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Pastor

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Chairman



**PARENT & STUDENT  
HANDBOOK  
2018-2019**

*For Grades K-8 (the NYDOE Funded UPK/PreK For ALL Program has a separate handbook)*

*Updated: Jul 27, 2018*

*The Board and Academy Administration retain the right to amend this handbook when necessary in accordance with NY State Education Department and Diocese of Brooklyn policies, guidelines or regulations or internal practices. Parents will be given prompt notice of any significant changes. Thank you!*

*EDUCATING STUDENTS IN THE IMAGE AND VALUES OF OUR LORD*

July 27, 2018

Dear “*Partners*”,

Welcome to Saint Anselm Catholic Academy and the 2018-2019 school year!

As *PARTNERS* in education, it is vitally important that faculty and parents work as a team to ensure success for all students. I trust that you will embrace this understanding and commit to working together to ensure the spiritual, academic, social and emotional growth of your child or children and also for all members of our parish and school communities!

Based on your input for the past 2-3 years, we will continue to offer the best possible education based on a strong Catholic identity, a more rigorous, challenging and interesting curriculum, more opportunities for hands-on learning in math, science, technology and engineering and additional project-based learning tasks in all grades and subjects to include the arts.

Each year the entire contents of this Handbook are reviewed. This updated *Parent and Student Handbook* retains most of the content and policies from previous years with a few clarifying points noted on the next page. Please make the time to review the entire Handbook which is always accessible to you via the school web site. These policies are in place to assist us in providing the best possible Catholic education to all of our students.

Like any organization or community, we must have policies, rules and guidelines. In many schools, these items are conveyed in a negative manner such as “No hats, No cell phones”, etc. Rather *our SCHOOL RULES are stated in a POSITIVE MANNER and are BUILT ON RESPECT. Our Rules are:*

- **Respect Yourself**
- **Respect Others**
- **Respect Property**
- **Be Responsible**
- **Be Safe**
- **Live in the image and values of our Lord**

*This handbook will **not** be given out as a hard copy.* Rather, to hold down costs the entire document is posted on our school web site under “Parent Resources.”

Thank you for your support this past year and I look forward to continue working with our entire school community to ensure the success of each student.

If you have any questions, comments, suggestions or concerns, please contact me, any of our Board Members or any teacher.

Sincerely,

James McKeon

## CHANGES/UPDATES FOR 2018-2019

**Saint of the Month (see Page 7, Section 4).** We have added information on a Saint (or Saints) each month that correlate to our published Monthly Values and that will provide opportunities to strengthen study in religion and enhance our Catholic Identity in accordance with our current Strategic Plan (see our Academy web site for an abridged version of the Strategic Plan).

**“Smart Watches and Devices” (see Page 10, Section 8).** With the introduction and use of enhanced technology products such as “smart watches”, we must be diligent in support of our school policies regarding such items. As a result, any “smart watches” or similar devices that communicate with the internet or provide text or voice features are prohibited. “Fit Bit” type devices that are worn but are used to track daily physical activity are permitted as long as the device is a one-way communication to a data storage device and cannot be used for phone calls, emails, text messages or any other type of 2-way communication.

**“Spinner or Fad Type Devices or Toys” (see Page 10, Section 8).** These types of devices, toys or items are not permitted in school at any time.

**Probation.** A student may be paced on PROBATION for a period of time or for the entire school year for behavioral reasons. In addition, counseling will generally be required if any substantial physical or verbal threat is made by a student.

**Promotion to the next grade (grades 3-8).** Any student who fails Math or ELA will be required to attend and satisfactorily complete summer school. Any student in grades 2-8 who fails religion will not be promoted. See pages 13-14 for additional information.

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## **Mission Statement**

The ***MISSION*** of Saint Anselm Catholic Academy is to educate students in the ***IMAGE AND VALUES OF OUR LORD*** by providing a path for Catholic growth, physical safety, character development and responsibility, academic rigor and educational opportunities for all students with an emphasis on English Language Arts (ELA), MATH, STEM and the Arts and a commitment to our school, parish and local communities. We provide a high quality Catholic education in grades PreK-3 through 8<sup>th</sup> grade. These grades are aligned to the NY State Learning Standards and Diocese of Brooklyn guidelines. Our PreK For All/UPK Program is free and aligns with NYCDOE early childhood goals and requirements.

## **Our Philosophy**

We believe that:

- Every child is a gift from God and brings a unique talent that must be appreciated and nurtured for success.
- All children are welcome from within and throughout our school and faith communities.
- A diverse educational experience rooted in the Gospel teachings of Jesus Christ is essential to a child's formation.
- The academic success and spiritual growth of each student requires a commitment from the entire community; students, parents, teachers and administrators.
- The spiritual, physical, mental, social and emotional well-being of each student is fostered through a safe and positive learning environment.
- A strong academic program challenges students and allows them to grow into faith-based citizens.
- A well rounded academic curriculum with an emphasis on literacy, math, science, social studies, technology and the arts will prepare every student in every grade for success in each succeeding grade and in an ever-changing society.
- A diverse academic foundation is essential to becoming contributing members of society.

# Saint Anselm Catholic Academy

## **1. School Goals**

Every school should have a set of clearly defined **GOALS** that are known and understood by all students, staff and parents/guardians and all constituent groups have a “voice” in the formulation of such school-wide goals. Our GOALS this year are:

1. To always maintain a safe school for students, staff, volunteers and visitors and with a high level of safety and emergency preparedness and readiness
2. To ensure the spiritual development of all students
3. To build character in all students fostering responsibility, “habits of mind”, sound decision-making and service to others and our community
4. To present opportunities for teacher Professional Development (PD)
5. To provide rigorous, challenging and interesting learning opportunities in all subjects
6. To make available more hands-on math, science and STEM applications in all grades
7. To continue to stress the importance and value of the arts
8. To have high levels of student interest and engagement and for students to have a desire to come to school to learn every day
9. To develop and sustain our “academic identity” and to be known as a school built on reading and writing, STEM and problem solving
10. To improve our academic reputation in our community and increase student enrollment

## **2. Safety and Security**

***SAFETY is our #1 school-wide goal which requires our attention and diligence at all times.*** Safety is ensuring that we protect our school and students from unauthorized visitors and we also maintain a high state of safety readiness. This requires that we are consistently aware of all safety requirements and best practices and we conduct periodic drills, exercises and training for all members of our school community. We also must ensure that safety is practiced in hallways, when passing during classes, movement on stairways, in the cafeteria, when using rest rooms, during physical education classes and recess, after school programs and when outside the school building during arrival and dismissal. This extends to parent parking in the vicinity of the school building and crossing streets.

### **Required Drills**

ALL New York State schools MUST complete 12 EVACUATION DRILLS (formerly known as “fire drills”) per school year with 8 drills conducted by November 30<sup>th</sup> annually. As such, we will begin to conduct fire drills beginning the first full week of school with a goal of completing 4 drills by the end of September and the remaining 4 drills by mid-November. In addition, “shelter-in” and “lock down” drills will be conducted periodically throughout the school year. An explanation of each of these types of drills is provided on Pages 24 and 25 of this handbook.

