



# St. Anselm Catholic School Student/Parent Handbook



Revised 2024-2025

Administration has the right to amend this handbook at any time.

## 2024-2025 School Staff

### Administration

Fr. Robert McCabe, Moderator of Hope Renewed Parishes

Mrs. Angela Kraetke, Principal [akraetke@saintanselschool.org](mailto:akraetke@saintanselschool.org)

### Counselor

Mrs. Carina Gaynier [cgaynier@saintanselschool.org](mailto:cgaynier@saintanselschool.org)

### Administrative Assistant

Mrs. Patricia Delaney [pdelaney@saintanselschool.org](mailto:pdelaney@saintanselschool.org)

### Teachers

Miss Bree Pena - 3 year old Preschool [bpena@saintanselschool.org](mailto:bpena@saintanselschool.org)  
Mrs. Jeannine Herdon- 4 year old Pre-K [jherdon@saintanselschool.org](mailto:jherdon@saintanselschool.org)  
Mrs. Susan Lackey - Kindergarten [slackey@saintanselschool.org](mailto:slackey@saintanselschool.org)  
Miss Shelby Brant - First Grade [sbrant@saintanselschool.org](mailto:sbrant@saintanselschool.org)  
Mrs. Jennifer Norlock - Second Grade [jnorlock@saintanselschool.org](mailto:jnorlock@saintanselschool.org)  
Mrs. Michele Sophiea - Third Grade [msophiea@saintanselschool.org](mailto:msophiea@saintanselschool.org)  
Mrs. Michelle McClorey - Fourth Grade [mpopiel@saintanselschool.org](mailto:mpopiel@saintanselschool.org)

Mrs. Anne Popyk - 5-8 English, 5-6 Reading [apopyk@saintanselschool.org](mailto:apopyk@saintanselschool.org)

Mrs. Gina Torrance - 5-8 Science, 7-8 Reading [gsoave@saintanselschool.org](mailto:gsoave@saintanselschool.org)

Miss Emily Meyers - 5-8 Social Studies, 5-6 Religion [emeyers@saintanselschool.org](mailto:emeyers@saintanselschool.org)

Mrs. Kathy Hermann - 5-8 Math, 7-8 Religion [kherrmann@saintanselschool.org](mailto:kherrmann@saintanselschool.org)

### Specials Classes

Mrs. Kelly Gendron - Spanish/Media [kgardner@saintanselschool.org](mailto:kgardner@saintanselschool.org)  
Mr. Jerome Rochon - Art [jrochon@saintanselschool.org](mailto:jrochon@saintanselschool.org)  
Mrs. Marcia Santostasi - Physical Education [msantostasi@saintanselschool.org](mailto:msantostasi@saintanselschool.org)  
Ms. Elisa Noeske - Music [enoeske@saintanselschool.org](mailto:enoeske@saintanselschool.org)

### Maintenance

Mr. Gary Nosis [gnosis@saintanselschool.org](mailto:gnosis@saintanselschool.org)

### Cafeteria

Mrs. Mary Boes [mboes@saintanselschool.org](mailto:mboes@saintanselschool.org)

### After-School Care

Ms. Patricia Brennan [pbrennan@saintanselschool.org](mailto:pbrennan@saintanselschool.org)

**ST. ANSELM SCHOOL**  
***Mission Statement***

**S**triving  
**T**ogether for  
**A**cademic  
**G**reatness and  
**S**pirituality

St. Anselm Catholic School is part of the parish community specifically dedicated to the Catholic formation of youth within a school setting.

**THEREFORE WE SHALL:**

Provide the resources, opportunities and direction for each student to grow in the knowledge, understanding and practice of:

The Gospel message,  
The academic disciplines and  
The social, psychological and physical development of each student.

We assure that this process of education takes place under the guidance and direction of fully certified, qualified and dedicated Catholic teachers who desire to work in cooperation with parents. With their support, the staff leads our students in awareness of their responsibility to respond to the call for justice and peace in our world.

**AS A CATHOLIC SCHOOL, WE BELIEVE WE ARE:**

Continuing the mission of Jesus by proclaiming the Gospel.

Establishing an atmosphere of love and concern by exhibiting this in all of our efforts with students.

Developing students into creative, productive and active Catholics and

making students conscious of their obligation of service to one another, to their God and to the world in which they live.

### **School Programs**

The St. Anselm School Program attempts to meet the individual student on the level best suited to his/her achievement and ability. A homeroom base provides for the needed stability and security while grouping in Reading and Math facilitates maximum development at the ability level best suited for the student. Grades 5-8 exchange classes in order to be taught by teachers with strengths in specific subject areas and to prepare students for their high school experience. All teachers are highly qualified in the subject area for which they are teaching.

Gym, Music, Computer, Art and Spanish classes are provided by teachers qualified to teach in these particular areas through the Berkley Public School Shared Time Program. Students are graded on their report cards for Gym, Music and Spanish, Art, and Computers to ensure responsible reporting to parents of the students' progress in these areas.

Gym classes require the student to cooperate with the teacher and to put forth effort in the activities prescribed in order to develop proper physical growth and coordination. Fitness exercise is incorporated into the classes.

Music instruction seeks to elicit appreciation and to foster growth in this art form, while at the same time, assisting the student to develop an understanding of the language of music. All St. Anselm students participate in a Christmas concert each year. This is done not only as the culmination of their efforts in Music classes, but also to ensure that all get the chance to have some on-stage and program experience. In fairness to all students participating in the concert and to the teacher, parents have the obligation to let the Music teacher know well in advance if their child/children cannot be present at the concert.

