers when they are closed against the wall. This causing bending of the racks and makes use of the pulled out bleachers impossible.

### ***Scouting Program***

Various Scouting opportunities are available through the parish. Notices regarding participation in these groups are provided by both the school and the parish.

### ***Chess***

Chess clubs and opportunities are available as volunteers are available. This valued activity is open to both beginning and proficient players. Notices regarding Chess Club are sent home in the weekly school packet.

### ***Power of the Pen***

Students in grades seven and eighth may participate in the Power of the Pen writing team. Students meet after school and work through writing prompts and perfect their competitive writing techniques under the direction of teachers at the school. Each year the Power of the Pen writing team competes at district, regional and state competitions.

### ***Technology Club***

The Technology Club provides students with opportunities to work more intensely with computers and systems as they are able. Students may be trained in the use of equipment for morning announcements (TV, prompter, etc.), computer set ups, coding, etc.

## SCHOOL POLICIES & PROCEDURES

### ***Student Behavior Code***

Saint Anselm Catholic School is called to be a community based on the shared acceptance of the message and challenge of the Gospel.

Discipline policies and rules

flow from this concept of a faith community,  
foster quality relationships among students, teachers, and parents,  
and assist the students to grow toward true discipleship.

In requesting registration at Saint Anselm School, both students and parents agree to comply with and support the discipline policies and regulations.

*Saint Anselm students are expected to demonstrate:*

- appreciation for the opportunity of a Catholic education;
- reverence during times of prayer and religious activities;
- active participation in the Liturgy; openness and effort in learning their Catholic faith;
- an attitude of service to others;
- an effort to develop Christian leadership skills and attitudes;
- personal responsibility for learning;
- respect for the right of the classroom teacher and fellow classmates to have an atmosphere that is conducive to teaching and learning;
- cooperation, consideration and respect for others in speech and actions;
- respect for and cooperation with teachers, school authorities and other adults who assist them throughout the school day;
- honesty and integrity in speech and in school work;
- respect for school and parish property and the personal property of others;
- playground behavior that ensures the safety of all students;
- good study habits that lead to life-long learning, namely effort, confidence in their ability, punctuality, completeness and quality of assignments and class work;
- regular attendance and punctuality;



- appropriate behavior on school buses or walking to and from school;
- cooperation with bus drivers, safety patrol guards, crossing guards and other safety personnel;
- self-care, e.g., good grooming in one's personal appearance, cooperation with the dress code; wearing the school uniform with pride.

*The students are supported and encouraged to develop a mature Christian character by all faculty and staff members by:*

- personal attention and interest in each student;
- discussion with the student about their growth in character, appropriate behavior and self-discipline;
- notification of parents when there is a concern about character development; self-control or cooperation with school rules;
- parent conferences, both as regularly scheduled, or as requested by either the teacher or parents;
- behavior and/or learning contracts, conferences with student, parents, and other school support personnel, conferences with the Principal.

*Some consequences that may be employed for lack of cooperation with school rules:*

- detention after school with parents' prior knowledge;
- loss of privileges and/or recess. This may include field trips and other extra outings;
- removal of the student from the classroom or activity to another supervised area;
- in serious cases, suspension for a period of time, at the discretion of the Principal and/or Pastor and in accordance with the policies and procedures of the Diocesan Education Office;
- in extreme cases, expulsion. Expulsion of a student is a serious matter and will be used only when absolutely necessary. In some cases the Principal and/or Pastor may deem an action by a student so severe that it would result in immediate expulsion from school. This decision is the right and responsibility of the Principal and/or Pastor.

*Situations with specific consequences:*

Saint Anselm School supports and cooperates with the procedures of the local school districts regarding behavior on school buses. These procedures include

parent notification, suspension for a time from transportation, and loss of transportation privileges.

Students responsible for stealing, destroying, or vandalizing Saint Anselm School or Parish property or the property of others is financially responsible, with their parents, whether the damage is accidental or intentional. The police will be notified if the situation warrants it.

Truancy will be referred to the Pupil Personnel Office of the public school district of residence. If necessary, the case will be referred to Juvenile Court and/or Children's Services. Truancy is understood to include leaving school without permission, being absent from school without parents' knowledge, and being absent from class without permission.

Students are prohibited from the use, possession, or sale of drugs, drug paraphernalia, alcohol, tobacco, explosive materials or weapons on Saint Anselm property, at Saint Anselm sponsored events whether held during or outside of school hours, and on public school buses. Violations warrant notification of the police, immediate suspension, and mandatory conference with parents before the students return to school.

Intervention by trained professionals may be required as a condition for the student to remain at Saint Anselm School. Lack of cooperation on the part of either the student or parents in this matter will result in the student's expulsion.

### ***SAINT ANSELM SCHOOL HARASSMENT POLICIES***

The pastor, administration and staff of Saint Anselm School believe that all employees and students are entitled to work and study in school-related environments that are Christ-centered and free of harassment. Saint Anselm School will not tolerate harassment of any type. If harassment occurs, the appropriate disciplinary action will be taken. Disciplinary action may include suspension or expulsion.

#### ***Sexual Harassment and Sexual Violence Policy***

*Purpose:* Saint Anselm School is firmly committed to providing a safe, positive learning and working environment for everyone in the school. For this reason, and in keeping with the goals and objectives of Catholic education, Saint Anselm School expressly prohibits sexual harassment and sexual violence in the school environment. This policy re-emphasizes the personal dignity of the individual and fosters positive sexual attitudes and respect for others.

*Sexual Harassment defined:* For the purposes of this policy, sexual harassment includes the following specific instances: verbal sexual abuse; disseminating obscene or sexually explicit material, whether in the form of music, written lyrics,

pornographic pictures or other literature, or having such material in one's possession in the school, on school grounds or at school-sponsored activities; obscene or sexually explicit graffiti anywhere in the school or on the school/parish grounds, continuing and unwanted written or oral communication directed to another of a sexual nature; spreading sexual rumors/innuendoes; obscene T-shirts, hats, or buttons; touching oneself sexually in front of others; obscene and/or sexually explicit gestures; and any other inappropriate behavior of a sexually explicit or obscene nature that demeans or offends the recipient. The above list is not meant to be all-inclusive, but is intended to provide guidance as to what may constitute sexual harassment.

Isolated, trivial incidents are not sufficient to constitute harassment and will be handled according to the student behavior code.

Allegations of sexual harassment (as defined above) are to be reported to the teacher and the principal. Parents of both the offender and the victim will be informed of the allegations. The matter is to be kept confidential by all parties involved, and every effort will be made to protect the alleged victim from retaliation. The parents of both the offender and the victim are obligated to cooperate in remedying the situation.

If the allegations are substantiated, disciplinary actions will be taken.

These will depend on the nature, frequency and severity of the action, the ages of the offender and victim, the history of similar actions by this individual, and the circumstances in which the harassment occurred. Possible disciplinary actions may include but are not limited to any or all the following:

- verbal warning/reprimand and apology to the victim;
- a parent/student/principal conference;
- written warning/reprimand and parent notification, entered into the student's file;
- detention or removal from selected school activities and/or extracurricular activities;
- behavior/probation contracts, possibly requiring professional counseling;
- suspension;
- expulsion.

*Sexual Violence:* Sexual violence is handled separately because of its potential criminal nature. If an incident of sexual violence occurs, the principal, pastor, or other school authority is required under state law to report the incident (O.R.C. 2151.421). The Department of Human Services and the policy will be contacted immediately if there is any "reason to believe" (O.R.C. 2151.421) that sexual abuse or violence has occurred involving a child less than eighteen years of age. The Diocesan Legal Office will be contacted immediately in these situations.

Generally sexual harassment should be construed as sexual violence when: the recipient is physically touched without his/her consent in a sexual manner; is expressly threatened or perceives a threat of physical harm for purposes of the offender's sexual gratification; or is the victim of sex offenses under Ohio law. In these cases, the Department of Human Services and the police will be contacted immediately.