**PLEASE NOTE THAT ALL PARENTS AND GUARDIANS MUST BE AWARE OF AND COMPLY WITH THESE PROCEDURES WHETHER VOLUNTEERING IN THE SCHOOL BUILDING OR VISITING AT ANY TIME TO INCLUDE SCHOOL and “NON-SCHOOL” EVENING AND WEEKEND ACTIVITIES.**

### **Safe Environment-Virtus and Child Lures**

***ALL teachers, staff and volunteers MUST complete Virtus training.*** In addition, we administer the Child Lures Program to all grades as mandated by the Diocese of Brooklyn. This program is designed to provide your child with information which will help keep him/her safe when involved in various school, home and outdoor activities, including traveling to and from school. You will receive notice prior to the administration of the program. In the meantime, ***here are some safety tips that we will review with our students; we recommend you also consistently review them with your children.***

- Never talk to strangers
- Never go home or go anywhere with strangers
- Never take things from strangers
- If you are approached by strangers and are still near the school, return to school immediately and inform a staff member
- If you are away from the school, try to go to a Library, Firehouse, Police Station or a store and tell an adult
- Young students should be escorted to and from school
- Older students should be encouraged to walk/travel responsibly to and from school in groups whenever possible and always act responsibly

### **Child Abuse Laws**

Under New York State law, all teachers are “***mandated reporters***” and are legally required to report any suspected case of child abuse or neglect. In so reporting, no allegation is made against a parent or care giver. Rather, it is a judgment by the school that the child may be presenting signs of abuse or neglect. If any mandated reporter suspects abuse or neglect, he or she, by law, must make a report to the proper agency and then inform the Principal.

### **Safety and Security within the School Building**

All entrance doors to the school building are locked throughout the school day. The Home Academy Association coordinates door duty assignments throughout the year to provide continuous coverage of the main school entrance. **Each family is mandated to sign up for 2 sessions of door duty throughout the school year.** All parents are asked to cooperate with the Home Academy Association in providing this vital safety measure. The Home Academy Association will provide a form for you to sign up.

### **Safety at Dismissal**

Your child’s safety during the dismissal process is of utmost importance to us. Therefore, parents are to follow these dismissal directions carefully: PreK-3 and K students will be dismissed via the double doors to the left of the boy’s entrance, all grades 1-8 students will be dismissed at 83<sup>rd</sup> Street and 4<sup>th</sup> Avenue or at 82<sup>nd</sup> and 4<sup>th</sup> Avenue. Teachers will cross the students along with the crossing guards where you will meet them. ***ALL DISMISSALS MUST BE “FACE TO FACE” WITH THE TEACHER VISUALLY ACKNOWLEDGING THE ADULT PICKING UP THE STUDENT.*** Teachers will return students to school if a parent/guardian is not present to pick up a student. The child, with the teacher, will then place a call to the parent. **If the student is NOT picked up within approximately 15 minutes, the student will be placed under supervision in the Extended Day program and the parent will be required to complete the Extended Day registration form and sign the child out. Payment for after school supervision is due the following day.**

### **School Closings**

In the event of inclement weather, or any emergency that could require the school to be closed, every effort will be made to contact parents/guardians via email, text and phone message and post information on the school web site. Regarding “snow days”, we follow the procedures of the NYC Department of Education; if the NYCDOE closes, then we close. Otherwise the decision is a “local” one made by the Board Chairperson and the Principal.

### **School Bus Policy**

The following rules must be observed by all student passengers:

- Students must board the bus quickly/safely and be seated with their seatbelt secured before the bus begins to move. ***Horseplay or fooling around is NOT permitted.***
- Students must not get up and move around the bus until they reach their final destination.
- Students shall not throw anything while on the bus or harass any other student on the bus. This includes, but is not limited to taking pictures with cell phones or any other devices which may be used to harass a student.
- Students shall not leave trash of any kind on buses and students shall not use unacceptable language while on the buses.
- **Students shall obey and follow the directions of the bus driver at all times.**

**All students who ride the bus are required to sign the Bus Policy along with a parent and/or guardian signature. Failure to abide by these rules may lead to a loss of bus privileges and/or further, more serious consequences in accordance with our discipline policies.**

### **3. Parent Communication (School to Home)**

We will utilize a variety of ways to communicate with parents/guardians.

1. **SCHOOL WEB SITE** ([www.sacany.org](http://www.sacany.org).) This web site is free, “open to the public” and does NOT require a log in to use and contains various announcements, resources and a school-wide calendar. We also use this site to convey timely and necessary information in the event of emergency school closings, snow days and other important information that impacts our entire school community. The site can translate into over 70 different languages and each teacher has her/his own page and calendar to post information such as classroom rules, grading policy, announcements, projects, tests, etc. We encourage parents/guardians to access this web site at least weekly, during times of inclement weather or as often as needed.

*Please note that while we understand the value of social media sites such as Facebook, Snapchat, etc., the school will NOT utilize school/Principal maintained social media sites at this time.*

2. **OPTION C.** This password protected site is used by all Schools and Academies in the Diocese of Brooklyn. You can access your child’s grades via Option C and communicate via email with teachers. The school can send out emails, text messages and phone messages to the entire school community with information such as school closings or important reminders. For your convenience, you can access OPTION C via a link on the top part of our school web site.
3. **BACKPACKED INFORMATION.** Throughout the school year, we will also send home HARD COPY BACKPACKED INFORMATION as needed. For example, we will send home a hard copy monthly school-wide calendar each month and on the back of the calendar will be a page entitled, “***What Your Child Will Be Learning This Month.***”

*While we will provide **HARD COPY, BACKPACKED INFORMATION**, we will be providing most information electronically via our school web site and **OPTION C** so that all families receive information in a timely and cost-efficient manner. We ask your cooperation in this matter and ask that you provide a reliable email address and telephone numbers for this use and inform the Main Office of any changes.*

**4. Character Development and Monthly Values**

Each month we stress Character Development via Monthly Values. This effort will take many forms via religion instruction, spiritual development, First Friday Mass, daily announcements, class discussions, visiting speakers, assemblies and on monthly GOAL DAYS. **Our intent is to educate students in the image and values of our Lord.**

*Here are the Monthly Values and Saint(s) of the Month for 2018-2019:*

<b><u>MONTH</u></b>	<b><u>VALUES</u></b>	<b><u>SAINT OF THE MONTH</u></b>
September	Self-Respect/Self-Esteem/Faith	St. Teresa of Calcutta (9/5)
October	Friendship/Caring/Hope	St. Francis of Assisi
November	Respect/Responsibility	St. Catherine of Alexandria (11/25)
December	Charity/Sharing/Kindness	SS Ignatius Loyola (7/31) and Francis Xavier (12/3)
January	Tolerance/Understanding/Acceptance	St. Elizabeth Ann Seton (1/4)
February	Decision Making/Doing Right	St. Valentine (2/14)
March	Perseverance/Persisting and Patience	SS Patrick (3/17) and Joseph (3/19)
April	Love/Caring/Empathy/Compassion	St. Anselm (4/21)
May	Integrity/Honesty/Fairness	Blessed Mother (May Crowning)
June	Initiative/Moral Courage	St. Joan of Arc (5/30) St. John the Baptist (6/24)

**5. Admission Policy**

Catholic schools treat all people equally with no discrimination on the basis of race, gender, national origin, age (in accordance with the law) and disability, if, with reasonable accommodation on the part of the school, the disabled student’s needs can be met.

Preference in admission is given first to siblings currently enrolled in Saint Anselm Catholic Academy, next to parishioners then to Catholic families and then to non-Catholic students (Please note that if non-Catholic students are admitted, the student(s) MUST take Catholic Religious instruction, attend services such as Rosary Rallies and First Friday Mass but do not receive any Sacraments).

The admission process for a student to attend Saint Anselm Catholic Academy includes:

- Completion of an application for admission by a parent/guardian with the student(s) present.
- Submission of all required documentation including birth certificate, baptismal certificate, proof of immunizations, proof of residence, academic records (report cards, standardized test scores when applicable).
- Academic clearance and tuition clearance for a transfer student from another Catholic School.
- Upon acceptance, parents will be notified accordingly.