Students participate in Computer and Art instruction all year as well. The curriculum is in accordance with the mandates and standards provided by the State of Michigan Board of Education. Both classes incorporate lessons from the core classes as well.

Participation in Spanish allows the students to become fluent in a second language.

All students attend Eucharistic Liturgy once a week. Second graders make their First Communion and are prepared for the Sacrament of Reconciliation.

The eighth graders receive Confirmation. Programs of preparation for the students that directly involve the parents precede the first reception of each Sacrament. These programs are directed by the Parish Catechetical Leader and include students in both School and Faith Formation classes. The Principal and teachers accomplish most of the preparation for the sacraments in school but parents must provide involvement and support to the child. It always remains the duty of the Pastor to decide whether the child has been adequately prepared to receive the sacraments.

St. Anselm has a complete CYO (Catholic Youth Organization) competitive sports program. Boys' and girls' teams for basketball, baseball/softball and soccer starting at the fifth grade level, as well as cheerleading.

### **Auxiliary Services**

Special services are provided by the State Department of Health under the Auxiliary Services Act for which St. Anselm students are eligible. These services are provided through the Dearborn Public Schools. They include:

- Speech Therapy

- Psychological testing and evaluation on referral basis

- School Social Worker (teacher consultant)

- Vision screening - on a referral basis

- Hearing Testing - on a referral basis

### **Academic Honor Roll**

#### **Eligibility Requirements:**

Students at St. Anselm School in grades 4 - 8 are eligible to be on the Academic Honor Roll each marking period if they maintain an "A" or "B" in all core subject areas at their grade level with an "A" or "B" in all other non-core subject areas. They must maintain an "A" or "B" in conduct and effort as well. No exceptions will be made for grades below A/B.

**Core Subject Areas:**

Reading/English/Spelling  
Mathematics  
Science  
Social Studies  
Religion

**Non-Core Subject Areas:**

Music  
Gym  
Handwriting  
Art - Computer  
Spanish

**Promotion**

Students are promoted if they achieve a "D" average or above in the core subjects. Failure to do so in 3 of the core subjects may prohibit promotion in our school.

**Presidential Academic Excellence Award**

After completing grades 5 and 6 and maintaining an A average, in addition to the 90<sup>th</sup> percentile on standardized tests (Star Renaissance) in Reading and Math, a student is eligible for the Presidential Academic Excellence Award.

After completing grades 7 and 8 and maintaining the above criteria, the student is eligible for this award.

**Admission Policy**

St. Anselm School is a Catholic School of the Archdiocese of Detroit that operates on distinctly Catholic values and principles. Parents and students of St. Anselm must be supportive of these principles.

1. Because the parish subsidizes the school, parishioners of St. Anselm and Catholic students will have priority in admissions, as classroom space is limited. Any parishioner having children enrolled in school is required to contribute at least \$10.00 per Sunday to the support of the Church for a yearly total of \$520.00. If a family does not support the parish, they will be placed on "non-contributing" tuition rates.

2. No child, regardless of religious affiliation, whose parents desire to enroll him/her in St. Anselm School, shall be denied admission to the school on the basis of race, color, or national origin as long as the school has capacity for additional enrollees.
  
3. St. Anselm School shall comply with the state laws in regard to admission of pupils. **A child shall be three (3) or four (4) years of age on or before September 1 of the year he/she enters Pre-school, five (5) years of age on or before September 1 of the year he/she enters kindergarten or, correspondingly, six (6) before entering first grade.**  
(School Policies and Rules Manual: Archdiocese of Detroit Policy #5112)
  
4. Because of the heavy financial burden of keeping this parochial school open, it is understood that admission to the school obligates the parents of the students to a special commitment of service time (8 school hours, 15 fair hours) for school fundraising events, special projects and normal supportive activities.

## **Enrollment Fees**

### **Registration**

Annually, in January, each school family receives a family enrollment card on which parents are asked to list the children returning to St. Anselm School for the following academic year. At this time, a registration fee must be paid. The **non-refundable** fee reserves a place in the school for your child.

### **Tuition**

St. Anselm School family tuition has two classifications.

- 1) **Contributing**

The family is attending Mass weekly, actively participating, and contributing to St. Anselm parish.

## 2) **Non-Contributing**

The family is neither actively participating, nor contributing to the parish.

Parish members who fail to meet the minimum contribution of at least \$10.00 per week for the year will be changed to the Non-Contributing status. Review of contributing status is done each year for the parish fiscal year of July 1 to June 30. The necessary change of tuition status is done only during this time.

New families who join the parish and register in the school must meet the minimum contribution required for one full school year before they will be granted the school "contributing" tuition allocation.

Tuition must be paid using the FACTS system. Registration in FACTS is done during July, before the school year begins. Parents can choose from a variety of payment plans, and those plans can be altered during the school year. All tuition payments must be complete by April 30.

The current year's tuition must be paid in full before the child/children can be registered for the following school year.

At the end of the school year, any tuition or fees not paid in full will result in non-involvement with end of year festivities and student records not being released.

## **Fundraising**

As part of this school community, everyone must participate in fundraising events. As part of meeting the expenses of the school budget, the school may hold fundraisers to help offset the cost of running our school.