### ***Non-Harassment, Anti-Intimidation, and Anti-Bullying Policy***

Saint Anselm School teaches belief in the sanctity of human life and the inherent dignity of the human person. We believe that all students, school employees and volunteers have a right to a safe and healthy school environment. All members of the school community, in turn, have an obligation to promote mutual respect, tolerance, and acceptance.

Harassment, intimidation, or bullying behavior by any student/school personnel in Saint Anselm School is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school.

"Harassment, intimidation, or bullying," in accordance with House Bill 276, mean any intentional written, verbal, graphic or physical acts including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will effect of:

1. Causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of students'/personal property; and
2. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel.

Saint Anselm School will not tolerate behavior that infringes on the safety of any student, school employee, or volunteer. A student, school employee or volunteer shall not intimidate or harass another student, school employee, or volunteer through words or actions whether in the classroom, on school property, to and from school or at school-sponsored events, or from any computer not on school property.

#### ***Definition***

"Harassment, intimidation or bullying" means any intentional written, verbal, graphic or physical acts that a student or group of students, school employee or

volunteer exhibited toward another particular student, school employee or volunteer more than once and the behavior both:

1. Caused mental or physical harm to the other; and
2. Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other.

This may include but is not limited to: unwelcome advances or other similar verbal or physical contact, verbal or written taunting; bullying; intimidating, hostile or offensive conduct; jokes, stories, pictures, cartoons, drawings or objects which are offensive, annoy, abuse or demean an individual or group.

Such behavior includes overt intent to ridicule, humiliate or intimidate another student, school employee or volunteer. Examples of conduct that could further constitute prohibited behaviors include:

- physical violence and/or attacks;
- threats, taunts and intimidation through words and/or gestures;
- extortion, damage or stealing money and/or possessions;
- exclusion from the peer group or spreading rumors; and
- repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other Web-based/online sites (also known as cyber bullying), such as the following
  - posting slurs on Web sites where students congregate or on Web logs (personal online journals or diaries);
  - sending abusive or threatening instant messages;
  - using camera phones to take embarrassing photographs of students and posting them on line; and,
  - using Web sites to circulate gossip and rumors to other students;
  - excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

#### *Procedure for the Alleged Victim*

1. Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor or principal to help.

2. If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:

- Tell a teacher, counselor or principal; and
- Write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including
  - What, when and where it happened;
  - Who was involved;
  - Exactly what was said or what the harasser did;

- Witnesses to the harassment;
- What the student said or did, either at the time or later;
- How the student felt; and
- How the harasser responded.

### *Investigative Procedure*

It is imperative that harassment, intimidation, or bullying be identified only when the specific elements of the definition are met because the designation of such prohibited incidents carry special statutory obligations. However, misconduct by one student against another student, whether appropriately defined or not, will result in appropriate disciplinary consequences for the perpetrator.

In evaluating whether conduct constitutes harassment, intimidation or bullying, special attention should be paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim, and the motivation, either admitted or appropriately inferred.

The investigator will reasonable and promptly commence the investigation upon receipt of the complaint. The investigator will interview the complainant and the alleged harasser. The alleged harasser may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate.

### *Resolution of the Complaint*

Following receipt of a written investigative report, the principal may investigate further, if deemed necessary, and make a determination of any appropriate additional steps that may include discipline. Prior to the determination of the appropriate remedial action, the principal may, at the principal's discretion, interview all parties. The principal will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser and the investigator will receive notice as to the conclusion of the investigation. The principal will maintain a log of information necessary to comply with the Ohio Department of Education reporting procedures.

Additional information, forms, and procedures regarding the bullying policy are on file in the school office.

## **Gangs**

Youth Gangs and gang-related activities are prohibited. A gang is defined as any non-school sponsored group, usually secret and/or exclusive in membership, whose purpose or practices include unlawful or anti-social behavior or any action that threatens the welfare of others. Gang activity includes: recruitment, initiation, a manner of grooming, hair style and/or wearing of clothing, jewelry, head coverings, or accessories which by virtue of color, arrangement, or other attribute denotes membership in a gang; displaying gang markings or slogans on school or personal property or clothing; having gang tattoos; possessing literature that indicates gang membership; fighting; assault; hazing; extortion; establishing turf; use of hand signals; gang vocabulary and nicknames; possession of beepers or cellular phones; possession of weapons or explosive materials; possession of alcohol, drugs, drug paraphernalia; attendance at functions sponsored by a gang or known gang members; exhibiting behavior fitting police profiles of gang-related drug dealing; being arrested or stopped by police with a known gang member; selling or distributing drugs for a known gang member; helping a known gang member commit a crime; or any other action directly resulting from membership or interest in a gang.

*Consequences:* If a student is suspected or identified as being a member of a gang, shows interest in joining a gang, initiates or participates in any gang related activity, or has been approached for recruitment, any or all of the following steps may be taken:

1. Parents/guardians will be contacted immediately and appropriate intervention initiated.
2. A behavior contract will be prepared stating the conditions for the student remaining in the school.
3. Students may be referred to counseling (personal and/or family.)
4. Students may be referred to the Department of Human Services or other welfare or child care agencies of the respective county.
5. Students may be referred to outside agencies or programs for treatment when use of drugs and/or alcohol is involved.
6. Students may be referred to the Task Force on Violent Crime.
7. Police, Juvenile Court and other appropriate authorities will be notified of violence and/or illegal activities.
8. Students may be suspended and/or expelled as already outlined in the school discipline policies.
9. Parents/students will be held liable and financially responsible for all forms of vandalism.

*Jurisdiction:* Realizing that gang activity is a community concern, communication will be maintained with the police department and public school officials on all matters related to gang activity within this community. Involvement and jurisdiction of school authorities in gang related incidents occurring outside the

school or off school/parish property will be determined in cooperation with diocesan legal authorities and the police, and will take into consideration the nature of the incident, the safety of the student, the effect of the incident on other students, and the good order and functioning of the school.

*Related Policies:* In order to prevent the onset of gang-related activity, the following related policies will be strictly enforced:

1. Dress code and uniform policy as defined in the School Handbook;
2. Discipline policies and consequences as defined in the School Handbook;
3. The right of school authorities to search lockers, student desks and, upon request, personal property, if suspicion of gang involvement exists;
4. Policies and procedures relative to scheduling, supervision and attendance at school/parish sponsored events, held during the school day, in the evening or on weekends;
5. Policies and procedures established relative to participation in and attendance at school/parish sponsored athletic functions whether held on parish property or at other public facilities;
6. Insistence on parent cooperation in not permitting children to host/attend unsupervised parties or activities.

*Prevention:* In order to assist students in the development of positive self-esteem, decision-making skills, and social values, appropriate educational programs and activities will be provided as judged appropriate by the pastor and/or principal. These may include but are not limited to guidance programs, parent education programs, social activities that foster positive group identification and behavior, CYO and parish-based youth ministry activities, etc.

### ***Weapons***

In furtherance of the overall philosophy, goals and objectives of the Catholic educational experience, Saint Anselm School expressly prohibits the use, possession, sale, or discharge of any weapons or explosive devices in the school, on school grounds, or at school-sponsored activities. This policy shall apply to all students, participants in parish programs, teachers, administrators, and other personnel in the school or parish.

This policy includes, but is not limited to, any firearm, knife, deadly weapon, or explosive or incendiary device. As defined by state law, a deadly weapon is “any instrument, device, or thing capable of inflicting death, and designed or specifically adapted for use as a weapon, or possessed, carried or used as a weapon” (O.R.C. 2923.11A) Firearms shall include any loaded or unloaded gun of any caliber or type. This prohibition also includes any pistol, rifle or other device that uses air or gas propelled projectiles.



Violations of this policy may warrant notification of the police, immediate suspension, and possible expulsion. If possession of a weapon is suspected, the Principal or other administrator will immediately contact the police department and the Diocesan Legal Office before confronting the individual. If it is determined that this policy has been violated, the parents of the offender shall be immediately contacted and must cooperate with the disciplinary process.

Disciplinary action may include immediate in-school or out-of-school suspension, pending investigation and resolution. If the student's infraction does not warrant immediate dismissal, then the parents may be required to sign a probation contract that includes all conditions of the student's retention at the school. Possible terms of this probation agreement may include professional counseling, participation in a community program addressing youth violence, suspension from extracurricular activities, and any other conditions deemed appropriate by the administration of the school or parish program after consultation with the Diocesan Legal Office.

