



St. Anselm Catholic School Student/Parent Handbook



Revised **2026-2027**

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

ST. ANSELM SCHOOL

Mission Statement

Striving
Together for
Academic
Greatness and
Spirituality

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

SPECIAL SERVICES

It is every child's right within the State of Michigan to receive specific services from the public-school district in which they reside: namely, a speech therapist, school social worker and school psychologist. Therefore, specified testing for learning problems is available to our students pending teacher referral. A copy of your parental rights and local public school services may be requested from your public school district.

The auxiliary services which Saint Anselm is able to provide are limited. Consequently, we may not be able to meet the individual needs of all students: e.g. counseling, specialized learning programs, etc.

STUDENTS WITH LEARNING DIFFERENCES AND/OR EXCEPTIONAL NEEDS

Schools in the Archdiocese of Detroit desire to serve the needs of all Catholic school students. A school will accept any child for whom an appropriate program can be designed and implemented following its enrollment procedures. Each child is to be accepted or considered for admission to and continued enrollment in the Archdiocesan school based upon his/her emotional, academic, and physical needs and the resources available to the school in meeting those needs. When questions arise regarding the ability of a school to accept or maintain a student within its environment, the information provided in the links below should support and guide the school. A Building Accommodation Plan (BAP) should be developed to support students with learning differences and/or exceptional needs. If, after thorough evaluation, it is determined that a school cannot meet the needs of a particular student, the principal should initiate a discussion with the parents to find a placement that better suits the student's needs.

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" average in all other noncore 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 90th 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.

ADMISSIONS POLICY

Criteria for registering or excluding a student includes: previous family enrollment in Catholic schools and previous financial and moral support of Catholic schools by the family in question; conduct of students and parents with regard to the school, its principal, teachers and other students; and the ability of the school to offer appropriate programming to meet the individual needs of the student. Placement tests in language arts and math may be used to determine grade of entry for students requesting admission to grades 3 – 8.

Registration for new students will be held annually in the winter. The public will be notified of registration dates both in the Parish or school newsletter and the school's social media. Priority will be given to: 1.) current school families. 2) Parishioners. 3.) non-registered families.

Pre-K must be the appropriate age (3 or 4) by September 1st of the enrolling year and **must be potty trained.** **Kindergarten students must be 5 years old by September 1st** of the enrolling year. In order for Saint Anselm to meet the needs of the child, the child must demonstrate kindergarten readiness as demonstrated by the kindergarten screening. This screening is administered in the spring preceding fall enrollment. Kindergarten through eighth grade class size will be maintained at no more than 24 students.

Prior to enrollment in grades five through eight, the principal reserves the right to interview the student and parent(s) to determine reasons for seeking admission. At the time of the interview, the most recent report card and/or

other evidence of achievement from the last school attended will be reviewed. **All requested documentation MUST be received by the school office prior to start day.** Transfer students will be accepted on a **probationary** status for at least one semester.

Documentation referred to above consists of:

- a copy of the child's birth certificate for our files
- the child's baptismal certificate
- the last 4 digits of the child's social security number
- in custodial cases, a legal document designating custody
- health and up-to-date immunization records as required by Macomb County and the State of Michigan
- a most recent report card, achievement test scores, and attendance record from the last school

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. 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 asked to contribute to the parish in a way that is reflective of the support that the parish provides to the school. A suggested donation of \$10 per week or \$520 per year. Those families who support the parish will be given an in-parish discount to the school.

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, 2 - 3 fair shifts) 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 consistently, actively participating, and contributing to St. Anselm parish.
- 2) **Non-Contributing**
The family is neither actively participating, nor contributing to the parish.

Tuition rates are set by the Pastor and principal with the goal of providing the finest in Catholic faith-based education while maintaining fiscal responsibility. Rates are approved by the Finance Council. The School Advisory Committee upon the recommendation of the School Budget Committee reserves the right to review and to make annual recommendations if necessary. All families are to abide by the tuition scale. Any family that cannot afford tuition but has a sincere desire to enter our school may, upon review by the pastor/principal, be offered some financial assistance. In addition, several grants are available to all parents whose children are attending parochial school both through the Archdiocese and the private donors. The school office will publish these avenues in the bulletin, website and social media; generally, notice is posted during the second semester for the next school year. At the time of registration, the parent/guardian will sign a tuition agreement form electronically which outlines the conditions of enrollment.

Parish members who fail to meet the expectations to be considered a parishioner in good standing 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.