The major fundraiser is the Annual Parish fair. All school families are expected to buy or sell \$100.00 worth of raffle tickets.

## **Refund Policy**

The administration spends considerable time and effort preparing the operating budget, and thus, tuition rates for St. Anselm School. Each



academic year's budget and tuition rates are based upon enrollment totals and the expectation of full payment of tuition.

Operating a school entails numerous fiscal responsibilities, including payment of contracted salaries to teachers and staff for the entire academic year. As such, refunds of tuition as a result of early withdrawal or expulsion from the school would impact on these contracted responsibilities. Therefore, it is the policy at St. Anselm that all money paid for tuition prior to the time of withdrawal by a student from the school will **not** be refunded. Likewise, all fees paid prior to withdrawal will **not** be refunded.

### **Service Hours**

All families (parish and non-parish) are obligated to work 8 hours of service during the school year and 15 hours to the fair each year. It remains the parents' responsibility to contact the chairpersons or the school office during the school year to arrange the service hours.

Accurate records of service hours are kept. The office obtains its records as the parents' record the service hours on a quarterly sheet. **The parents are responsible to see that this information is given to the office.** Because of the time needed to schedule hours for the fair, failure to complete the required number of hours will result in a penalty fee of \$35.00 **per hour not worked** as of school year 2007-2008. Any unpaid penalty fees must be paid before the last day of school.

### **School Attendance**

Every effort must be made by student and parents/guardians to see that absence from school is minimal. In accordance with Michigan School Law, it is a requirement that there be an established procedure for involving parents/guardians in the validation of the student's absence and/or tardiness.

### **School Calendar**

Parents receive the year's calendar at the beginning of each school year, at the latest. St. Anselm School follows a school calendar approved by the Archdiocesan School Office in conjunction with the State Department of Education. Our calendar provides for the number of school hours required

by the State of Michigan and the Archdiocese of Detroit.

For the orderly sequence and development in the various academic areas, it is important that each student be in school every day. **IT IS THE RESPONSIBILITY OF THE PARENTS TO SEE THAT THEIR CHILDREN ARE IN SCHOOL EXCEPT IN CASE OF ILLNESS OR OTHER VERY SERIOUS REASONS.**

### **Absence from School**

In order to maintain the greatest safety and security for the children, the following procedures hold:

- A. Notify the school whenever your child will not attend classes for whatever reason. Call the Office (313) 563-3430. The office is open from 7:30 AM to 3:30 PM every day. An answering machine will record your message after school hours or in early morning at (313) 563-3430.

**For the security of the student, we consider it an obligation to call you if your child does not report for classes and you have not notified us that he/she is safely under your care.**

- B. State Law requires that a note, written and signed by the parent/guardian, explaining the child's absence must be presented to the teacher upon the child's return to school. The teacher is required to collect the note and send it to the office.

**A written note of explanation for the absence must be received by the student's teacher on the day of return. If a written note of absence is not received by the teacher within 2 days of returning, the school office will call the parents.**

- C. All schoolwork missed while absent **must** be made up within the same number of days the student was absent. A student absent for more than 10 days in any one quarter of the school year will not qualify for a report card marking at the end of that quarter. The report card will be marked **INCOMPLETE**. Students who are absent because of a long-term illness will meet with administration to determine the best course of action.

- D. The absence of a student for 10 days in any quarter of the school year will result in an "Incomplete" 'I' on the report card marking for that quarter.
- E. Two or more "INCOMPLETE" quarters for the school year result in the student not being promoted to the next grade.
- F. Please contact the office by 9:00 AM if you would like any absent work sent home. The work will be sent down to the office for pick up by 3:15 PM. If a call is not received by this time absent work will not be available; absent work will be available upon the return of the child to school. The office is open from 7:30 AM to 3:30 PM every day. Please leave a message if the call is made before or after these posted hours and the proper recipient will be notified.

### **Illness**

If your child has a fever, or any symptoms of illness, please keep him/her at home. A child who shows signs of illness during school hours will be sent to the office. The office staff will telephone the parents immediately and request that they pick up the student.

In the event we are unable to contact the parents/guardians, persons previously designated by parents as family emergency contact persons will be notified and asked to assume care of the child.

If a student is absent for more than five consecutive days, a doctor's note must be provided.

Parents/guardians must notify the school immediately if their child contracts a contagious disease. (Strep throat, pink eye, chicken pox, fifth disease, lice, etc.)

If we become aware of a contagion in any classroom, we will follow the guidelines of the Wayne County Health Department, which are:

- 1.) Exclusion of students for periods of incubation and communicability designated by the Disease Control Division.

- 2.) Students will be re-admitted only after completion of the designate exclusion time and the contagious condition is no longer evident.

### **Medication**

St. Anselm School cannot assume responsibility for administering medication to students, including any over the counter medication. Parents must come to school to do this. The office is willing to make exception to this **ONLY** if:

- a. the child's condition is chronic and requires daily-prescribed medication for the entire school year (packaged medication only - with doctor note)
- b. these procedures are followed:

#### **Procedure:**

- 1) The parent or legal guardian is to submit a written request to the office if medication is to be administered to the student during the school day. Copies of the **Medical Authorization Forms** must be completed and returned to school to be kept on file each year.
- 2) It is necessary to have a written directive from the physician accompany the request of the parent or legal guardian. The physician's directive shall state the name of the student, the student's age, the doctor's name and office telephone number, the name of the medication, the dosage, the specific time of administering it, the expected duration of the treatment, possible side effects and any special instructions to the school office staff.
- 3) The medication is to be delivered to the school office in a container which is labeled with the student's name, the doctor's name, and office telephone number, the name of the medication, the dosage and specific instructions on the time(s) for administering the medication. Students may not keep medication in their desks, backpacks or anywhere else in school.