### ***Threats***

It is the responsibility of the administration, teachers, and staff to ensure the safety of all in the school or on school grounds or while participating in a school-sponsored activity. Any threat of harm to any person, either in writing, verbal, or physical will be dealt with immediately and appropriately. Such action may include notification of parents, suspension, dismissal, expulsion, notification of local law enforcement officials, psychological/psychiatric evaluation, counseling, or other actions deemed necessary.

## ***SAINT ANSELM SCHOOL PLAN TO PROTECT GOD'S CHILDREN: CHILD SEXUAL ABUSE***

Those who work for the Catholic Church in any way are required to familiarize themselves with the provisions of the *Policy for the Safety of Children in Matters of Sexual Abuse* and *Standards of Conduct for Ministry*. In addition, they must constantly renew themselves in their understanding of warning signs of sexual abuse. Remaining current in *Virtus* is one way to fulfill this mandate.

Saint Anselm School strongly encourages all parents to participate in the *Virtus* training in order to understand better how to protect their children from abuse.

### ***Know the Warning Signs***

Knowing the warning signs means that we can recognize the early signs of an inappropriate relationship with a child. If we know the warning signs, then we can identify potential abuse before it happens. If we know the warning signs, we do not have to rely on a child to report an incident:

- Discourages other adults from participating or monitoring.

- Always wants to be alone with children.
- More excited to be with children than adults.
- Gives gifts to children, often without permission.
- Goes overboard touching.
- Always wants to wrestle or tickle.
- Thinks the rules do not apply to them.
- Allows children to engage in activities their parents would not allow.
- Used bad language or tells dirty jokes to children.
- Shows children pornography.

### *Control Access*

Controlling access means that we are careful about whom we allow to work with our children. It also sends a message to potential child molesters that we are alert about child sexual abuse.

### *Be Aware*

Being aware means that parents should know what is going on in the lives of their own children and pay attention to subtle signs of a problem. Parents should talk to their children, listen to them, and observe them. When we observe and communicate with our children, we are more likely to detect the signs if they are in danger. We can notice a sudden change in behavior, if they get moody or aggressive, lose interest in school, or stop taking care of their personal hygiene:

- Talk to your children.
- Listen to your children.
- Observe your children.
- Let your children know they can tell you anything.
- Teach your children where their private parts are.
- Talk to your children often about protecting themselves.
- Teach your children what to do if someone tries to touch them.
- Teach your children what to do if someone makes them uncomfortable.

### *Communicate Your Concerns*

Communicating concerns means telling someone when you are uncomfortable with a situation or if you suspect abuse. It means paying attention to your own feelings and not waiting until it is too late. Only by communicating concerns can we use our knowledge to protect children. Even if abuse is not occurring, it is still important to let others know when you have concerns:

- Talk to the person involved, and/or
- Speak to their supervisor, and/or
- Notify a church official, and/or
- Call the child abuse hotline, and/or
- Call the police.

\*\*\*[The above section is from the Diocese of Cleveland Quick Reference Guide to Protecting God's Children.]

If sexual abuse of a minor is known or suspected to have been committed by other church personnel, all clergy, employees, and volunteers of the Diocese and Diocesan parishes, organizations, and institutions have a duty under the Policy to report that knowledge or suspicion to civil authorities and to the Diocese.

To report suspected abuse in Geauga County contact:  
Gauga County Job and Family Services  
12480 Ravenwood Drive  
Chardon, Ohio 44024  
**1-440-285-9141**

### **DRESS CODE POLICIES**

The purpose of the school uniform is to

- provide a means of identification and create a spirit of community and belonging to St. Anselm School;
- provide for the neat and orderly appearance conducive to school and the learning atmosphere;
- avoid competition in dress;
- control clothing costs for families;
- model appropriate wear for various activities
- develop an awareness of good grooming and appropriateness.

We believe that there is a direct relationship between being well-groomed and properly dressed and having productive work habits for school. Clothing can have a bearing on students' external conduct as well as their internal attitude. The school and the parents support the dress code in a spirit of mutual cooperation. It is the right and duty of the parents to make sure the students are dressed according to the code. It is the right and duty of the administration, faculty and staff to further support that by monitoring the dress code throughout the school hours.

Students not in uniform will receive a violation form. After three violations, the student will receive a special notice, the parents of the student will be called to bring suitable uniform clothing, and the student receiving the notice will lose the privilege of participating in the next out-of-uniform or dress down day.

The administration reserves the right to rule on all questions relating to the areas of dress and grooming not covered by code until such time as this code may be amended or revised.

Parents are to label all clothing for the students.

## GIRLS IN GRADES K-3 UNIFORM

- Jumper Plaid v-neck or drop waist Schoolbelles jumper not to exceed two inches above the knee
- Pants Navy blue or khaki twill uniform style slacks .
- Blouse Plain white blouses, long or short sleeve, to be worn under the jumper;

**OR**

White or dark green knit polo shirts, long or short sleeve.

White, dark green or navy turtlenecks may be worn under jumper

- Sweater Solid navy blue, white, or gray round neck cardigan or pullover v-neck (**\* NO HOODS ALLOWED**)
- Socks White, dark green, black or navy, plain solid color crew socks, knee highs, solid tights (but no layering)
- Sweats and leg warmers may be worn to school but are not permitted to remain on in class (**\* NO LEGGINGS**)
- Sweatshirts Plain navy, green or gray crew neck (**\*NO HOODS ALLOWED**)
- Gray or green St. Anselm spirit-wear fleece may be worn as part of the uniform.
- Shorts Navy blue or khaki, uniform style may be worn April 1<sup>st</sup> – September 30<sup>th</sup>.

## GIRLS IN GRADES 4-6 UNIFORM

- Skirt Plaid Schoolbelles uniform skirt, no shorter than two inches above the knee, kick pleat or wrap kilt style
- Pants Navy blue or khaki twill uniform style
- Blouse White or dark green pique feminine knit polo (short sleeve) or white or dark green unisex, short or long sleeve polo,
- Sweater Solid navy blue, white, or gray round neck cardigan or pullover v-neck (**\* NO HOODS ALLOWED**)
- Socks White, dark green, black or navy, plain solid color crew socks, knee highs, solid tights (but no layering)

Sweats and leg warmers may be worn to school but are not permitted to remain on in class. (**\*NO LEGGINGS**)

Sweatshirts Plain navy, green or gray crew neck (**\*NO HOODS ALLOWED**)

Gray or green St. Anselm spirit-wear fleece may be worn as part of the uniform.

Shorts Navy blue or khaki, uniform style, may be worn April 1<sup>st</sup> - September 30<sup>th</sup>.

### **GIRLS IN GRADES 7-8 UNIFORM**

Skirt Gray uniform skirt, purchased through Schoolbelles, worn not more than 2 inches above the knee

Pants Navy blue or khaki twill uniform style slacks.  
Blouse White pique feminine knit polo (short sleeve), or white unisex, short or long sleeve polo,

Sweater Solid navy blue, white, or gray round neck cardigan or pullover v-neck (**\* NO HOODS ALLOWED**)

Socks White, black or navy, plain solid color crew socks, knee highs, solid tights (but no layering), dark green may be worn with uniform pants or shorts

Sweats or leg warmers may be worn to school but are not permitted to remain on in class. (**\* NO LEGGINGS**)

Sweatshirts Plain navy, green or gray crew neck (**\*NO HOODS ALLOWED**)

Gray or green St. Anselm spirit-wear fleece may be worn as part of the uniform.

Shorts Navy blue or khaki, uniform style may be worn April 1<sup>st</sup> – September 30<sup>th</sup>.