The school year is divided into three semesters. The first trimester is considered a probationary period for all new students. New students are conditionally accepted until the office has received and approved records and transcripts from the previously attended school(s) and all medical documentation has been

received. Acceptance is finalized when the student has satisfactorily completed one full semester after enrollment. Students who do not perform academically or display behaviors which are contrary to the school's policies may be discharged with no tuition or fee refunds.

Upon initial inquiry, entrance or screening for attendance at Saint Anselm Catholic Academy, the Academy reserves the right to deny enrollment due to an inability to provide related or special education services listed on a student Individual Education Plan (IEP).

**6. Tuition Policy – 2018-2019**

Like any organization, we have monthly bills for items such as teacher salaries, medical benefits, student books, supplies, telephone and internet access and utilities. As such, to meet our monthly obligations, it is imperative that ***ALL FAMILIES FULFILL THEIR TUITION OBLIGATIONS AND TO MAKE THEIR PAYMENTS AS PER THE FOLLOWING:***

- ALL TUITION PAYMENTS MUST BE VIA OUR TUITION MANAGEMENT COMPANY-TADS. You may select the tuition plan via your bank account, credit card or by mailing a check directly to TADS.
- ALL families ***MUST*** enter into an annual tuition payment agreement with TADS.
- You may select the frequency of payment options TADS permits.
- If a situation arises that a payment will be late, the parent is responsible to notify the Chairman of the Board in writing as soon as possible. Late fees will apply as per your agreement.
- CASH payments are not permitted and the Main Office will NOT accept any TUITION PAYMENTS.
- Re-enrollment for the following school year will not be accepted until all tuition fees are paid.
- If in arrears, the student may not participate in class trips, receive report cards, progress reports, diplomas and school records will be held until financial obligations are met in full.
- Failure to comply with the tuition policy may result in the student not being allowed to return to the classroom and/or school until all balances are satisfied.

**Tuition Arrears.** *If tuition is NOT paid for 3 months, the student(s) will not be permitted to attend school. For 4 months, the student(s) will be discharged and collection proceedings will be initiated by an outside/contracted collection agency. Contact the Board Chairman in writing regarding any arrears.*

**TUITION for 2018-2019 is:**

**Grades PreK 3 and K-8:**

	<u>Catholic</u>	<u>Non-Catholic</u>
1 Child	\$5,000	\$5,900
2 Children*	\$8,000	\$9,100
3 or more Children*	\$11,000	\$13,100

\*Same Family

**Additional Yearly Fees:**

- Re-Registration fee of \$150.00 per family (non-refundable/non-deductible)
- Books and Technology Fee is \$150.00 per student in PreK-3 and \$250.00 per student in Grades K-8 with a MAXIMUM FAMILY FEE OF \$500.00 (full fee required regardless of registration date). These fees are paid directly to the Main Office (NOT TADS) between July 1 and August 31. If this fee is not paid, student(s) will not receive their books until paid.
- Home Academy Association Annual Dues of \$40 per family (this is optional).

## **7. Parental Responsibilities and Communication**

Parents are the first teachers of their children. It is by your example that children learn reverence for God and respect for the dignity of others. We welcome you as partners in the education of your child(ren) and we encourage and expect our parents to:

- Teach your child respect for the law, authority, the rights of others and for private and public property.
- Assist in the religious development of your child and attend Sunday Mass.
- Arrange for prompt and regular attendance at school and have your child comply with attendance procedures.
- Provide absence notes as required.
- Support our teachers regarding recommendations made in the best interest of your child.
- Maintain all student records in a current status, informing the school of any change of address, telephone number (work and/or home), any emergency contact information and any medical information.
- Talk to your child about school and show an interest in his/her activities and encourage him/her to do his/her best.
- Ensure your child(ren) are doing all required school work.

**Meet The Teacher Night.** All parents are encouraged to attend Meet the Teachers Night at the beginning of the school year (mid-September). Classroom teachers provide valuable information at this meeting to parents regarding learning expectations, curriculum and requirements for the school year. ***Please note that this is time after school that our teachers are volunteering for and this time is NOT to be used for individual parent-teacher conferences.***

**Parent-Teacher Conferences** are held for students after the first report card and as needed. Teachers also communicate with parents regarding concerns as they arise. Parents are encouraged to first discuss issues directly with the classroom teacher, and, if necessary, contact the Principal.

**Parent-Principal Meetings.** Parents requesting a meeting with the principal should call the school Main Office during school hours to set up an appointment convenient for both the parent and principal. Please note that the principal may not be available for unscheduled meetings due to instructional and supervisory requirements.

***Please note that all student and family information is confidential in accordance with local, state and federal directives and regulations.***

## **8. Student Responsibilities – Student School Policies Grades K-8**

In order to create and cultivate an environment of care, concern and respect for others as followers of Jesus, and to ensure a climate of academic success for all students at Saint Anselm Catholic Academy, students are expected to abide by the following policies in ***ALL CLASSES AND DURING ALL SCHOOL ACTIVITIES (to include School Trips):***

1. Unless a “Dress Down Day”, Birthday or if the student has a valid “Dress Down Pass”, students are to be in full seasonal uniform at all times. (See Dress Code for Students). Students are responsible for their personal hygiene and cleanliness.
2. Students are required to respect fellow students, teachers and all adults at all times. Books must be carried in a book bag and personal belongings may not be left in the classroom overnight (the school will not be responsible for such items). All textbooks must be covered and carefully maintained. A student who destroys or loses a textbook will be responsible for paying for its

replacement. Students must come to school prepared to learn every day with adequate supplies, such as pens, pencils, notebooks, etc.

3. Each individual student is responsible for knowing the daily schedule and prepared for all classes. Students are accountable for their own supplies throughout the school year.
4. All written assignments must be neat and legible. Assignments must be submitted on time-incomplete assignments are not acceptable. When a written mistake is made, students should cross out with one line and make the appropriate correction. Homework is to be done at home and may not be done in school except for students who attend the Extended-Day program.
5. Students are responsible to bring home any materials that we “backpack” home as parent information. Students in grades 5-8 are also to keep their parents informed of their personal and academic progress.
6. Students who are absent on the day of a scheduled exam will be given a “make-up” exam. Extra credit assignments may also be requested by parents **ONLY** for students who are in jeopardy of failing a subject for the trimester. Extra credit assignments are limited to one per trimester per subject area and are not to be requested to improve a test score or a missing assignment.
7. Students are to be on time for school each day.
8. A student, who does not consistently demonstrate proper behavior, will not be permitted to attend field trips unless accompanied by his/her parent. Students receiving a “U/1” in personal conduct will not be permitted to attend trips or extracurricular activities under any circumstances.
9. Truancy will not be tolerated. The truant student will receive a zero on any and all tests during truancy. The truant will be subject to suspension and forfeit privileges as determined by the Principal.
10. Copying homework, plagiarism or cheating on a test (i.e. talking, passing notes, etc.) will result in a zero and a parent conference.
11. The throwing of any object in the classroom is strictly forbidden and will be dealt with as a serious infraction of the rules and policies.
12. In order to maintain a safe environment, proper behavior is expected in the cafeteria, the GYM, auditorium, library and traffic areas, such as halls, lobbies and stairways.
13. Any vandalism or graffiti could result in suspension or discharge and a cost for re-imburement by the student or of damages to the Academy or Academy property. Graffiti is a crime and may be referred to the NYPD for disposition.