It is the responsibility of the office to approve and make arrangements for the administering of medication in school. A school administrator, staff member or teacher who, in good faith, administers medication to a student in the presence of another adult pursuant to written permission of the student's parents or guardian and in compliance with the instructions of a physician is not liable in any criminal action or for any civil damages as a result of the administering except for acts of omissions amounting to gross negligence or willful and wanton misconduct. (General School Law, Sec. 380.1178)

### **Tardiness**

A child is tardy if he/she is not in the classroom at the designated time. This is a serious matter because it disrupts the classroom, interferes with instruction and becomes habitual to the child's future lifestyle. In order to discourage tardiness, the following practices will be followed for each quarter of the school year:

A) After the fifth "tardy" in a quarter a notification letter will be sent by FACTS to the student's parents/guardians.

B) After the tenth "tardy" in a quarter, a conference with the Principal must be held in order to discuss correction of the situation. Inadequate response to tardy and/or absence on the part of the parents results in the need to report this condition to authority. **This is the Legal Directive of the State of Michigan and must be followed by the School Administration.**

C) Tardiness due to inclement weather is not penalized.

### **Release from School**

There must be a substantial reason for a child to leave school before the regular dismissal time, and the parent/legal guardian must write a note to the teacher requesting this. No child may leave the school premises without the request of the parent/legal guardian and the express permission and knowledge of the office. Parent/guardian or designated party must come to

the office to be identified and sign out the student before they will be released.

PROFESSIONAL APPOINTMENTS FOR STUDENTS SHOULD BE MADE OUTSIDE OF SCHOOL HOURS. Appropriate times would be after school, scheduled days off, or on Saturdays.

Every effort should be made to schedule vacations in accordance with the school-scheduled days off as noted in the calendar. **Teachers will not be responsible for providing any schoolwork prior to vacations taken outside the school-scheduled days off.**

## **Communications**

### **Weekly Newsletter**

On each Thursday a newsletter entitled "School Scope" is sent home, virtually, with all students. The purpose of the School Scope is to keep everyone informed about all school activities. Parents **should read it** in order to know what is going on and to avoid making unnecessary phone calls to the office. The School Scope is also posted on the school website [www.saintanselmschool.org](http://www.saintanselmschool.org), and comes from the Smore Program.

### **Report Cards**

All students in grades Kindergarten through the 8<sup>th</sup> grade will receive an online report card at the end of each marking quarter. End of the quarter grades recorded on report cards are final; they will not be changed once report cards are distributed, unless there is an error in the FACTS system.

### **Progress Reports**

If a student falls below a satisfactory level, parents will be notified half way through each marking quarter. These notes **must** be signed by the child's Parent/Guardian and returned the next school day. Families with students in grades K-8 will have the opportunity to review student progress on line by registering with the FACTS program.

## **Parent-Teacher Conferences**

Parent-Teacher conferences for all students are scheduled after the completion of the first quarter, and during the third quarter. All teachers will be available at this conference. Subsequent report card conferences are scheduled at either the teacher or parent request. When an occasion arises and parents would like to meet with their child's teacher, they may send a note to the teacher or call the school office (313-563-3430) to make an appointment. Teachers may not be called to the phone during the school day, nor may parents come to see the teacher during teaching hours.

## **Email Correspondence**

All teachers and staff members have an email address for school correspondence. Please use the following addresses for contacting teachers, staff and/or the office. (Individual teacher emails are listed on the front page of the handbook).

Mrs. Kraetke, Principal: [akraetke@saintanselmschool.org](mailto:akraetke@saintanselmschool.org)

St. Anselm School Office: [pdelaney@saintanselmschool.org](mailto:pdelaney@saintanselmschool.org)

## **Contact Protocol**

First contact the classroom teacher either by phone or email to discuss any questions and/or concerns you may have. If you are not satisfied with your results, then contact the principal via the office or email to continue any further discussion.

## **Disciplinary Notification**

If a student is sent to the office for any disciplinary action, the staff will follow our Discipline plan. Please see the Discipline information packet online, or in the back to school packet for more information.

## **Telephone**

The phone in the school office is a business phone and, as such, does not have unlimited service. The office reserves the right to determine the appropriateness of a call.

## **Electronic Devices**

Cell phones, pagers and electronic devices have NO PLACE in the school or at school activities. Any devices activated or seen during school hours will be confiscated and held in the school office to be returned to a parent or guardian. The school will not be responsible for any lost or stolen electronics.

## **Address/Telephone Changes**

Parents must notify the school office of any change in address, phone number or any other essential information crucial for school records and for contacting you in an emergency. The school must have an alternate number to call in case parents cannot be reached.

## **Group Meetings**

St. Anselm **Education Panel** (serving as a School Board) meets monthly. Notice of meetings is published in the "School Scope" and parents are welcome to attend. Parents who wish to present issues for discussion by the panel must arrange this with the panel president at least seven (7) days prior to the meeting. Minutes of this meeting are posted on the school bulletin board.