### **BOYS IN GRADES K-6 UNIFORM**

Trousers Navy blue or khaki uniform style

Shirts	White or dark green polo shirt or turtleneck with long or short sleeves
Sweaters	Solid navy blue, white, or gray round neck cardigan or pullover v-neck ( <b>* NO HOODS ALLOWED</b> )
Socks	White, black, khaki, dark green or navy solid color crew socks
Sweatshirts	Plain navy, green or gray crew neck ( <b>*NO HOODS ALLOWED</b> )  Gray or green St. Anselm spirit-wear fleece may be worn as part of the uniform
Shorts	Navy blue or khaki uniform style shorts may be worn April 1 <sup>st</sup> –September 30 <sup>th</sup> .

### **BOYS IN GRADES 7-8 UNIFORM**

Trousers	Gray, navy or khaki uniform style pants
Shirts	Plain white long or short-sleeved buttoned down Oxford shirt. Oxford must be worn with a tie
Sweater	Solid navy blue, white, or gray round neck cardigan or pullover v-neck ( <b>* NO HOODS ALLOWED</b> )
Socks	White, black, khaki or navy solid color crew socks
Sweatshirts	Plain navy, green or gray crew neck ( <b>*NO HOODS ALLOWED</b> )  Gray or green St. Anselm spirit-wear fleece may be worn as part of the uniform
Shorts	Navy blue or khaki uniform style shorts may be worn April 1 <sup>st</sup> –September 30 <sup>th</sup> .

### **HAIR ACCESSORIES**

Girls may wear head bands, ponytail holders, hair clips provided they are either the uniform plaid or solid color in white, navy, gray, dark green, yellow, brown or black. **Hair fads are not appropriate for school and should not be worn.**

### **PHYSICAL EDUCATION CLOTHES: GRADES K – 8**

- Dark green mesh or jersey knit shorts
- Gray Saint Anselm t-shirts from Schoolbelles with school logo or shorts and shirts ordered on-line on school website.
- Tennis shoes: State law requires that gym/athletic shoes be worn for physical education class. Shoes must be fully laced and tied.
- Sweatshirts, navy, green or gray (**\*NO HOODS**)
- Grades K-8 may wear gray or black sweatpants (fleece, polyester, nylon or blend with no more than 3 white stripes down the legs; no tear-aways or pajama pants) (**\*NO YOGA PANTS OR LEGGINGS**) (**NO WRITING ON THE “backside” of sweatpants**)

## **ALL STUDENTS**

Shoes	All students must wear appropriate school shoes. Shoes must be brown, black or tan. Oxford, functional tie, working buckle and solid loafer style shoes are appropriate. Shoes <i>must</i> have closed heels and closed toes. Moccasins, clogs, tennis shoes, soccer or track shoes, athletic shoes, boots or boot look-alikes, “crocs,” slippers, plastic shoes, platforms, fashion shoes, or sandals are not appropriate school shoes. Shoes with laces must be the same color as the shoes. Heel and sole together may not exceed 1 ½ inches
Socks	All socks must be visible.
Tee shirts	If students wear tee shirts under their clothing for additional warmth or modesty, the shirts must be <b>plain white only</b> and may not extend below the uniform shirt.
Boots	Boots should be worn during winter and inclement weather. Shoe boots, all weather hikers, and work boots may be worn as boots to and from school but a standard pair of appropriate shoes must be worn in school. <b>Boots may not double as shoes for this purpose.</b>
Hair	Hair is to be clean, well-groomed, combed and styled appropriately. Hair styles that are distracting are to be avoided and will be handled on an individual basis. Lines, designs, tails, shaved heads, dyed, extreme spiking, tails, Mohawks, unnatural colors or combinations of colors, and other fad hair styles are

examples of styles that are **not permitted**. Judgment as to the appropriateness of hair styles is made solely at the school's discretion. The decision of the Principal is final. Boys' hair length must be off of the collar and ears, and above the eyebrows. Girls' hair must be above the eyebrows and out of eyes.

#### Jewelry

Make-up of any kind is not permitted in school. Girls may wear only clear or pastel nail polish. Only **post style** earrings may be worn; **they may not dangle below the lobe**. Students wearing inappropriate earrings or jewelry will be asked to remove them. Choker style necklaces, rope fashion, and metal fashion necklaces are not permitted; bracelets are not permitted—for girls or boys. Wrist watches may be worn.

Throughout the year there are days when students may dress up or dress down. Please follow these guidelines:

#### Dress-up Days for Girls:

- Shirt, blouse, sweater or dress with sleeves
- No bare midriffs or short skirts that show the waist; no cut outs or low cut necklines
- **Skirts and dresses may be no shorter than 2 inches above the knee**
- Dress pants must sit on natural waist and fit properly
- Dress shoes or schools; **no flip flops, sandals, or high heels** (remember we have terrazzo floors!); no open toed shoes
- No make up

#### Dress-up Days for Boys:

- Dress shirt with a collar or sweater
- Neat dress pants (no rips or frayed edges), resting on the student's natural waist and fit properly
- Dress shoes

#### Dress Down Days:

On these days clothing **must be appropriate for school**. Tee shirts with rock groups or inappropriate language or signs, mini-skirts, camouflage pants or shirts, tank or net tops, bare midriffs, mini shorts, and oversized pants or shirts are not permitted. Jeans may not be torn or frayed, nor may students wear low rise/hip huggers. All pants must rest on



the student's natural waist. Khakis, corduroys, and casual pants are acceptable. During the months of August/September and May/June students may also wear shorts **provided they are no shorter than 2 inches above the knee**. Casual skirts are acceptable and must be no shorter than 2 inches above the knees.

**\*IF LEGGINGS ARE WORN, the top worn must come down to 2 inches above the knee.**

**The length and style of clothing must reflect Christian modesty.**

Students dressed inappropriately will be required to change clothing and may lose the privilege of dress down day participation in the future.

For dress down days students **may not wear sandals or open-toed shoes**. On dress down days especially students are inclined to be more active on the playground and outside. Open shoes or sandals do not protect the feet sufficiently for this activity.

Spirit Days:

Throughout the school year there are days designated as School Spirit Days. The purpose of these days is to introduce various sports seasons or in other ways gather the school community together as a means of furthering school spirit. On these days students may wear spirit wear clothing as purchased through the Parent Club. If students do not have spirit wear available to them, they may wear their gym shirts or school uniforms. The day is considered a dress down day, but shirt tops need to have Saint Anselm School displayed on them.

### ***Lost and Found***

Please "name tag" all clothing. Lost and found articles will be placed in labeled containers in the school foyer outside the main office. At the end of each quarter and at the end of the school year all unclaimed articles will be sent to the Saint Vincent de Paul Society. Lost valuables (i.e., glasses, watches, keys and jewelry) can be claimed in the secretary's office.

### ***Noon Regulations***

**PORTABLE RADIOS, IPODS, ELECTRONICS, ETC. WITH EARPHONES, ELECTRONIC GAMES AND OTHER DEVICES BROUGHT FROM HOME ARE NOT PERMITTED DURING THE SCHOOL DAY, INCLUDING LUNCH TIME.**

During the noon recess, children MAY NOT leave the school grounds without the permission of the Principal. Failure to comply with the regulation is considered a serious violation.

It is our goal that all at Saint Anselm School understand the importance of correct behavior and property courtesy on the playground. Playground will be denied to students who consistently violate safety and courtesy rules.

Since books are expensive both to purchase and maintain from year to year, parents are urged to help their children be responsible for books used. Books are required to be covered and clearly identified.

Children are financially responsible for the loss or damage of textbooks and other materials provided for their use during the school year. Students are responsible for any damage to property belonging to the parish, school, or to other students.

Saint Anselm School does not assume responsibility for toys, electronic devices, cameras, cell phones, and similar items brought to school by a student. **Parents are asked to see that these items are kept at home. These items are not to be brought to school. If parents deem the use of any of these as essential for their children after school, they are asked to direct their children to leave them at the school office and pick them up on their way home. All inquiries regarding this issue should be directed to the school principal.**

## ***SAINT ANSELM SCHOOL HEALTH SERVICES***

### ***Health and Accident Procedures***

Saint Anselm School Clinic is staffed by a government-funded school nurse only during certain hours of the day. On other days parent volunteer nurses may assist in the school clinic. The school furnishes an emergency authorization form which directs the school's course of action in each individual case. It is essential that the parent notify the school of changes of phone number, address or employment throughout the school year so this data is always current.