A tuition payment schedule is disseminated annually at the time of registration. At this time, a registration fee is expected and is **NON-REFUNDABLE**. (After school is in session, if a student withdraws, tuition will be pro-rated according to the number of days the student was enrolled. **After the start of the second semester no refunds will be given.**)

Parent acknowledges if tuition payment is thirty (30) days overdue, the school may impose any or all of the following sanctions, at the school's sole discretion, unless special payment arrangements have been made in writing and signed by the school's principal or pastor. Sanctioned actions include assessed late fees, withholding academic records, using a collection agency.

Parent understands that school records, diplomas and **transcripts will not be released until all tuition and other charges have been paid in full.**

If any family is negligent on payments, the following steps will be taken:

- 1)Communication from the tuition management company.
- 2)Letter sent to parents by principal/pastor;
- 3)Followed by a phone call from the principal;
- 4)Meeting between parents, pastor and principal.

Full payment of tuition must be made prior to registering your child for the following school year. Report cards/records may be withheld if tuition payments are not up to date. The "Tuition Agreement Form" also covers "NSF" checks that will be penalized a \$40.00 fee and other conditions covering the payment of tuition accounts, registration deposits, withdrawal policy and re-enrollment.

WITHDRAWAL POLICY

If a student is asked to leave or is withdrawn from the school, the undersigned is responsible for the prorated tuition through the end of the month in which the student withdraws. After the start of the second semester no refunds will be given. If withdrawal or dismissal is during the 2nd semester, the full balance is expected unless otherwise directed by the Pastor.

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 nonparish) are obligated to work 8 hours of service during the school year and 2-3 shifts 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. Any unworked hours from the school year will be added to the required fair 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) 5633430. 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) 5633430.

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 unexcused absence of a student for 10 days in any quarter of the school year may result in an "Incomplete" 'I' on the report card marking for that quarter.

Two or more "INCOMPLETE" quarters for the school year result in the student not being promoted to the next grade.

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 readmitted only after completion of the designate exclusion time and the contagious condition is no longer evident.

MEDICATIONS

All medications and over-the-counter drugs are to be handled through the office. Students are not to have any medications (including aspirin) in their possession. Prescription and over the counter medications will be dispensed from the office provided the following conditions are met: 1) a RELEASE FOR DISPENSING OF MEDICATION signed by physician AND parent/legal guardian requesting administration of drug along with specific instructions; and 2) prescription or over the counter medication must be in original container and well-labeled. The release is valid for one school year.

In addition to the above conditions, the Wayne County Health Department as well as the Archdiocese of Detroit Schools Office requires that all medications are accompanied by a written and signed physician's order indicating drug name, dose, time, method of administration, possible side effects and any other information pertinent to the specific medication; that medication be administered by two adults and logged/documented as such; that medications be secured in a locked location when not being dispensed; and finally, that medications be picked up by the parent/guardian at the end of the school year or the medication will be disposed of by the faculty.

"It is the responsibility of parents and/or guardians to inform the principal and appropriate teachers if a student is subject to any medical need that requires regular or periodic attention while at school. School personnel will not dispense or administer any medicine to students without written parent / legal guardian permission and physician authorization and instructions. If prescription or non-prescription medicine must be taken during school hours, the principal or his/her designee will supervise the administration of the medicine by the student in the presence of another adult."

In accordance with Public Act 10 of 2000, "students are allowed to possess and use metered dose asthma inhalers or epinephrine auto-injector (Epi-pen) or epinephrine inhaler provided written approval to possess and use these devices from the physician and parents is received by the principal, along with a written emergency care plan."

Other asthmatic medications other than rescue inhalers are to be kept in the office. Diabetic emergency kits and Epi-Pens are to be labeled and stored in the

office, unless otherwise requested by the parent and doctor. All other medications are to be stored in the office. It is the responsibility of the parent to monitor the amount and **expiration dates** of medication, epi-pens and inhalers stored at school.

If students are enrolled in after school care, please provide needed medications for after school care director, as the school office may not be open during all after school care operation hours.

ALLERGIES

The school needs to be apprised of any allergies. If an epi-pen is required, please provide one for the school. For those students with peanut and other serious food allergies, arrangements are made in the classroom and lunchroom.

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 Friday a newsletter is sent home, virtually, with all students. The purpose of the newsletter 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 newsletter is also posted on the parent portal school website www.saintanselschool.org, and comes from the Smore Program.

Report Cards

All students in grades Kindergarten through the 8th 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

ParentTeacher conferences for all students are scheduled after the completion of the first 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 (313-5633430) 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 see the staff directory for all school email addresses.