St. Anselm **Moms and Dads Club** meets regularly to plan yearly activities for the enrichment of the students and for promoting parent-to-parent communication and friendship. Fundraising is not the purpose of this group. Every parent in the school is part of this group and welcome to attend meetings. Minutes of this meeting are posted on the school bulletin board.

St. Anselm **Athletic Department** works under the direction of the Catholic Youth Organization of the Archdiocese of Detroit. The members include the Athletic Director, Program Directors and the coaches for each sport. This department is overseen by the Principal.

## **Uniforms**

St. Anselm School promotes a focused learning environment and strict guidelines for appearance **MUST** be followed to ensure that this will occur. Uniforms for Grades 1-8 will be worn as specified by the school principal.



Preschoolers and Kindergartners do not wear uniforms. Out-of-uniform clothes must be neat and clean, chosen in good taste and appropriate for an educational environment. Socks and shoes are to be worn at all times in school.

### **General Girls Appearance Guidelines**

No make-up is to be worn. Hair must be neat and combed at all times. No colored/bleached or artificial hair or unusual hairstyles or excessive hair accessories. **Clear nail polish only may be worn. No visible jewelry except post or small hoop earrings may be worn.** Single necklaces/bracelets with a single charm are acceptable. No hanging or charm bracelets may be worn. No visible BODY PIERCING or TATTOOS. All clothing worn must fit appropriately. If an undershirt is worn underneath the school polo, it must be **school colored** and fit in an appropriate manner. Polos must be tucked in and a belt worn with all pants/shorts. Athletic type shoes can be worn daily.

### **Girls' Uniform Requirements- Grades 1-4**

**Uniform consists of:**

- Plaid jumper or plaid slacks (No jogging pants under jumper)
- Length of jumper or shorts must be no higher than a palm width above the knee
- Black uniform dress slacks
- Black uniform shorts
- Black belts must be with slacks and shorts
- Polo shirt can be red or black- **no logos**
- Polo shirt may have either short or long sleeves- no logos
- Pullover, cardigan or sweater vest types- **ONLY** plain color sweaters of white, black, or red
- Polo shirts must be worn under sweater
- Solid colored knee- high socks or tights- black, grey, red, white only
- No nylons except on dress up days
- School shoes only with socks or tights are to be worn. Black/brown soft soled shoes or athletic tennis shoes should be appropriate for school. No glitter or sequins.
- **No short ankle/athletic socks**

## Girls' Uniform Requirements- Grades 5-8

### Uniform consists of:

- Plaid skirt or plaid/black slacks (No jogging pants under skirt)
- Length of skirt or skort must be no higher than a palm width above the knee
- Black uniform shorts- Worn only in quarter 1 and quarter 4.
- Black belts with slacks or shorts
- Plain polo shirt- red and black - **no logos**
- Polos may have either short or long sleeves- no logos
- Pullover, cardigan or sweater vest types-only. Plain color sweaters of white, black, or red only.
- Polo must be worn under sweater.
- Solid colored knee-high socks and tights, black, grey, white, or red only.
- No nylons except on dress up days.
- School shoes only with socks or tights are to be worn. Black/brown soft soled shoes or athletic tennis shoes should be appropriate for school. No glitter or sequins.
- **No short ankle/athletic socks. Socks should have NO LOGOS.**

## Boys General Appearance Guidelines

Hair must be cut in a decent fashion and not touching the shirt collar. It should be cut above the ears and eyes. Hair must be neat and combed at all times. No bleached/colored hair, no shaved heads, and no shaved designs cut into the hair. Single chain/bracelets may be worn. **NO visible BODY PIERCING OR TATTOOS OR EARRINGS** are allowed. No pants that resemble jeans with rivet and/or contrasting stitching around the pockets. If an undershirt is worn underneath the school shirt, they must be school colored and fit in an appropriate manner. Athletic type shoes can be worn daily.

## Boys' Uniform Requirements- Grades 1-8

### Uniform consists of:

- Navy blue or black dress pants only
- Black uniform shorts may be worn in quarter 1 and quarter 4.
- Belts (brown or black) must be worn at all times
- Plain red or black polo shirt- long or short sleeves- no logos
- Polos must be tucked in and a belt worn at all times.
- Pullover, cardigan, or sweater vest types—only plain color sweaters of white, black, or red

- School shoes only with navy, white, or black socks are to be worn. Black/brown soft soled shoes or athletic tennis shoes should be appropriate for school. No designs on the shoes.
- **No short ankle/athletic socks. Socks should have NO LOGOS.**

### **Gym Clothes**

The Kindergarten class will not be required to purchase gym uniforms, but they must have a pair of athletic shoes for class.

### **Gym Requirements**

Students in grades 1-8 will be required to purchase the appropriate gym uniform from the school office. Non-marking gym shoes must be worn.

### **Jeans Day**

Jeans Day (no uniform) is designated at the discretion of the Principal. Inappropriate clothing is unacceptable even on a Jeans Day. Clothes must be neat and clean and chosen in good taste appropriate for an educational environment. Baggy pants/jeans, skinny jeans, jeggings, and leggings are not allowed, even on Jeans Days. No embellished jeans- plain pocket jeans only. All clothing must fit appropriately. Socks and shoes are to be worn at all times in school.

### **Scouting Uniforms**

Scout uniforms are acceptable on troop meeting days in place of the school uniform.