### ***Health Services***

Health and immunization reports are due **on** or **before** the opening day of school for all new students. Lists of required immunizations are sent home annually in the summer packet. Parents are asked to be attentive to these directives, particularly with those related to additional immunizations required for adolescents.

During the school year vision and hearing screenings, and height and weight measurements are given to all students in Grades K, 1, 3, 5, and 7, and postural screening for scoliosis in Grades 6-8. Any test may be given upon parent or teacher request.

### ***Contagious Diseases***

Parents are required to contact the school when their child has been diagnosed as having a contagious condition. This includes **strep throat** and **head lice**. ***When a child has been home with an illness, the child may not return to school until free of symptoms and temperature has been normal for at least 24 hours.***

Notice of any contagious disease is sent home to parents of students in the homeroom.

### ***Strep Throat Cultures***

If a child has had a throat culture one day, he/she should be kept until the results of the culture are known.

### ***Dismissals Due to Illness***

When a child becomes ill or injured during the school day and needs to go home, the child is sent by the teacher to the Clinic to wait until a parent or other responsible party can be reached. Students cannot dismiss themselves by calling home, and an ill child may not go home alone. State law does not allow for a sick child to remain in school; parents must make arrangements to pick up a sick child as soon as the call has been received.

### ***MEDICATION ADMINISTRATION POLICY***

State Law requires that no drug, including any over the counter medications (such as Tylenol, antacids, and cough medicines) be taken at school without written permission from a **physician** and parent. The specific medication forms must be obtained from the school clinic and filled out by the physician and parent prior to bringing the medication to school. These forms are kept on file in the school clinic. A new form must be completed for a change in prescription. These forms are required and must be updated every school year.

Medication must be in the prescription bottle with label attached containing student name, name of the medication, dosage, time administered, and duration. The expiration date of the request and a listing of possible side effects should be

supplied. At the appropriate time, the student will return to the clinic and will be observed taking the medication.

OTC (over-the-counter) medication may be dispensed by school personnel provided a) the OTC medication is sent to school by the parent in its original package, b) the amount of OTC medication is for one school day only, and c) an accompanying form or letter signed by the parent/guardian is sent along with the medication. It is preferable for the parent/guardian to drop the OTC medication to the school clinic. If that is not possible, the student must bring the OTC medication to the clinic upon arrival at school. OTC medication commonly includes cough drops, aspirin, and cold medicine.

*With the exception of inhalers and epipens, no student may carry medication of any kind on his/her person* All prescribed medication must be taken home by a parent/guardian over extended school holidays and at the end of the school year.

It is the parent's responsibility to notify the school of any change in the medicine schedule. Medications are kept in the school clinic and the administration is supervised by the health-aide or a staff member designated by the principal who then gives the medication to the child, observes the child taking the medication, records, and stores the medication. The designated school personnel keep a Medication Record and maintain it on file until the end of the current school year. If the child is taken off the medication or no longer needs to receive it at school, the parent shall notify the school Health Aide in writing.

### **ALLERGY POLICY**

Saint Anselm School recognizes that life threatening food allergies are an important condition affecting many school children. In order to minimize the incidence of life threatening allergic reactions, procedures for addressing life threatening allergic reactions are in place for any student(s) whose parent/guardian, and physicians have informed the school in writing that the student(s) has a potentially life threatening allergy.

Training: In order to minimize the incidence of life threatening allergic reactions, training and education is provided for all staff at the beginning of every school year. The training will be provided to all school employees and will include (but not be limited to):

- A description/definition of severe allergies and a discussion of the most common food, medication, latex and stinging insect allergies
- The signs and symptoms of anaphylaxis
- The correct use of an epinephrine auto-injector (EpiPen)
- Specific steps to follow in the event of an emergency
- Activating Emergency Medical Response - Dial 911.
- Location of emergency EpiPen (in the event that a student has a severe allergy, his/her teacher will carry an EpiPen at all times)

Notifications: The school nurse will be responsible for notifying classroom teachers about the nature of the life threatening allergies faced by students. This notification will include an explanation of the severity of the health threat, a description of the signs and symptoms to be aware of and what allergen (food, materials, etc.) to avoid.

Classrooms: Teachers will be familiar with the allergies of students in their classes and respond to emergencies as per the emergency protocol.

- In the event of a suspected allergic reaction the school nurse will be called and the school's Emergency Response Plan activated. The emergency medical services will be called immediately.
- Students' food allergies information will be kept in the classroom and in the substitute emergency folder, accessible by teachers, substitutes or other responsible adults.
- All teachers and substitutes will be educated about the risk of food allergies.
- Hot lunch is available from the cafeteria daily, however, a parent or guardian of a student with food allergies is responsible for communicating with the cafeteria manager to determine food safety or for providing food for his/her own child. Snacks will be kept in a separate snack box or chest provided by the parent or guardian.
- Tables will be washed with soap and water following any food related events held in the classroom.
- Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food.

### ***Asthma***

This school encourages children with asthma to achieve their potential in all aspects of school life. All staff that comes into contact with children with asthma is provided with training on asthma from the school nurse who has had asthma training. Training is updated as needed.

Immediate access to rescue inhalers is vital. Children are encouraged to carry their rescue inhaler as soon as the parent, doctor or nurse, and homeroom teacher agree they are mature enough. Parents are asked to ensure that the school is provided with a labeled spare rescue inhaler. All inhalers must be labeled with the child's name by the parent.

### ***AIDS Policy Regarding Students (Diocese of Cleveland)***

Children with Acquired Immune Deficiency Syndrome (AIDS) enrolled or seeking enrollment in Grades K through 12 shall be permitted to attend school or parish religious education programs in regular classroom settings provided:

1. The health of a child, as documented by his/her physician, allows

participation in regular academic school activities.

2. The child behaves acceptably, in a manner that would not cause spread of the disease or in any way put others at risk.
3. The child does not have open sores, skin eruptions, or any other condition which prevents his/her control of bodily secretions.
4. There are periodic evaluations of the child's physical condition with written certification from his/her physician allowing continuing participation in regular academic school activities.

In Parish Elementary Schools and Parish Schools of Religion, the Pastor and Principal will confer with the appropriate persons and consult with the Regional Superintendent before the Pastor makes the final decision on each case in the parish school. Parents and guardians have the obligation to report to the school administration when any child has been diagnosed as having AIDS (Acquired Immune Deficiency Syndrome), ARC (Aids Related complex), or other illness caused by HIV (Human Immune Deficiency Virus that causes AIDS, also known as HLTVIII or LAV).

In order to protect confidentiality, when a child with AIDS is admitted to school, personnel who are made aware of the child's condition should be the minimum necessary to assure proper care of the child.

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 child's participation in school activities.

A student with AIDS who is excluded from school or a Parish School or Religious Program shall be provided with an alternative means of catechetical instruction.

### ***Chemical Use/Abuse***

Parents will be notified immediately if a student is found to have or be under the influence of tobacco, alcohol or drugs, or to have drug paraphernalia in his/her possession on school property, on the bus or during off-campus activities sponsored by the school. A mandatory conference with both parents will be arranged before the student is permitted to return to school.

Intervention by trained professionals may be required as a condition for the student to remain at Saint Anselm School. Lack of cooperation by either the student or parents in this matter will result in the student's suspension or expulsion. If a student gives evidence of signs of chemical dependency, parents will be contacted by the Principal and an appropriate course of action will be decided upon. Parents who are aware of similar problems with a student are to

inform the school so that together we can assist the student in overcoming this dependency.

### ***Saint Anselm School Wellness Policy***

Catholic education has as its goal the total development of the individual as a responsible member of the family, the Catholic faith community and the global community in which we live. Good health is essential to wholesome growth through the spiritual, mental, physical and social development of the individual as well as the community. A major theme of Catholic social teaching, *Human Dignity and the Value of All Life*, carries the responsibility to care for the health and well being of not only oneself, but of others. The **concept of wellness** is a core principle undergirding both health and physical activity. The parable of the talents indicates that we are expected to develop our potential and our gifts. Another of the justice themes calls us to *Care for God's Creation*. There is a direct relationship between the health of the planet and the health of its human inhabitants.