### **THE FOLLOWING ITEMS ARE NOT ALLOWED AT ANY TIME**

1. Dangling or hoop earrings greater than the size of a dime, more than 2 wristbands, extreme hairstyles (boys’ hair should not touch their collars or eyebrows and excessive coloring of hair for girls and boys), hairbrushes (allowed on gym days), lipstick, nail polish, nail tips, make-up.
2. White-out or any types of permanent markers.
3. Spray cans, smoke bombs, stink bombs, powders/choking agents or chemicals of any kind.
4. Any electronic devices, (i.e. iPads, iPods, e-readers, etc.) games, playing or trading cards or toys of any kind.
5. Cell phones are permitted but **MUST** be stored in the office during the day and picked up at dismissal (the school is not responsible for any loss or damage).
6. Students may not chew gum during the school day.
7. Cigarettes/tobacco, matches, lighters, laser pointers, knives/box cutters, scissors, nail files, any type of weapon, energy drinks, caffeine, alcohol, drugs, drug paraphernalia, etc. are forbidden on school property or at any school function. Students who violate this policy could be suspended and/or discharged. **The presence of drugs, alcohol or weapons on school property or at school-related activities is a criminal offense. Police will be notified and the student could be subject to discharge.**

## **9. Academic Policies**

Saint Anselm Catholic Academy expects students to perform to the best of their ability at all times. Students are evaluated on their academic progress through a variety of assessment tools including, but not limited to, tests, quizzes, projects, homework, oral presentations and class participation with peers and group and individual work and independent reading. Tests are sent home for parent's signature which indicates that the parent is aware of the student's progress. *Parents are to check the teacher's eCHALK page for exams-if you are not receiving quizzes or tests to be signed, you should speak to your child(ren) and contact the teacher(s) as needed.*

### **Grading Policy**

The determination of grades is an individual teacher's responsibility due to the difference among ages/grades and special subjects such as Music, Art, Technology, Language and Physical Education (PE). As such, it is imperative that both students and parents know and understand how grades are determined.

**General guidelines** are based on the following percentages:

Homework	20%
Tests/Quizzes	30%
Projects/Reports	20-30%
Active Classroom Participation	20-30%

**Please Note:** All students are required to complete daily Independent Reading (25 book goal). Independent Reading will account for 10% of student grades in ELA (the above percentages will be adjusted for the addition of the Independent Reading component).

Please refer to your teacher's eCHALK page or speak to the teacher to clarify this matter.

### **Homework**

Homework is an essential part of the instructional program and reinforces learning and serves as a means for clarifying and reinforcing material learned in class. ***Homework must have a purpose related to current learning and NOT be busy work or a burden on students, teachers or parents.*** Students are required to complete all homework and it is expected that parents or guardians sign completed homework. In many cases, homework will not be graded and "marked" as to wrong answers by the teacher, but, rather the teacher will review the homework and students will "self-correct" during class to ensure full student understanding. Students who are absent are still responsible for homework, projects/reports and independent reading.

### **Homework Time Suggestion (Rule of thumb 10-20 minutes X grade)**

K	15 minutes (reading to or by parents)
Grade 1	20 minutes
Grade 2 & 3	20-45 minutes
Grade 4 & 5	45-60 minutes
Grade 6	45-60 minutes
Grade 7 & 8	60-90 minutes

**PLEASE NOTE that, in addition to the above, ALL students in Grades K-8 are expected to READ INDEPENDENTLY FOR 20 MINUTES PER NIGHT.** In lower grades, we ask that parents make the time to read to or with their child(ren).

### **Excessive Lateness**

A student who arrives to class late not only misses valuable class time but also interrupts a class already in session which could disrupt the learning process for the teacher and all students. **Therefore, “unexcused” lateness at daily arrival will result in the student “sitting” out the entire recess period for the respective day (on 3<sup>rd</sup> and all subsequent late arrivals per half year: Sept-Dec and Jan-Jun).**

### **Behavior**

*We expect that every student strives for and achieves an “E/4” (excellent) in behavior.* Behavior problems include persistent disregard for authority, disrespect, socially unacceptable behavior, teasing or bullying or behavior contrary to our school philosophy and policies. Behavior problems will result in a phone call to parents and, if needed, a parent conference. Parent failure to attend a required conference will result in the child staying home until the parent and student both attend the conference.

### **Special Content Area Subjects: (Technology, Language, PE, Art, Music)**

It is a student’s responsibility to be prepared for *every class to include all “special classes.”* Students unprepared three times for their special classes will have five points deducted from their final grade per trimester. Grades for all special subjects incorporate class work, homework, projects assigned by teachers, class participation *and classroom behavior.*

### **Testing**

#### **Standardized Testing Program:**

- **TERRA NOVA STANDARDIZED TESTING**-All students in Grades 3-8 participate in these assessments each fall.
- **NEW YORK STATE ELA AND MATH EXAMS**-Only students in Grades 4, 6, and 8 participate in these assessments each spring
- **NEW YORK STATE SCIENCE EXAMS**-Only Students in Grades 4 and 8 participate in these assessments in May/June

### **Class Tests**

Tests are administered throughout the year. Students are informed as to testing dates. Our policy is that students may not take tests at other than scheduled times and days unless due to illness or absence. Make-up tests will be provided in cases of student absence. Every effort will be made to “spread out” tests as per below:

- MONDAY-Religion
- TUESDAY-ELA
- WEDNESDAY-Math
- THURSDAY-Science
- FRIDAY-Social Studies

### **Progress Reports and Reports Cards**

Report cards are distributed three times throughout the school year – December, March and June. Approximately 3-4 weeks prior to distribution of 1<sup>st</sup> and 2<sup>nd</sup> trimester reports cards, parents will receive a progress report which will provide you with an indication of your child’s academic performance.

### **Retention and/or Summer School (Grades 3-8 only)**

Students who receive **final** failing grades for any major subject areas will be required to attend summer school at the student’s New York City Department of Education zoned summer school site (we do NOT conduct summer school). The student must provide Saint Anselm Catholic Academy with a report card

indicating that the class/classes have been successfully completed before promotion to the next grade. If the student does not attend summer school, the student will be retained (“held-over”) or discharged. In the case of 8<sup>th</sup> grade students who fail two or more major subjects, the student will not be allowed to participate in any graduation events and *will be discharged without a diploma*. Any student who fails religion will NOT be promoted.

*Students who receive final failing grades for three or more major subject areas will be discharged.*

Scores on Terra Nova Assessments or NY State Exams will NOT be used in promotional decisions.

**Excessive absences that are unrelated to any medical condition may also lead to retention or discharge.**

**Academic Probation.** (Grades 3-8 only)

The purpose of Academic Probation is to identify, support and correct student deficiencies. If a student is on Academic Probation in Grades 3-7 at the end of the school year, the student will not be promoted to the next grade. For Grade 8, a student on Academic Probation at the end of the 8<sup>th</sup> grade will not participate in any graduation activities, will not receive a diploma and will be discharged. Students may be placed on and removed from Academic Probation by the Principal ONLY.

## **10. Discipline Policies**

We believe that our students should conduct themselves at all times according to the Christian principles of the Catholic Church and our school community. Through structure and discipline, we are able to provide our students with the environment necessary to meet these goals. This environment is also conducive to promoting self-control and self-respect in each student while ensuring the safety of all within the classroom and school setting. At no time will disrespect for a fellow student, teacher or staff member be tolerated. Parents will be notified immediately and the student will be subject to the penalty commensurate with the incident.

Teachers are the primary moderators of discipline within the classroom and among students in a variety of teacher supervised settings. A teacher will notify and work with the parent if a situation arises that needs to be addressed and resolved. At times, there may be instances that will be directed to the Principal. These may involve repeated chronic problems, chronic lateness, verbal abuse of a teacher by the student, signs of disrespect to a teacher or another adult on the staff, fighting, harassment, vandalism, stealing, violent behavior, the possession of drugs, alcohol, weapons, cigarettes, lighters, matches, stink or smoke bombs, chemicals/irritants or any other materials or substances deemed dangerous by the school administration. The school administration handles such matters in a variety of ways depending on the severity of the incident up to, and including, suspension, police notification and discharge.