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.

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- Worn only in quarter 1 and quarter 4.
- Black belts must be with slacks and shorts
- Polo shirt can be red or black with school monogram
- 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
- Students wear white, red, black, or grey socks. They may be knee high, calf high, ankle length, or no show. No Logos
- No nylons except on dress up days

- School shoes must be worn with socks or tights. Black/brown soft soled shoes or athletic tennis shoes should be appropriate for school. (No glitter, sequins. Uggs, open toed shoes, high tops, crocs, boots, light up shoes, sandals, flip flops, slippers, or dance shoes.) High heels may only be worn on dress up days.

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 with school monogram
- 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 the sweater.
- Students wear white, red, black, or grey socks. They may be knee high, calf high, ankle length, or no show. No Logos
- No nylons except on dress up days.
- School shoes must be worn with socks or tights. Black/brown soft soled shoes or athletic tennis shoes should be appropriate for school. (No glitter, sequins. Uggs, open toed shoes, high tops, crocs, boots, light up shoes, sandals, flip flops, slippers, or dance shoes.) High heels may only be worn on dress up days

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 with monogram- long or short sleeves
- 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
- Students wear white, red, black, or grey socks. They may be calf high, ankle length, or no show. No Logos
- School shoes must be worn with socks or tights. Black/brown soft soled shoes or athletic tennis shoes should be appropriate for school. (No glitter, sequins. Uggs, open toed shoes, high tops, crocs, boots, light up shoes, sandals, flip flops, or slippers).

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 uniforms must be bought through the school. Non-marking gym shoes must be worn.

Jeans Days

Jeans Days may be designated at the discretion of the Principal. On Jeans Days, students are permitted to wear appropriate non-uniform clothing that meets the following expectations:

- Clothing must be neat, clean, modest, and appropriate for an educational environment.

- Jeans must be a traditional, plain style with no embellishments, decorative designs, or excessive distressing. Only plain-pocket jeans are permitted.
- Baggy pants or jeans, skinny jeans, jeggings, and leggings are not permitted.
- All clothing must be appropriately sized and provide adequate coverage. Clothing that is excessively tight, loose, short, or revealing is not permitted.
- Shirts and tops must be appropriate for school and may not contain inappropriate language, images, or messages.
- Socks and appropriate shoes must be worn at all times while on school property.
- Clothes may not have holes in them.
- The Principal or school administration reserves the right to determine whether clothing is appropriate and consistent with the school's standards of dress and conduct. Students who do not meet the Jeans Day dress requirements may be required to change into appropriate clothing.

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

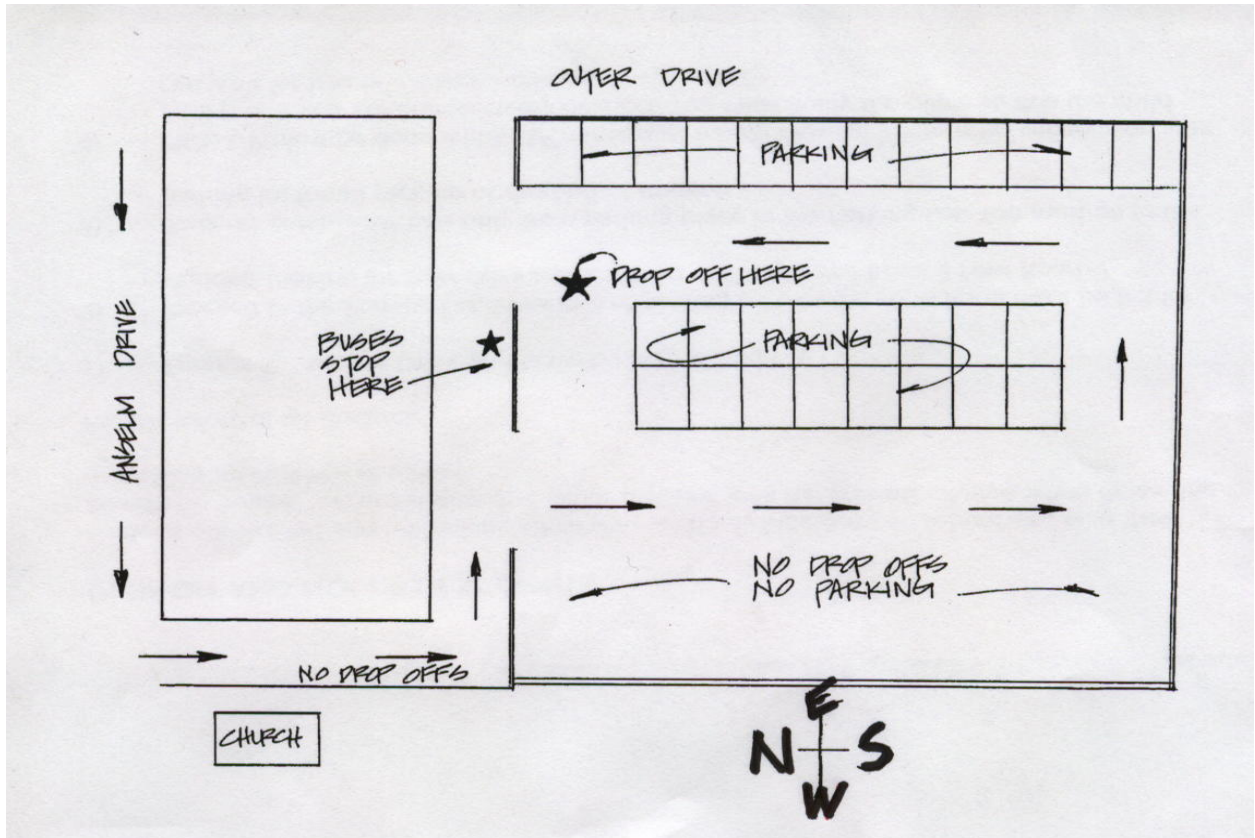
Each year every student will receive a form to be signed by parents and students reminding both you and them that no weapons/drugs can ever be brought to the St. Anselm School grounds by anyone without penalty of suspension/expulsion. Suspension/expulsion as described in this Handbook is the consequence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