### **Athletic Jerseys**

Athletic Jerseys are acceptable on game days with uniform bottoms. Athletic Jerseys can come from St. Anselm teams ONLY.

### **Safety**

For the mutual protection and safety of all, the students are prohibited from ever having/using/doing the following on school grounds:

- 1) Throwing of ice, snow, stones or any other object is not permitted.
- 2) Use or possession of knives, guns, lighters, matches, drugs, sling shots or look-alikes that can be used as a weapon

- 3) Running inside the building unless in the Gym with the Gym Teacher
- 4) Fighting
- 5) Name calling or other conflict instigation such as written or verbal threats or taunts
- 6) Sexual Harassment - written or verbal

Each year every student will receive a form to be signed by parents and student reminding both you and them that no weapons/drugs can ever be brought to the St. Anselm School grounds by anyone without penalty of suspension/expulsion. Suspension/expulsion as described in this Handbook is the consequence of such action.

### **Drop-Off and Pick-Up of Students**

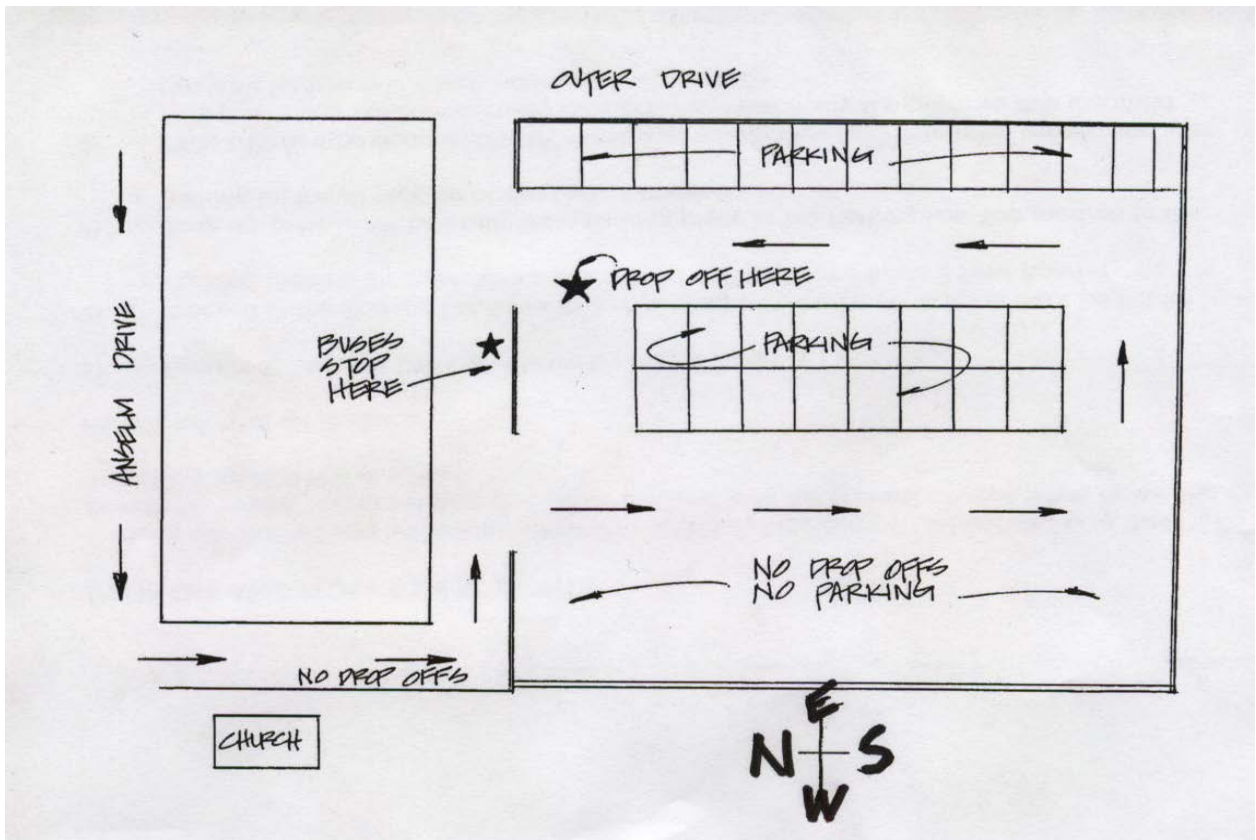
It is imperative that adults proceed with the greatest caution when delivering or picking up children at school. During school hours, parking is only allowed in the main parking lot, except where no parking signs are posted.

For the safety of all students: **(Refer to diagram on next page.)**

- 1) Enter at St. Anselm Drive and leave by way of Midway with the traffic signal.
- 2) Proceed to the parking lot. West end of parking lot (nearest the school) must be left for students looking for their rides. Signs are posted.
- 3) Students enter/leave cars only from designated drop-off point in the parking lot. You **must** go to the parking lot for all pick-up or drop-off of students. **No drop offs or pick-ups in front of the church.**
- 4) **PICK-UP** must be done within 15 minutes of school closing. There is no outside supervision after 3:15 pm. If you are unexpectedly delayed, you must notify the office so that the child can wait for you in a

supervised area. After 3:15 p.m. your child will be placed in Latch-Key and the parent will be charged a fee in 15 minutes increments.

- 5) Parents are **not** to enter the school building until all classes have been dismissed.