Serious acts of misbehavior, such as, but not limited to, fighting, stealing, vandalism or disrespect to an adult in the school building, may result in suspension of the student from school for a period of 1-5 days or discharge.

If a child causes injury to another person, brings a weapon, drugs, or drug paraphernalia to school, the police will be summoned and the parent(s) notified. The school reserves the right to discharge a student for possession of drugs, alcohol, weapons or in the case of serious injury to another person.

Our expectation is that all students exhibit responsible and appropriate behavior both on and off school grounds. Students must be aware that they represent their parents and the entire school community. Therefore, Saint Anselm Catholic Academy reserves the right to discipline students for acts such as, but not limited to stealing, fighting, vandalism, harassment or any other type of threatening or inappropriate misconduct (personal, via the telephone or the Internet). Such acts may result in any number of penalties including the possibility of suspension and/or discharge.

Finally, a student's arrest for a crime on or off school grounds, within or beyond the vicinity of the school, ***at any time during a school or calendar year*** may result in the student's suspension or discharge. A student's conviction of a crime on or off school grounds, within or beyond the vicinity of the school, will result in the student's discharge. In cases where a student is injured due to "horseplay" or any other action, the offending student/student family will be responsible for any medical costs related to such an incident.

The Board of Directors and the Principal are the final recourse in all disciplinary and discharge situations.

### **11. Anti-Bullying/Harassment Policy**

**Purpose:** The school communities within the Brooklyn Diocese believe in the sanctity of human life and the inherent dignity of the human person. We believe that all students, school employees and volunteers have a right to a safe and healthy school environment. All members of the school community, in turn, have an obligation to promote mutual respect, tolerance and acceptance. Research shows that students who learn in a safe and supportive environment succeed academically. Students have a right to learn in an environment free of any harassment that substantially interferes with their education.

**Definition:** Bullying or bias-based harassment/intimidation are intentional, repeated, hurtful acts (physical, verbal, written) committed by one or more persons towards another person or persons. It usually involves an actual or perceived imbalance of power which can be physical, emotional or verbal. If not addressed, bullying can lead to the creation of a hostile, offensive or intimidating school environment and can affect a student's educational opportunities.

The behaviors include but are not limited to:

- **Physical** - physical violence, stalking, threats, aggressive or menacing gestures, exclusion from peer groups which is intended to humiliate or isolate the target (relational bullying).
- **Verbal** - taunts, teasing, derogatory language, derogatory jokes, name calling, slurs, spreading rumors.
- **Written** – written or graphic material including graffiti containing comments or stereotypes that are electronically written and transmitted via the internet, social messaging sites, blogs, instant messaging, text messages, cell phones, webcams or other electronic devices. This would also include forwarding such messages if received. This generally constitutes cyber bullying.

#### **Reporting Procedures:**

- The targeted student, parent/guardian of a student or other students in the school (bystanders), or any school staff who believe that bullying has occurred, should report the incident to the Principal.
- The Principal will conduct an investigation by interviewing all parties separately.
- The parents of all involved students will be notified.
- If it is determined that bullying has occurred, the child who bullied (the "bully") will be disciplined accordingly.
- Parents will be advised to contact the appropriate law enforcement agency if the situation warrants such a report.
- The Principal may require mandated counseling for the offender with no cost to the school.

- The Principal will follow up to see that the offending conduct has stopped.
- All students will be notified that retaliation against anyone who makes a report will not be tolerated and those that retaliate will be subject to disciplinary actions.
- Written student behavior “contracts” may be required as a means to eliminate future instances.

**Communication of Policy:**

Annually, all staff, students and parents will be apprised of this policy annually. This Handbook fulfills that responsibility.

**12. STUDENT MATTERS**

**Student Arrival and Dismissal Policy**

**The schedule for student arrival time each morning is as follows:**

**EARLY ARRIVAL.** ALL students are permitted to enter the building through the MAIN ENTRANCE ONLY beginning at 7:30 AM and proceed to the Auditorium on the 1<sup>st</sup> floor. All students in Grades K-8 are to be in the school building by 8:00 AM. Students in Grades K-8 arriving after 8:00 AM will be marked “LATE” and may be subject to “Detention.” *Consideration will be given for weather conditions and personal emergencies.*

Students in PreK-3 may enter the building at 7:30 AM and are asked to be in the PreK-3 meeting area by 8:10 AM each day.

ALL Late Students must report to the Main Office for a late Pass. “Late students” in PreK-3 to 2<sup>nd</sup> grade MUST be escorted to class for safety reasons; “late students” in grades 3-8 can proceed to their respective class after getting a late pass.

*Students in ALL Grades will be accompanied by a TEACHER/ADULT when going to Homeroom in the morning and to/from LUNCH and for dismissal. Students in grades up to and including 4<sup>th</sup> grade are escorted to and from all special classes.*

	<b>REGULAR DISMISSAL</b>	<b>EARLY DISMISSAL (1/2 days)*</b>
PreK-3 and K	2:15 PM	11:15 AM
Grades 1-4	2:30 PM	11:30 AM
Grades 5-8	2:45 PM	11:45 AM

*Students will NOT eat Lunch in school on ½ days.*

***The SAFEST place for students to be in the morning is to be ON TIME and in their line-up areas with their classmates and adult supervision.***

**Attendance and Lateness**

The following are excused **absences**: sickness, death in the family, unsafe travel conditions resulting in lack of bus transportation, family emergencies and required presence in court. ***Proper documentation is required.*** All other absences are classified as unlawful detention on the part of the parent or truancy by the student.

Parents are to call the school (between 7:30 and 8:30 AM) at (718) 745-7643 for all days of absence. **A written official school absent note from the parent must be presented to the teacher upon returning to school.** Students will not be re-admitted without a written note.

**Release prior to dismissal** – A written request must be presented to the homeroom teacher in order for a child to be released prior to dismissal. The student must be picked up and signed out by a parent or guardian at the Main Office **ONLY**. Students will NOT be released within 30 minutes of normal dismissal times and students must attend school for a minimum of 3 1/4 hours to be marked present (for example, 8:00 AM to 11:15 AM).

If possible, please try to make Medical and Dental appointments after regular school hours. Students receive vacation time throughout the year; therefore, additional time taken for pleasure trips where students miss school/instructional time disrupts the learning process and is discouraged. Please refer to the school calendar on our web site when making family plans.

**School Uniform Policy**

**Daily Uniforms are MANDATORY in Grades K-8.** The seasonal school uniform is to be worn on all days with the exception of approved “dress down or theme days”, the student’s birthday or if an approved “dress down” pass is provided to the student. Excuses or deviations are made only by the Principal. A note from the parent is expected in the office when a student is not in uniform.