Wellness is compatible with limitations. We must be patient with our own limitations and tolerant of the limitations of others. Proper nutrition, health practices and physical activities involve respectful and responsible collaboration. It is expected that students will learn to make choices related to health and fitness based on Christian values. Thus each student will develop as “a healthy person who is respectful of life, practicing good health habits, committed to reaching one’s full potential and a good sport.” (*Profile of a Catholic School Graduate*)

Saint Anselm School is committed to the goal that all students and staff shall possess lifelong knowledge and skills necessary to make nutritious food and enjoyable physical activity choices through effective use of school and community resources and attentiveness to student and staff needs and interests, taking into consideration differences in culture.

*Nutrition:* Saint Anselm School is committed to administering a school food service by staff members who are properly qualified according to current professional standards. Continued school food service staff routine professional development training opportunities are part of our over-all commitment to excellence. Further, we are determined to offer school meals using the traditional meal pattern that meet the nutrition standards established by the U.S. Department of Agriculture (USDA) and the Ohio Department of Education, Office of Child Nutrition Programs.

We understand that food safety is essential, a key component of all school food operations. It is our commitment to ensure all foods made available at Saint Anselm School comply with state and local food safety and sanitation regulations. Hazard Analysis and Critical Control Points (HACCP) plans and

guidelines are implemented as required by Child Nutrition Program regulations regarding school meals.

Saint Anselm School encourages students to make healthy food choices by emphasizing menu options that feature baked items (limiting any fried foods), whole grains, fresh fruit and vegetables, and reduced-fat dairy products. To support their choices and help form students in right thinking about food, we shall constrict competitive sales and foods of minimal nutritional value; and we encourage all school-based organizations to use non-food items and/or healthful foods for contests and fundraising programs.

*Health Education:* Saint Anselm School offers health education in grades K-8, following the Diocese of Cleveland Graded Course of Study. This includes the five strands related to real life choices: nutrition, growth and development, disease prevention and control, safety and first aid, and health issues and dangerous substances.

*Commitment to Physical Activity:* Saint Anselm School provides physical education opportunities for all students in grades K-8. We offer a planned sequential program of physical education instruction incorporating individual and group activities, which are student centered and taught in a positive environment. We strongly encourage students to voluntarily participate in extracurricular physical activity programs. In addition, we incorporate physical activity such as stretching before classes and at appropriate intervals during the day. When and if the schedule allows, we provide for physical activity before the lunch period. Finally, we promote school-wide challenges in conjunction with charitable events that incorporate physical activity (walk-a-thons, jumping rope, etc.).

*Commitment to Healthy School Environment:* Saint Anselm School is proud of our campus, and we understand how the environment impacts our entire endeavor. We shall

- Provide a clean, safe, enjoyable meal environment for students.
- Provide positive, motivating messages, both verbal and non-verbal, about healthy lifestyle practices throughout the school setting. All school personnel will help reinforce these positive messages.
- Promote healthful eating, physical activity, and healthy lifestyles to students, parents, teachers, administrators, and the community at school events, e.g., school registration, parent-teacher conferences, PTU meetings, open houses, health fairs, book fairs, teacher in-services, sporting and other events.
- Ensure an adequate time for students to enjoy eating healthy foods with friends. Following the National Association of State Boards of Education recommendations, every effort will be made to provide students with at least 20 minutes after sitting down to eat lunch.
- Schedule lunchtime as near the middle of the school day as possible, preferably between 11 am and 1 pm.



- Make efforts to schedule recess before lunch so that children will come to lunch less distracted and ready to eat.
- Make available drinking fountains or other accessible drinking water in the school so that students have access to water at meals and throughout the day.
- Refrain from using food as a reward or punishment for student behaviors.
- Avoid scheduling tutoring, club/organization meetings, and other activities that interfere with appropriate mealtime allotments whenever possible. Activities that are scheduled during mealtimes are structured to accommodate an appropriate mealtime for students.
- Annually before the beginning of the school year, review with staff and students the safety and crisis plans of the school.
- Review emergency procedures with parents.
- Update parent and faculty handbooks on a regular basis to reflect health and safety concerns.

*Commitment to Implementation:* Saint Anselm School commits to conducting a review of the progress toward Health and Wellness Policy goals each year to identify areas for improvement. The Saint Anselm Wellness Committee (principal, cafeteria manager, maintenance staff, two teacher representatives, and additional personnel as identified by the administration) will meet twice a year. The Committee will conduct a review annually and report to the families. They shall also review implementation of wellness policy in conjunction with the ongoing OCSAA accreditation process.

### **Cafeteria**

Saint Anselm School offers lunch through its cafeteria program. This program is not subsidized by the government or Diocese and therefore subsidies cannot be provided. Information regarding the program is distributed to families at the beginning of the school year. Various options regarding prices and selection are available. Each month a calendar of menus is sent home through the weekly communication system. Children who carry their lunches from home can purchase a half-pint of milk and other items, the cost of which is also announced.

Reduced pricing for meals is not available. Lunches are provided to students who forget their lunches from home; such lunches are then billed to parents.

**Students are not to share their lunches with others.** This is done in order to minimize exposure of children to possible allergens. No peanut products are used in the cafeteria meals. Any allergies to food items must be reported to the director of the cafeteria. In extreme cases, alternate seating may be arranged for students whose medical conditions (allergies) warrant extra protection.

**Students may not purchase milk or snacks for other students or adults.** They may not remove food or drink from the cafeteria without permission of the

teacher. Students are reminded that they are not permitted to take or handle the food and drinks of other students.

**Parents are requested to not bring in fast food for their children at lunch time, even as a special treat.** Students who bring in such meals will eat them out of the cafeteria since other students frequently seek to share in such meals and monitoring the situation can be difficult and infringe upon the supervision to be given to all students. Parents who may not have been able to pack a lunch in the morning may call in to school and request that a meal be provided for their children; charges will apply.

Students in grades kindergarten through three may bring a wholesome snack for mid-morning lunch. No glass containers may be sent in nor may pop be sent in for lunches or snacks.

### ***Birthday Celebrations, Parties and Treats***

In order not to disrupt the educational program, parties and treats are kept to a minimum. Parents who wish may send a simple treat for the class on the occasion of their child's birthday. Parents are asked to not include items containing any peanut products or items processed in a facility that also process peanut-containing foods. Parents are asked not to give chewing gum or candy with gum inside. Lollipops are also discouraged. We encourage all parents to consider providing non-food items (stickers, pencils, etc.) as treats for children.

If a special occasion calls for some type of celebration, permission is to be obtained from the classroom teacher at least twenty-four hours in advance. Room parents may be asked to prepare holiday treats. Collections may not be taken up for additional parties, gifts, or for any other reason without the principal's knowledge and permission. Passing out invitations for private parties is not acceptable in class or on school grounds unless every child in the class receives an invitation. Parents should not remain in the classroom for parties or distribution of treats without a specific invitation from the teacher.

### ***Photo Release and Authorization***

Throughout the year pictures are taken of various functions and activities at Saint Anselm School. These pictures may also be used in brochures for marketing as well as press releases and articles. A permission form is distributed at the beginning of each school year for this purpose. Those who families who choose not to give permission to have their children appear in photographs for marketing and publicity purposes are asked to indicate that on the form and return it to Saint Anselm School by the beginning of school.

Members of the school community may not photograph, record, or otherwise tape other members of the school community without the express permission of those involved and of the appropriate school authority.

## **SCHOOL TRANSPORTATION**

### ***Busing***

Saint Anselm School children are transported under the provisions of the Ohio Fair Bus Law. The Law provides the elementary school pupils who live more than two miles from the school they attend must be transported to that school by the public school district in which they live. Only children eligible for bus service are permitted to ride the buses.

Although a parent may request, by writing a note to the bus driver, that a child ride the bus with a friend, it is permitted only if seating is available and **only if the school district permits it.**

Each of the public school districts that provide bus services determines eligibility according to its own policy. The districts that provide transportation for St. Anselm students are:

West Geauga  
Chardon  
Kirtland

Bus transportation from the various school districts is related to funding. When districts face insufficient funding issues, busing may be dropped.