### Fire, Tornado and Intruder Drills

Fire, tornado and intruder drills are held periodically throughout the school year so that the children become familiar with the proper procedure in an emergency.

Everyone must vacate the building at the sound of the fire alarm. Teachers accompany their respective classroom of students and verify that everyone is out safely.

St. Anselm School is a part of the Dearborn School District Tornado emergency system. We are alerted through this district's weather center

by phone of any impending weather problems. The office has radio connection with the Weather Bureau at all times. Both this source and the Dearborn Public Schools provide weather information and alerts to our school. Students are assigned safety areas of the school building (in practice) in which they wait should a "warning" take place. It is the policy that students remain in school during both a tornado "watch" and tornado "warning" since this is the safest place for them. No child will leave the safety area during this time unless taken by the parent.

Parents are asked **NOT** to call the office in the event of a tornado warning, as we need to keep the school lines open for specific directives from the knowledgeable weather officials.

### **Bicycles**

Bicycles must be locked. Riding students should walk the bike across the playground and street and take no riders. Bicycles must be walked on all school playgrounds and sidewalks.

No skateboards, inline skates or Heelys are allowed.

### **Emergency Closing**

At times, St. Anselm closes school for inclement weather. We do not automatically close when Dearborn Public Schools closes. And, sometimes St. Anselm closes before Dearborn Public. You must see "St. Anselm Catholic School" on both the local radio and TV stations. **Refer to channels 2 and 4.**

Families will be alerted of school closings through the School Messenger system. A text and email will be sent. Social media will also be updated.

### **Student Activities**

#### **Lunch and Playground**

St. Anselm School has a regular hot lunch program. A food order form is sent home the month prior. This form must be returned with the money by the date indicated in order for the student to be served. No lunches can be purchased after the order deadline.

It is the responsibility of the parents to provide lunch for their child/children. The school office has no provisions to supply food for those students who do not bring a lunch.

On nice days all students go out to play, but on rainy or very cold days, they will all stay inside. If there is a special reason why a child should not go out on a particular day, the parent must write a note to the teacher explaining the reason for this and designating which days they are to stay inside. Typically if a child is too ill to go outside; they should not be in school. This note is sent to the office for approval and routed to the designated noontime indoor supervisor.

All students must cooperate with lunch and playground rules and respect the directions of lunch supervisors. Students who cause disruptions and/or difficulties while eating lunch or on the playground will be sent to the office. A note will be sent home or a call placed to the parents to inform them of the situation. If a note is sent, it **must** be signed and returned to the office on the next school day. If the problems continue, the situation will be addressed on an individual basis in conjunction with the student, their parent/guardian and the principal.

**NO CHILD MAY EVER LEAVE THE SCHOOL OR SCHOOL GROUNDS AT ANY TIME WITHOUT THE STAFF'S KNOWLEDGE AND PERMISSION.**

This requires a note written by the parent/legal guardian that is presented to the teacher and sent to the Principal for approval and signature.

Parents/legal guardians (or someone designated by them and described in the note or by phone) **must** come to the office to be identified and sign the student out.

### **Monetary Donations**

Donations authorized by the school are kept to a minimum. Children should be encouraged to contribute to the missions, etc. from their own savings or allowance.

### Care of Books

Students rent their textbooks and they are very expensive. Each child is expected to take proper care of each book he/she uses. Books that are taken home **MUST** be carried in a plastic bag or some other type of water-proof book bag/backpack. Books that are written in, destroyed or lost must be replaced by paying the price of a **new** book.

### Personal Property

Lunch boxes, lunch bags, boots, school bags, etc. should be clearly marked with student's name to minimize confusion and avoid loss. Lost articles are turned into the office and placed in the "lost and found". If not claimed after thirty days, these items are cleaned and donated to the needy.

### Forgotten Articles

Messages from parents for students, their homework, books forgotten at home, lunches, etc. **must** be placed on the table outside the main doors. It is checked hourly. Office personnel, without interruption of classroom instruction, will deliver these to the student.

Money is never to be put on the table; it must go directly to the office.

### Field Trips

In order attend a field trip the student must present a signed permission slip from the parent/legal guardian. All permission slips are kept on file until after the trip. No child will lose credit or be made to feel uncomfortable should his/her parents/legal guardian prefer that he/she not go on the trip. **The student will remain at home for the day or the time of the field trip.**

It is the teacher's prerogative to deny a field trip to a student either because of his/her behavior or because he/she is so far behind in school-work that it is of greater benefit him/her to remain in school to complete this work.

All drivers must have completed the "Protecting God's Children" workshop, and have a criminal background check. Driver must carry adequate auto



insurance.

A driver form will also be required that will contain this detailed information.

### **Celebrations/Invitations**

Holidays/Special Event/Celebrations are planned and given by the teacher and assigned by the class "Room Parent(s)".

Birthdays may be celebrated with a simple treat that is easily handled by the students. These cannot be pizza, pop/drink, cake, etc that make the serving and eating take too much time away from schoolwork. **Birthday treats are not mandatory.** Please contact your child's teacher prior to bringing in birthday treats. These types of events are special occasions; please do not send treats in on other days.

**Invitations** for any out of school celebrations may **not** be handed out in the school building.

### **Eligibility for CYO Team Sports and Related Activities**

St. Anselm CYO team sports are: Cross Country, Basketball, Baseball/Softball, Soccer and Cheerleading

#### **1. Minimum Academic Requirements**

A: A student must achieve a minimum grade of "C" in the following:

RELIGION	SOCIAL STUDIES	MATH	READING
ENGLISH	SCIENCE		

B: A student must receive a minimum grade of "C" or "S" (Satisfactory) in conduct in all classes.