	<p align="center"><b>“SUMMER UNIFORM” (FALL/SPRING) Start of school to September 30<sup>th</sup> and May 1<sup>st</sup> to the last day of school**</b></p>	<p align="center"><b>“WINTER UNIFORM” October 1-April 30<sup>th</sup>**</b></p>
<b>GIRLS</b>	Grades 7/8: White Uniform Polo Shirt Grades K-6: Blue Uniform Polo Shirt Uniform Blue Shorts Navy Summer Belt (Uniform) White Socks that cover the ankle All White Sneakers or Uniform Black Shoes (No hi-top sneakers or boots)	Grades 6/8: Uniform Navy Vest and Plaid Skirt* or navy slacks Grades K-5: Navy Jumper* or navy slacks (SEE BELOW) White V-Neck Blouse Uniform Navy Cardigan Sweater Uniform Navy Knee Socks/Leotards Black Uniform Shoes
<b>BOYS</b>	Grades 7/8: White Uniform Polo Shirt Grades K-6: Blue Uniform Polo Shirt Uniform Blue Shorts Navy Summer Belt (Uniform) White Socks that cover the ankle All White Sneakers or Uniform Black Shoes (No hi-top sneakers or boots)	Grades K -8: White Shirt/ Striped tie Uniform Navy Slacks/ Black Belt Uniform Navy Sweater/Uniform Pullover Vest Black Uniform Shoes White, navy or black socks that cover the ankle

School uniforms may be purchased from the official uniform companies, Flynn & O’Hara (7301 13<sup>th</sup> Avenue, Brooklyn) and Money Savers Shoe Store (2098 Flatbush Avenue, Brooklyn).

\*Skirts and Jumpers must be no shorter than 1 inch above the knee.

\*\* Please note we may adjust the dates above due to weather conditions (for example, if it is unseasonably warm in early October we may continue to wear the Summer Uniform after October 1<sup>st</sup>) Girls in Grades 5 and 6 may also wear plaid skirts and ALL girls are permitted to wear navy slacks.

**K-2:** Girls may wear all leather black “Maryjane’s” (no patent leather); Boys may wear Velcro black leather lo-cut shoes.

### **Gym Wear (ALL Seasons-ALL GRADES)**

Uniform Navy Top and Uniform Navy Shorts

Uniform Navy Sweatpants and Sweatshirts (sweatpants when WINTER UNIFORMS are in effect)

White socks that covers the ankle

All white low-cut sneakers – **No hi-tops/NO LOGOS**

### **Hair**

Boys are to have neatly trimmed haircuts above the shirt collar. Girls are to wear their hair short or if worn long – must be **pulled back and tied or held in place**. Headbands no wider than 2 inches in the solid uniform colors may be worn and/or pony tail holders. Proper personal grooming is required and excessive hair coloring is not permitted for girls or boys.

### **Dress Down/Theme Days (Uniform Exceptions)**

Approximately once per month, dress down days will be celebrated. All dress down days will be listed on the school-wide calendar. Student attire during a dress down day should be appropriate and reflect the theme and respect for oneself and our school.

### **The following clothing items are not allowed at any time:**

- **No clothing with inappropriate pictures, logos, images or sayings**
- **No sweats, shorts, baggy or tight pants, tight mini-skirts with slits above the knee, leggings, faded or torn jeans, bare midriff shirts, low cut shirts/blouses, tank tops, sleeveless shirts or “spaghetti” strap shirts/tops, yoga pants.**
- **No sandals, flip flops, boots (including UGGs) or high top shoes of any kind.**

If a student wears such clothing as listed above, or any other inappropriate clothing or styles as determined by the faculty and the Principal, the student will be removed from class and sent to the main office to place a call to the parent to deliver an appropriate change of clothing. The student will not go to or return to class until appropriate clothes are brought to school and the student changes into the appropriate clothes.

**NOTE: A student may always opt to wear the School Uniform on a dress down/theme day.**

### **Field Trips**

Field trips are designed to provide students with enriching experiences which enhance the curriculum.

Attendance on a field trip is a privilege, not a right. As a result, students can be denied participation on a field trip if the student fails to meet academic and/or behavioral requirements or is in tuition arrears.

Permission slips (or “tear-offs”) are required for all field trips. Parents may provide their consent for their child to attend field trips on the respective permission slip **ONLY**. Handwritten notes and ANY permission slips on the day of the trips are not acceptable. Teachers may request that parents volunteer as chaperones on field trips. **All chaperones must be Virtus trained and a certificate verifying this training must be on file in the school office.** Only Saint Anselm Catholic Academy students are permitted to attend approved field trips. Siblings are not permitted to attend. Students **MUST** leave from

Saint Anselm and return to Saint Anselm for all trips. School uniforms must be worn on all field trips. Chaperones are needed to supervise all students, not just the chaperone's child(ren).

### **Parties and Class Celebrations**

All parties and class celebrations require teacher and Principal approval. Students may celebrate by bringing in to school small, individual snacks such as cupcakes, munchkins, donuts, brownies and cookies *for each student in his/her class*. Items will be served during lunch time. The homeroom teacher must be **notified in advance** so as to avoid any potential allergy issues which may arise. ***For safety reasons, "goodie/treat bags" or NUTS OR NUT-BASED SNACKS ARE NOT PERMITTED FOR ANY GRADES. Food items should be "store bought" in the event of any illness so that the ingredients can be easily and quickly determined as needed.***

In lieu of Kris Kringle activity, and gift giving to classmates during the season of Advent, and in keeping with our Catholic identity goals of service to others, students are encouraged to participate in acts of kindness toward others who are less fortunate through our annual parish holiday giving initiatives.

### **Extra-Curricular Activities**

In order to participate in school-sponsored extra curricular activities (i.e. drama club, chess club, etc.) students must have earned the following report card grades in the most recent trimester and must continue to maintain those grades in each subsequent trimester **progress report and report card:**

75 or above in all subjects

S/2, G/3 or E/4 in Conduct

Students who do not abide by Saint Anselm Catholic Academy policy will lose the opportunity to participate in any school-sponsored extracurricular activities.

### **RECESS**

Daily recess (grades 1-8) will be provided unless we attend Mass or other school-wide events. When weather permits, we will be in courtyard. If not, the GYM will be used. It is important that students do not run or be too active in courtyard due to the concrete ground surface and the size of this area.

### **GOALS DAY**

One day at the start of each month from October to June will be designated as GOALS DAY for all grades. The purpose of GOALS DAY is to support students with goals that they can use to improve academic work and growth for that month. In addition, we will introduce the MONTHLY VALUES for the respective month and conduct other activities that support the spiritual, academic, social and emotional growth of all students throughout the month. A "*Monthly Goals Sheet*" will be sent home for all students so that parents/guardians are aware of the student's Monthly Goals.

### **HIGH SCHOOL "BUDDY DAYS"**

These days provide an opportunity for current 8<sup>th</sup> grade students to visit high schools. Up to 3 Buddy Days are permitted per school year. On such days, the student will be marked as **PRESENT**. Approval must be granted by the Principal before any visits and parents must provide a note from the High School visited that the student was in attendance. Transportation is a parent responsibility.

### **TYPE CLASSES**

For grades K-2, we follow a "Common Branch" model where one teacher provides instruction in the core subjects of Religion, ELA, Math, Social Studies and Science. Grades 3 and 4 will have a "split" program between two teachers. In grades 5-8, we will follow a "*departmentalized*" model where a different

teacher provides instruction in the above core subjects. This is in addition to the “special classes” of Technology, ART, Music, Language and Physical Education (PE).

### **13. HEALTH**

#### **Immunizations**

All students ***MUST*** comply with current NYC Department of Health Regulations regarding the frequency, duration and dosage requirements for all immunizations. ***Students who do NOT comply can be excluded from school until the proper immunizations are administered and approved medical documentation is provided to the school. RELIGIOUS EXEMPTIONS WILL NOT BE GRANTED.***

#### **Allergies**

Parents are required to notify the school of any documented medical allergies that a student may have.

#### **Asthma**

Parents are required to notify the school of the medical needs and protocols of any students who have asthma or an asthma related medical condition.

#### **Injuries**

All injuries will be documented. When an injury requires any School Nurse services, the School Nurse or a representative from the school will contact the parent/guardian. In the event of a serious injury that requires medical attention beyond what the school can provide, 911 will be contacted as appropriate.