CIVILITY POLICY

Saint Anselm Catholic School recognizes that the education of children is a process that involves a partnership between a child's parents, teachers, school administrators, and other school and advisory board personnel. The school views parental participation in the educational process as critical to children's educational success. For that reason the school welcomes and encourages positive and productive parental input and participation in their child's school life. The following civility policy has been created in order to establish an atmosphere that will observe effective and appropriate communication between members of its community.

PURPOSE

To provide communication/interaction guidelines for our Saint Anselm's staff, students, parents, visitors, and others which will encourage open and productive communication, while observing a level of respect, orderly conduct, and civility reflective of our Christian values and a healthy school and work environment. To the greatest extent possible, ensure a safe and harassment-free workplace for teachers, students, administrators, staff, parents, and other members of the community.

To encourage participation in school or district activities, while enabling the school to identify and address behaviors which are inappropriate and disruptive to the operation of a school.

POLICY

The following outlines conduct that is appropriate and productive for a school environment, as well as conduct which is deemed disruptive or harmful to those within the Saint Anselm community. These guidelines apply to, but are not limited to, face-to-face interactions, email communication, voicemail, and social media posts.

Expected/Acceptable Conduct:

School employees and volunteers will treat colleagues, parents, students, and others visiting our school with courtesy and respect.

Parents, students, and other visitors to the school, will treat teachers, students, school administrators, other school staff, and district employees with respect and will utilize appropriate school procedural processes to have issues/concerns addressed.

Unacceptable/Disruptive Conduct:

Disruptive conduct can include: behavior which interferes with or threatens to interfere with the operation of a classroom, after-school activities or sporting event; within an employee's office or office area, areas of a school or facility open to parents/guardians and the general public and areas of a school or facility which are not open to parents/ guardians and the general public.

The use of loud and/or offensive language, profane language, intimidating language, display of temper, or otherwise inappropriate conduct.

Threatening to do bodily or physical harm to a teacher, school administrator, school employee, other parent, or student regardless of whether or not the behavior constitutes or may constitute a criminal violation.

Written, verbal, or electronic communications that are abusive, harassing, threatening, or obscene in nature; including those sent via voicemail, email, or posted on social media. This includes the use of social media posts to embarrass, demean, shame, or the like a member(s) of the school community.

Demanding or harassing communications in regards to an issue(s) that has been previously reviewed and responded to by school administrators.

Inappropriate or hurtful statements toward students.

Non-Saint Anselm staff members address concerns or problems directly with students who are not their own children; this does not include appropriate interactions directly related to volunteering responsibilities (e.g., lunch or recess monitoring).

Damaging or destroying school property.

Any other behavior that is determined by administration to be disruptive to the orderly operation of Saint Anselm Catholic School (within or outside of the classroom.)