C: If a child's grades fall below this level, the following steps will be taken: A probationary period will be determined during which the student must bring up his/her grades.

**STUDENTS WITH EXTENUATING CIRCUMSTANCES**

REGARDING GRADES WILL BE HANDLED ON AN INDIVIDUAL BASIS BY THE SCHOOL ADMINISTRATION.

## 2. Health

- a) Any student who, due to doctor's orders and/or a chronic health condition, is unable to regularly participate in gym class will not be eligible for St. Anselm team sports.
- b) All students participating in the sports program must have an annual physical examination form on file. This physical examination form must be renewed each year.
- c) Tuition must be current before a student will be registered to participate on a sports team.

## Code of Conduct

### Philosophical and Legal Basis

St. Anselm School is an educational community, and as such it provides an environment conducive to active involvement in learning and intellectual growth. Because it is a Catholic school, it also provides opportunities and experiences that lead to the moral and spiritual development of the total person.

As a Catholic school, St. Anselm students are expected to conduct themselves in a proper, responsible and Christian manner, i.e., respecting their teachers and other adults, their fellow students, and all property. Our philosophy of discipline is oriented toward the establishment of habits and conduct appropriate to a Christian.

The authority to make reasonable rules and regulations regarding discipline and to authorize suspension or expulsion is granted under Michigan Law, as indicated in sections 340.613 and 340.614 of General School Laws of Michigan, 1960.

A student whose actions infringe on the rights of others to learn or who becomes a disruptive influence to the educational process is held responsible for those actions and disciplinary measures will be taken. These measures are intended to be steps to the resolution of the difficulty. Every effort is made to counsel students and to confer with parents so that drastic measures, such as suspension or expulsion, will not be necessary. However, occasions do arise when such action is in the best interest of all.

### **Rights and Responsibilities**

The St. Anselm School administration reserves the right to make any and all decisions in regards to a student's disposition at the school. This includes but is not limited to, discipline, dress code, attendance, academics and enrollment.

The rights of an individual must be carefully ensured, yet these rights must always be balanced against the rights of others. To the extent responsibilities are fulfilled, others' rights become assured. To the extent responsibilities are not carried out, others' rights become jeopardized.

Each student has the responsibility to:

- 1) Respect the inherent human dignity and worth of every other individual in school.
- 2) Be informed of and adhere to reasonable rules and regulations.
- 3) Study diligently and maintain the best possible level of academic achievement.
- 4) Be present and punctual in the regular school program.
- 5) Refrain from libelous/slanderous remarks, obscenity and sexual remarks/harassment and naming or defaming St. Anselm School or parish in verbal, non-verbal and written expression. Students are expected to be courteous and respectful to others, including administrators, teachers, parish and school employees, volunteers, parents and students, in all of the

interactions. Students who engage in name-calling, threats, bullying, intimidation, or other conduct or communication that has the purpose or effect of creating a hostile, offensive or abusive atmosphere, including such activity in online posting on social-networks, such as Instagram, SnapChat, or the like, will be disciplined, up to and including expulsion.

- 6) Dress and appearance in a manner that meets reasonable standards of health, cleanliness and safety and is in accord with St. Anselm School dress code.
- 7) Help maintain and improve the school environment; preserve school property and exercise care while using schoolbooks and facilities.
- 8) Deport oneself in an appropriate manner while in attendance at **ALL** school or school-related functions held on or off school grounds.

(Taken from the Michigan Department of Education's recommended guide to Students' Rights and Responsibilities in Michigan)

### **Appeal Process**

In all cases where disciplinary sanctions have been imposed, a student and/or his/her parent has the right to a hearing with the Principal. Hearings on appeal need not repeat matters of procedures accomplished at a prior conference.

Steps in the Process of Appeal are as follows:

1. Notification of desire to appeal disciplinary measure imposed is made to principal.
2. Meeting held with teachers, principal, and the parents of the student involved.
3. Meeting of Parents, student, Principal and members of the

Faculty Disciplinary Committee.

4. If necessary, meeting with Pastor/Priest. The decision of the Pastor/Priest is final.

### **Suspension**

In cases involving suspension, the Principal's decision is final.

### **Expulsion**

In cases involving expulsion, the decision of the Principal and/or Pastor/Priest is final.

## **Definition of Terms**

### **A. Suspension**

The term **suspension** shall mean that a student shall not attend, participate or be present at any class or activity sponsored or supported by the school/parish. Any suspension will result in no credit for classes missed. Student is expected to still complete their assignments.

- 1) In-school Suspension - removal of a student from one or more classes while a resolution is pending.
- 2) Temporary Suspension - removal of a student from school for a specified short period of time, 1-5 days.
- 3) Extended Suspension - suspension for a period not to exceed ten (10) school days.

### **B. Expulsion**

The term **expulsion** shall mean the permanent exclusion of the student from St. Anselm School. The review of expulsion is accomplished under the direction of the Archdiocesan School Office.

### **C. Persistent Violations**

The term "persistent violation" shall mean repeated acts that indicate

a pattern of non-compliance with our *Code of Conduct*.

**D. Faculty Disciplinary Committee**

Committee composed of principal and two teachers.