Each district notifies parents of routes and schedules in August. Kindergarten transportation varies according to the school district in which you live.

### ***Responsibilities of Students***

Students have duties and obligations which contribute to their safe and orderly bus riding. The following rules are to be followed by bus riders:

1. Load and unload from bus at your designated stop in an orderly manner.
2. Ride the regularly assigned bus and unload at the regular stop, unless your parents and the principal's office sign a note stating otherwise. This note must be presented to the driver upon boarding the school.
3. Eating, littering and chewing gum are not permitted on the bus.

4. Noise on the bus shall be kept to a minimum. The same behavior is expected on a school bus as in a classroom with the exception of talking quietly to the person beside you.
5. You must not change seats while the bus is in motion.
6. Do not throw objects while on the bus.
7. You must not hold objects or any part of your body out of the bus window.
8. Riding the school bus is a privilege and not a right. Any student who chooses to misbehave could be denied the privilege of riding the school bus.
9. Smoking, consuming alcoholic beverages, and fighting will cause immediate termination of bus riding privileges.
10. Cross the street at least ten feet ahead of the bus. If crossing in either direction while the bus is stopped, wait until driver signals that the way is clear, or traffic in front of and behind the bus is completely stopped.
11. Dogs or other animals are not permitted on a school bus.
12. Glass jars are not permitted on school buses. Also, items that cannot be stored comfortably on a bus seat or protrude in to the aisle are illegal to transport.
13. When dismissed from school go promptly to your bus. School bus drivers are instructed to depart seven (7) minutes after dismissal.

### ***Field Trip Transportation***

As far as possible, public school buses will be used to transport students on field trips.

### ***Basic Safety Rules***

1. Cross streets only at the crosswalks and places designated by the City Safety Personnel.
2. Bicycle riders must dismount COMPLETELY when crossing the street at a crosswalk and walk the bicycle across. The same applies for the bikes while in the school yard.

3. Obey the directions of Safety personnel at all times. Students who do not show respectful cooperation with the Safety personnel will be disciplined.

## TRAFFIC PATTERNS DURING SCHOOL HOURS

### *Morning*

Buses will drop their riders off in the safety zone near the main entrance to the school. Students are required to enter the school building immediately where they wait in the entrance area. Students are permitted into the building at 7:50 a.m.

Car riders may be dropped off at the side door of the school near the kindergarten classrooms. Students arriving before **7:45** a.m. must be enrolled in the Morning Care program.

**7:45** a.m. Students arrive at Saint Anselm School. These students are to go directly to **their classrooms**

### *Afternoon*

**3:00** p.m. Bus riders are to **wait in their homerooms** and will be called as the buses arrive.

**Car riders will be dismissed class by class. They will remain in their classrooms until called.**

Buses enter the parking lot and proceed to the front of the school, parking along the curb by the entrance.

Cars are to park in the south side parking lot. Cars are not permitted to leave until the all clear signal is given by the teacher in charge. Cars are then to depart in an orderly manner in the order in which they are parked, starting with the car closest to the exit.

Children are supervised by the teachers in the pick-up areas. Children are to WALK to their cars, or remain in the safety zone. Parents may remain in their cars and may not pull out of the lot until students have cleared the areas. **The safety of the children is the priority**, and parents who do not observe these safety rules will be asked to meet with the Principal and Pastor. All cars picking up children are to enter the south parking lot. **Children are not permitted to meet their car rides at the front of the school during dismissal times.**

\*\* If parents need to change dismissal patterns for children, **please call no later than 2:30 p.m.**, so the office has time to deliver the message to the teachers and students or to announce these changes at dismissal.

### ***Student Responsibility for Safe Conduct***

Students are expected to cooperate with bus drivers, crossing guards, safety patrol, and teachers on supervision. Students who choose not to cooperate will receive violations to be signed by parents. Saint Anselm School personnel support and cooperate with all bus districts in the issuance of bus violations according to district policy.

## **BEFORE AND AFTER SCHOOL CARE**

Saint Anselm School is pleased to provide Before and After Care Programs for students in grades Kindergarten through eighth grade.

The Director of the Before and After School programs is the Principal of Saint Anselm School. Both the Before and After School Programs are part of the school and therefore, these programs follow the same philosophy and guidelines of the school.

*Before Care Program:* The Before Care Program opens at 7 a.m. Students are to be taken directly to the assigned room where they are monitored by a Before Care employee. Additional information regarding this program is provided in the opening school year packet.

*After Care Program:* The day to day Director of the After Care Program is a manager hired at Saint Anselm School who is assisted by hired personnel each day of the program.

The program runs from 3:00 p.m. until 6:00 p.m., or from dismissal until 6:00 p.m.

Each child needs to have a safe and secure place to spend the time outside of the school day. The After Care Program strives to provide just such a place continuing the Christian orientation of the school.

It is the responsibility of the After Care Program to provide a structured program with various activities to engage the interest of the children. Free play, exercise, art classes, game playing and time for homework may be provided for within the program.

The After Care Program tries to help children learn to play and work within an informal group setting. Learning how to share games, toys, and game leadership is a very vital part of growth and development.

A quiet space for homework is provided, and a mandatory homework/study period is a part of each day. An adult supervisor or teacher is there to assist students as they need help, but it is not their responsibility to do the homework with the individual children.

A separate handbook is available with the full directives for the After Care Program. All policies and program expectations are contained therein.

The After Care Program is a self-supportive program. Therefore fees and daily charges need to be paid promptly.

### **EMERGENCY/CRISIS ISSUES** **Saint Anselm School**

Saint Anselm School continues to take proactive measures to protect the safety of all our students and staff members. Our school has safety and security plans. The plans are designed with procedures to respond to critical incidents, such as fire or tornado, and school personnel practice these drills regularly.

We will work in close collaboration with Diocesan, local, state, and federal health, safety and emergency personnel to develop and maintain plans for coping with a variety of emergency response situations. These plans involve efforts to protect all students while they are at school.

The actions taken during any type of emergency situation depend a great deal upon the specifics of the incident. For example, we may choose to evacuate, lock down, or initiate a shelter-in-place response, according to the nature of the threat. The main objective is the protection of students and staff members. School personnel have also been trained in A.L.I.C.E. procedures, providing options to keep students safe. The ability to remain flexible is a key component of our plan and preparations. Additionally, we will follow directions from public safety officials.

If you have questions about your child or about the school's safety and support responses, please contact the principal. Everyone in Saint Anselm School continues to work to make our school a safe and secure environment for all of our students.

## **EMERGENCY MESSAGES**

Saint Anselm School broadcasts emergency messages, when necessary, using a number of media. General emergency messages and early and late school openings and closing can be found on the major television channels and on affiliated radio stations (e.g., WTAM, 1100AM) and may also be transmitted using the school's One-Call Phone system.

In addition, the room parents may be contacted to initiate an emergency phone chain if necessary.

If the federal government moves its threat condition to red, Saint Anselm School may institute one or more of the following measures in addition to the security measures already in place:

1. Assess threat level to determine status of school openings and closings.
2. Address critical emergency needs under the direction of public safety officials in accordance with school crisis plans. A variety of means are available to protect students and staff members, depending on the event, including evacuation, shelter-in-place, or lock down.
3. Coordinate parent-child reunification process, if necessary. If children have been evacuated from the school, an appropriate site will be established where children can be reunited with their families. Parents will be notified and will need to present identification when they pick up their child.
4. Continue staff, parent, and community communication. Saint Anselm School will use all available means to communicate quickly and effectively with parents and the community about health and safety of students and staff members.
5. Cancel all outside activities and field trips if schools are open. Cancellations could also include sports events, programs, and other events.
6. Increase building security. A number of actions may be taken, depending on the nature of the critical event. Among possible measures are restricted visitor access with staffed entries, limited parking near buildings, and enhanced exterior security (including lockdown drills).

## **ACCESS TO SCHOOL'S SECURITY PLAN**

Saint Anselm School does not release the details of the school's security plan. This is the norm so as to provide additional security. A more detailed copy of the Security Plan may be found in the principal's office. Saint Anselm School complies with Safety Plan directives as established by the State of Ohio and Emergency Management and the Ohio Department of Education.