PROCEDURE

The following outlines the recourse members of the school community have available to them when the terms of the Saint Anselm Catholic School Civility Policy have not been observed.

Parent Recourse:

Any parent who believes he/she or their student was subject to unacceptable/disruptive behavior on the part of any community member should promptly bring such behavior to the attention of the Saint Anselm Catholic School principal for investigation.

Student Recourse:

Any student who believes he/she was subject to unacceptable/disruptive behavior on the part of a staff member, parent, or visitor should promptly bring such behavior to the attention of a teacher, counselor or school administrator.

Authority of School Personnel:

Authority to direct persons to leave school or premises:

Any individual who: (1) disrupts or threatens to disrupt school or operations; (2) threatens to or attempts to do or does physical harm to school personnel, students, or other parents; (3) threatens the health or safety of students, school personnel, or others lawfully on school premises; (4) intentionally causes damage to school property, or property of others lawfully on a school premises; (5) uses loud or offensive language; or who without authorization comes to the school may be directed to leave the school by a school's principal or assistant principal, or in their absence, a person who is lawfully in charge of the school. If the person refuses to leave the premises as directed, the administrator or other authorized personnel shall seek the assistance of law enforcement and request that law enforcement take such action as is deemed necessary. If the offender threatens personal harm, the employee may contact law enforcement.

Authority to deal with persons who are verbally abusive:

If any member of the public uses obscenities or speaks in a demanding, loud, insulting, and/or demeaning manner, the employee to whom the remarks are directed shall calmly and politely warn the speaker to communicate civilly. If the verbal abuse continues, the employee to whom the remarks are directed may, after giving polite notice to the speaker to communicate civilly, terminate the meeting, conference or telephone conversation. If the meeting or conference is at school, any employee may request that an administrator or other authorized personnel direct the speaker to promptly leave the premises. If the person refuses to leave the premises as directed, the administrator or other authorized personnel shall seek the assistance of law enforcement and request that law enforcement take such action as is deemed necessary. If the employee is threatened with personal harm, the employee may contact law enforcement.

Abusive, harassing, threatening, obscene email, voice mail or social media posts:

If any employee receives an email or voice mail message which is abusive, harassing, threatening, or obscene, the employee will not respond to the email or return the telephone call until an appropriate message is communicated. The employee will save the message and contact a school administrator so it can be documented. If the message threatens personal harm, the employee may contact law enforcement.

Saint Anselm Catholic School principal reserves the right to impose particular rules, restrictions or procedures parents must follow when interacting with the school, its staff, volunteers, or students. In severe cases or when there has been repeated inappropriate or disruptive behavior and/or communications by an individual(s), their access to the school and/or their child(ren)'s enrollment can be terminated. The Saint Anselm principal may impose appropriate corrective action, without prior recourse, based upon the nature of the individual's conduct and surrounding circumstances.

Saint Anselm Catholic School administration will address instances of student violations of the civility policy. The Saint Anselm principal may impose appropriate corrective or disciplinary action, without prior recourse, based upon the nature of the student's actions and relevant circumstances.

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/slandorous 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 measures imposed is made to the principal.

2. Meeting held with teachers, principal, and the parents of the student involved.

- 43 If necessary, meeting with the 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) **Inschool 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, 5 or fewer days.
- 3) **Extended Suspension** suspension for a period not to exceed ten (10) school days.
- 4) **Long term suspension** is removal of a student for longer than 10 days up to and including the rest of the school year.

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. Notice of expulsion will be shared with schools receiving records and they may choose to uphold the suspension or their school board can choose to accept the student.

C. Persistent Violations

The term “persistent violation” shall mean repeated acts that indicate a pattern of noncompliance with our Code of Conduct.

D. Faculty Disciplinary Committee

Committee composed of principal and two teachers.

PARENT/STUDENT AGREEMENT

This handbook is designed to help parents and students become familiar with the policies and procedures of St. Anselm Catholic School. . St. Anselm Catholic School parents and students are responsible for its contents. Please read and discuss it with your child/children. Please remember that the administration has the right to amend or change the handbook at any time.

*****My child/children and I accept the above statements.** Our signatures below indicate, as a condition of attendance, our agreement to adhere to the policies stated herein and to all other policies and procedures established by the administration of Saint Anselm Catholic School.

1st Student's Signature

Parent's (Guardian's) Signature

2nd Student's Signature

Parent's (Guardian's) Signature

3rd Student's Signature

4th Student's Signature

Date

****Please sign and return to the school before the end of the first week of school