#### **CPR/AED**

The school will ensure that staff members are trained in current CPR/AED procedures. Currently, 10 staff members are certified in CPR/AED procedures (until June 2018).

#### **Pediculosis/Head Lice**

Head lice can occur when students are in close PHYSICAL contact or share combs, pillows, or clothing items such as hats and scarves. Head lice transmission does occur in schools generally in lower grades, among students who have longer hair and during the months of November to March. In the event that a student contracts head lice, the student **MUST** be excluded from school until the parent/guardian has the condition treated in accordance with NYCDOH Regulations (this is known as “self-treatment”).

Please note the following:

- We will take measures to minimize the possibility of transmission via clothing by using individual storage bags for all students in PreK-3 through 3<sup>rd</sup> grade.
- If a student is observed in school with the condition, the student will be sent to the Nurse and the parent/guardian contacted. With parent/guardian approval, the Principal or staff member will conduct the examination. If infected, the student will then have to be picked up from school and self-treated by the parent/guardian. Information on treatment will be provided to the parent/guardian. The student can NOT return to school until treated and free of the condition.
- If the parent/guardian becomes aware of an infection at home (not at school), do NOT send the student to school until treated. Please inform the school via a telephone call to the Main Office.
- In any cases where a student infection is noted in school, a letter will be sent to the entire class. At no time are any student names or other personal information made available.
- The school does NOT pay for any treatments regardless of where the exposure may have occurred.

#### **Policy on the Administration of Epinephrine**

The Catholic elementary schools of Brooklyn and Queens recognize that severe allergic reactions leading to anaphylaxis are a life-threatening medical emergency. In accordance with New York State and New

York City Departments of Health recommendations, schools work with their local health providers to receive training on the administration of epinephrine in emergency situations.

### **Training of School Staff**

The School Nurse, the Principal and ALL teachers are currently trained to minister epinephrine to students in an emergency situation.

### **Parent Responsibility**

It is the responsibility of the parent/guardian of the student who is at risk of anaphylaxis to do **ALL** of the following:

1. Notify the school that the child/student is at risk of anaphylaxis and is in need of the presence of epinephrine on school premises.
2. To indicate to the school if the child/student is capable of self-administration of the epinephrine device.
3. To supply the school with the epinephrine device\* in its original packaging.
4. To replace the epinephrine device when it expires, discolors or has been used.

*\*It is recommended that two epinephrine devices be supplied, the 2nd functioning as a backup in case of malfunction or if an extra dose is necessary in accordance with medical documentation.*

### **Epinephrine Access & School Procedure**

Immediate access to as well as secure storage of epinephrine necessitates planning among the Principal, teachers and school nurse.

- Epi-pens will be stored in the Nurse's Office. Epi-pens will be taken on school trips as needed.
- The epinephrine device will remain accessible to the Principal, teachers and school nurse at all times.
- In cases where a student may carry and/or self-administer the epinephrine device, the student is to keep one device with him/her at all times, including all off-site activities, and the other in the Nurse's Office.
- This information will also be included in the school crisis management plan.

For a school trip or school event conducted outside school premises, it is the responsibility of the parent (or a designated person who appears on the child's emergency contact list) to attend with the child/student for the purpose of necessary epinephrine administration.

### **Emergency Administration of Epinephrine**

In the event of apparent anaphylaxis, 911 will be called and the epinephrine device administered in accordance with the training provided to the school staff.

## **14. Saint Anselm Catholic Academy Internet Usage and Electronic Devices Policy**

All students are required to read and understand the following policy. Parents of younger children are asked to review these policies with them before signing the acceptable use policy contract (the last page of this document). ALL students of the same family can complete 1 form.

### **Internet Usage**

The use of the Internet is a privilege, not a right, and inappropriate use or violation of any of the following standards will result in serious consequences and could result in discharge from the school.

1. Use of any computers at school is limited to school related activities. Internet users are expected to behave responsibly in accessing and viewing information.

2. Vandalism and other infractions of school policy while using the Internet may result in a loss of internet privileges and may result in disciplinary action. Deliberate damage to equipment will require payment for a new replacement item(s).
3. Students are also expected to abide by these same expectations when accessing the Internet after school or at home. Inappropriate or unacceptable internet practices will be subject to the same measures as stated in the discipline code and harassment policies of the school.
4. Students are responsible for their searching on the Internet and are subject to the school disciplinary policy.
5. Students must sign the Saint Anselm Catholic Academy Acceptable Use Policy for the Internet and Electronic Devices contract indicating their understanding and acceptance of the policy set contained in this document.
6. Parents must give their permission for their child to use the internet for educational purposes by also signing the same Saint Anselm Catholic Academy School Acceptance Use Policy for the Internet and Electronic Devices contract.
7. Unlawful/criminal activity will be reported to the police or appropriate authorities.

**All students are expected to abide by the following GENERAL internet usage rules:**

- Be courteous and respectful in your on-line messages to others.
- Use appropriate language. Do not use vulgar, harassing, obscene, threatening, bullying, abusive, or any type of offensive language or make any statements that are slanderous or threatening to others.
- Never visit inappropriate websites.
- Illegal activities of any kind are forbidden.
- Do not reveal any personal information of your own or of any student, teacher, staff, friend, family member, etc. (such as your name, home address, telephone number, school, grade, hobbies/interests, and friends).
- **Never agree to get together with someone you “meet” online.**
- The only pictures that can be downloaded are those that are public domain (shareware). You must abide by copyright laws and never make unauthorized copies of software or give, lend or sell copies of software to others.
- **To prevent the transmission of computer viruses, the use of software, flash drives or any other computer devices from home are not allowed on school computers.**
- Do not reveal your password or try to learn any/or use the password of other students.
- Do not post personal messages on bulletin boards or “list servers”.
- While in school, if you encounter material on the Internet which is inappropriate, you must report this immediately to your teacher. If you do so, do NOT show any inappropriate material to a classmate. Tell your teacher who will place something over the computer screen to block viewing by other students. The content will then be reviewed by the Principal for appropriate action to include contacting law enforcement as necessary.

***ANY INSTANCES OF INAPPROPRIATE MATERIAL MUST BE REPORTED TO THE PRINCIPAL IMMEDIATELY***

**Saint Anselm Catholic Academy Cell Phone and All Personal Digital Media Device Policy**

**IPods, iPads, Digital Cameras and other electronic devices are not permitted in school. Cell phones are permitted but all cell phones must be dropped off in the main office upon entrance to the school in the morning. They may be picked up at dismissal. The school will NOT be responsible for any electronic devices held in the Main Office.**

The use of cell phones, camera phones, digital cameras or any other digital device is prohibited during the school day. These devices will be confiscated if students are found in possession of any/or use during the school day. Unauthorized use of these devices could result in the student’s suspension from school. A review of the severity of the unauthorized use of any of these devices may further lead to discharge.

All students are expected to abide by the same guidelines for proper use of technology at all times including time outside of the normal school day. A student, who is found to have improperly used technology at any time which results in an illegal or harmful incident towards another, will be subject to the same disciplinary action described above.

*The school reserves the right to seek financial restitution for any physical damage done to school computers, printers, other electrical devices or ANY PROPERTY OWNED BY THE SCHOOL. This includes vandalism and graffiti. The decision of the school administration is final.*

*Violation of these rules is a serious matter and will be dealt with accordingly.*

**15. Student Photographs.**

At times, the school may post photos on the school and parish web sites or in local newspapers. If so, NO student names will be provided. We ask parents to review the last page of this Handbook and indicate their consent for such photographs.