## **LOCK DOWNS**

An emergency may prevent the safe evacuation of a school building and require steps to isolate students and faculty from danger by instituting a school lockdown. In an interior lockdown situation, all students are kept in classrooms or other designated locations that are away from danger. Faculty members are responsible for accounting for students and ensuring that students are in the safest possible area. School personnel will also secure building entrances, ensuring that no unauthorized individuals leave or enter the building. Exterior lockdown procedures may also be used to ensure the safety of students when an incident occurs in the community. Parents are permitted access to the building and to their children only if it is safe for them to do so.

Any specific action taken would depend on the specifics of the situation. Any actions would depend on several factors, including the level of threat and the advice of local, state, and federal agencies. The safety of students and staff members will be the primary concern in any decision.

## **SHELTER-IN-PLACE**

Shelter-in-place is a short-term solution to a short-term problem. If an accident or attack that created contaminated air occurred in the nearby area, everyone would be brought indoors, including those in the modular unit (van). Building personnel would close all windows and doors and shut down the heating, ventilation, and air conditioning systems. This would create a neutral pressure in the building, meaning the contaminated air would not be drawn into the building.

Shelter-in-place is a short-term measure (measured in minutes and hours, not days) designed to use a facility and its indoor atmosphere to temporarily separate people from a hazardous outdoor environment. The alternative would be to evacuate into a hazardous situation, thereby causing harm to all involved.

No stockpiling of water and food is needed for shelter-in-place. Any event of a magnitude that required such stockpiling would require that we all take our direction from the federal emergency management officials. Parents may be concerned, that during a shelter-in-place activity, they couldn't pick up their children and might be separated from them for long periods of time. That will not happen; if the air outside the school is safe for parents to breathe, it is safe for their children to breathe. Saint Anselm School personnel have developed a plan that uses the best possible method for ensuring the safety of students and staff members in this type of crisis. Remember, it is not the school's intention to keep children from their parents. We are merely endeavoring to keep children safe for parents until the parents can pick them up.

## **EXPOSURE TO BIOLOGICAL OR CHEMICAL CONTAMINANT**

In the event of an exposure -- and the child is showing symptoms of such -- staff members on hand would conduct basic decontamination as police and other care professionals are contacted. The child would be separated from other children and directed to wash thoroughly with soap and water. If possible, school personnel would make sure that the child is showered and would provide alternative clothing. The exposed clothing would be put in plastic bags, and the bags would be sealed. Removal of a contaminated person's clothing effectively removes in excess of 80 percent of contaminants from the person; the alternative would be to do nothing and thereby cause the person to suffer pain and possible injury.

## **PARENT REUNIFICATION SITES**

If public safety officials require that Saint Anselm School be evacuated, and if students and staff members are required by officials to be transported by bus to a designated parent-student reunification center, parents would be notified of the reunification location via the local media and the One Call system. At the reunification center, students will be released to their parents upon presentation of proper identification. Reunification locations are not released ahead of time for safety reasons.

## **CRISIS AND BUS TRANSPORTATION**

If a crisis should arise while children are on the bus, school bus drivers will be in contact with their local Transportation Departments for instructions. Bus drivers will be informed to use common sense and not travel toward the crisis location. Parents will be informed of the parent-student reunification center location via the media.

## **PICKING UP CHILDREN**

Parents are allowed to pick up their children unless public safety officials have declared a shelter-in-place response, or there is some other reason why access to the facility is restricted. During any emergency, school personnel will maintain as safe and normal environment for children within the school as possible. School is not automatically canceled during emergency situations. Remember, school may be the safest place for children to be.

Children will not be released to individuals who are not authorized on the student's emergency care card or who do not have written parent authorization. These cards are filled out annually by parents and guardians at the start of each school year. Parents and guardians are encouraged to update these cards as

needed throughout the school year. Please also provide the office with home, work, and cell phones, beeper or pager numbers, email addresses and any other means for contacting the family in an emergency situation.

Friends and neighbors may not sign a child or children out without written permission from a parent or parents. Both (or all) parents have to give permission in writing for the sign out and pickup. Saint Anselm School prefers to have written permission on the day that a child's pick-up will change, but will also keep written permission on file. The school office will keep the permission notes -- usually we will attach them to the emergency care cards of those involved. Saint Anselm School will ask for identification when the child is released to the one(s) mentioned in the permission note. It is advisable to communicate with the teacher as well, perhaps with a copy of the signed written note.

## **MEDICATION**

If your child takes medication regularly, it is the responsibility of the parent to make sure that the school has an appropriate amount of medication on hand. Talk with the school nurse for more information.

## **CELL PHONES**

Students are not allowed to have/use cell phones or beepers in school. It is important to recognize that in an emergency situation cell phone circuits may become overloaded, or trigger devices, interfering with public safety's ability to communicate.

## **CONTACTING CHILDREN**

Parents are asked **not** to call the school in a civil emergency situation so phone lines can remain accessible for handling the specific situations. Parents will be kept informed via the One-Call Phone system or media.

## **VIEWING LIVE TELEVISION OR RADIO REPORTS**

A radio will be kept on at all times in the school office in order to monitor events. No television or radio reports will be available to children up through and including grade 6. Junior high students may be permitted access if it ties in with material being taken in class, such as social studies; however, access will be limited and monitored by the teacher. It is not anticipated that the viewing would cover combat situations, but it may include presidential addresses.

## **FIELD TRIPS**

The impact of any critical situation on field trips will depend on the specifics of the situation. If the situation warrants, all field trips may be canceled. Cancellations could also include travel to community locations (e.g., nursing homes) or sporting events. If a field trip is under way and must be recalled, buses would be directed to return to school or a designed safe area. Parents are reminded that Saint Anselm School reserves the right to cancel any field trip for safety reasons and is not responsible for any financial obligations parents may have regarding the trip.

## **PANDEMIC FLU ISSUES**

Saint Anselm School has several procedures in place to prevent or mitigate the spread of influenza should there be an outbreak:

- Accessible infection prevention supplies, e.g., soap, tissues, paper towels, and disposable receptacles;
- Daily cleaning of contact surfaces by maintenance and professional staff members with appropriate cleaning solutions (current cleaning solutions, quaternary ammonia compounds (QACs), are effective against influenza viruses);
- Walk off mats at building entrances to collect infected matter;
- Hand-washing awareness and instruction campaign administered in a variety of instructional programs;
- Monitoring school illnesses as reported by parents and monitoring student absenteeism;
- Keeping in touch through office-produced notices, backpack letters, and web- and television-based communication and educational programs to disseminate information about the Saint Anselm pandemic influenza preparedness and response plans.

For this purpose it is imperative that parents inform the school of illness and report each absentee or tardy in a thorough manner.

Additional directives for dealing with pandemic health crises are available in the principal's office.

## **ADDITIONAL DIRECTIVES**

Saint Anselm School may issue additional directives regarding safety and security plans periodically throughout the year. Parents are asked to keep all information current.

## **FINAL RECOURSE AND RIGHT TO AMEND**

The principal of Saint Anselm School is the final recourse and reserves the right to amend this handbook. Parents will be given prompt notice.

*Saint Anselm School*

**EDUCATIONAL AND CONDUCT CONTRACT**

I have read, understand, and agree to abide by the contents of the 2020 -2021 Saint Anselm School Family Handbook.

I understand the purposes for which Saint Anselm School exists, and I accept them.

I understand that the principal of Saint Anselm School is the normal interpreter and arbiter of the meaning of any statement contained in this handbook; the pastor acts as the final arbiter in situations where an appeal may seem to be warranted.

I understand the financial obligations which I have to the school, and I agree to meet them according to the school's established policies and procedures.

It is required that all families complete, sign, and date the educational contract and return it to Saint Anselm School no later than **Thursday, August 29, 2019.**

FAMILY NAME \_\_\_\_\_

FATHER'S/GUARDIAN'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

MOTHER'S/GUARDIAN'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

STUDENT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

STUDENT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

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