**16. Anti-Bullying Pledge.**

<p>I will not bully others I will not stand by while others are being bullied I will report and deal with bullying whenever I see it Because each one of us has.....</p> <p><b><i>THE POWER OF ONE</i></b></p>
--

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**17. Student Lunches/Daily Classroom Snacks.**

Students are to bring their lunch with them to school each morning (except for half-days, deli days, pizza days, chicken day, etc. where the student has paid for such meals). If the student forgets lunch, kindly bring the lunch to the Main Office with the student’s name indicated as early as possible so that the student can get the lunch before the respective lunch period.

Parents are NOT to bring “special lunches” to the Main Office to be given to the student.

All students are encouraged to eat a healthy breakfast AT HOME BEFORE SCHOOL. Daily “breakfast snacks” are only permitted in PreK-3.

## **SAFETY DRILL SUMMARY SHEET (2018-2019)**

### **ALL STAFF, STUDENTS AND PARENTS (GUESTS AND VISITORS) MUST BE AWARE OF THE FOLLOWING SAFETY INFORMATION**

*It is very important that all parents/guardians understand the following information. At any time, you may need to respond while you are in the school as a volunteer, visiting, at a meeting or event or when such a situation impacts dismissal, after school activities or events in the neighborhood. As such, it would be your responsibility to cooperate and comply with any procedures or directions. Also, it is also important that you know this information in the event your child asks about these procedures or is concerned in any way.*

#### **Evacuation Drills/Actual Occurrence (FIRE DRILLS)**

**Purpose:** To ensure that students, staff and visitors know the proper procedures and exits to be used in the event an evacuation of the building is required for any reason (12 drills are required each year by NY State Education Law).

**Signal:** “Fire Bells” or a verbal announcement.

**Action:** ALL staff, students and visitors exit the building in a safe and expedient manner and move to designated areas outside the school building to determine that all persons are accounted for and to await further instructions. Color-coded drill cards are used to account for all students, staff and visitors.

#### **Shelter-In Drills/Actual Occurrence**

**Purpose:** A SHELTER-IN Drill/Actual Occurrence is when a situation occurs **OUTSIDE** of the school building. **NO PERSON CAN ENTER OR EXIT THE BUILDING.** Because the event is outside of the school building, students move about the building and go to each class, lunch, etc. as they normally would with the exception of outdoor recess. An example is a police or emergency action within the local vicinity of the school.

**Signal:** Verbal Announcement, “*This is a Shelter-In. Follow proper procedures.*”

**Action:** Normal procedures are followed until the Shelter-In is lifted/over and a school-wide announcement is made.

#### **Lock-Down Drills**

**Purpose:** To alert ALL persons in the building that there is a safety matter **IN THE BUILDING.** ALL DOORS ARE LOCKED, STUDENTS MOVE TO A SAFE POSITION **IN THE CLASSROOM** AND OUT OF SIGHT. There are 2 types of Lockdowns:

- **SOFT**-When there is a situation such as a missing student or an unknown person in the building. NYPD may or may not be contacted.
- **HARD**-There is a **KNOWN INTRUDER IN THE BUILDING. NYPD IS IMMEDIATELY CONTACTED. EMERGENCY PERSONNEL WILL RESPOND IN A HIGH STATE OF ACTION TO INCLUDE POSSIBLE ESU UNITS AND SEARCH TEAMS.**

**Signal:** Verbal Announcement, “*This is a SOFT or HARD LOCKDOWN. Follow proper procedures.*”

**Action:** ALL DOORS ARE LOCKED, LIGHTS ARE TURNED OFF STUDENTS MOVE TO A SAFE POSITION IN THE CLASSROOM AND OUT OF SIGHT (“**LOCK, LIGHTS, OUT OF SIGHT**”). 911 IS IMMEDIATELY CALLED. A HARD LOCKDOWN remains in effect until lifted by the NYPD/First Responders.

**Please note the following:**

- Parents will be informed of any **ACTUAL (“REAL”) Shelter-In or Lockdown** instances via text message, email or phone call provided that we can access our notification systems.
- If a SHELTER-IN or LOCK DOWN occurs, VISITORS WILL NOT BE ALLOWED TO ENTER OR LEAVE THE BUILDING during the drill or occurrence.
- If a SHELTER-IN or LOCK DOWN occurs close to dismissal, the dismissal of students could be delayed until lifted by NYPD/First Responders.

**Other Information:**

- In the past, “special codes” were used in schools to indicate various drills or occurrences (for example, “Dr. Jones, report to the Main Office” was used to indicate that an intruder was in the building). Security experts now do ***NOT*** consider codes as effective means of signaling for a drill or occurrence as schools had different codes which could change or be confusing and were not known to visitors.
- We will practice each of the above drills and give you input as to the results.
- SHELTER-IN and SOFT LOCK-DOWN DRILLS will be practiced during the first full week of school and approximately 3-4 times per year, and, if possible, with local NYPD oversight.
- ***HARD LOCK-DOWN DRILLS ARE NEVER PRACTICED. HARD LOCK-DOWNS are ONLY THE “REAL THING.” Soft Lock-Down drills serve this purpose.***

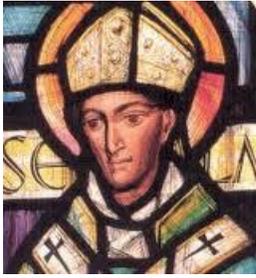
**Off-Site Evacuation Locations**

At times, it could be necessary to have to leave the building or contact parents for a shortened school day due to a smoke condition, fire, odor, flood, gas leak, etc. As such, we have THREE locations that we could move to and parent/guardians would be contacted via as many means of communication possible:

1. **Primary Location:** Saint Anselm School Basement or Church
2. **Secondary Location:** Holy Angels Academy (Our Lady of Angels) School/Church at 74<sup>th</sup> Street and 4<sup>th</sup> Avenue
3. **Third Location:** Saint Patrick’s School/Church at 97<sup>th</sup> Street and 4<sup>th</sup> Avenue

Should we have to evacuate to another location, we still **MUST** follow our safe dismissal procedures via “face to face” dismissals and only dismissal to those persons indicated on the student’s emergency contact page.

Coordination has been made with the above local Academies/Parishes. We also have “reciprocal agreements” in place in the event that those Academies need to move to an off-site location and come to Saint Anselm.



## BIOGRAPHY OF SAINT ANSELM

### *OUR PATRON SAINT*

**QUOTE:** “No one will have any other desire in heaven than what God wills; and the desire of one will be the desire of all; and the desire of all and each one will also be the desire of God.” (Saint Anselm, Letter 112)

Saint Anselm, also known as Anselm of Canterbury, was born in Italy in 1031 and died in 1109. Saint Anselm was not religious as a young man but at age 15 he wanted to join a monastery and become a Monk. He was refused acceptance due to his father’s opposition. For the next 12 years, he did not live a holy life but he again sought the call to be a Monk and was accepted to the Monastery of BEC in Normandy, France. Three years later he was elected Prior and 14 years later he was unanimously chosen as Abbot.

Considered an original and independent thinker, Saint Anselm was admired for his patience, gentleness and teaching skill. Under his leadership, the abbey of BEC became a monastic school, influential in philosophical and theological studies and became the leading theological center in all of Europe at that time.

During these years, at the community’s request, Saint Anselm began publishing his theological works, comparable to those of Saint Augustine. His best known work is the book *Cur Deus Homo* (“Why God Became Man”).

In 1093, at the age of 60, Saint Anselm was appointed Archbishop of Canterbury. His appointment was opposed at first by England’s King William Rufus and later accepted.

Saint Anselm’s care and concern extended to the very poorest people and he opposed the slave trade and often had disagreements and clashes with the King, politicians and the government.

Like every true follower of Christ, Saint Anselm, had to carry his cross, especially in the form of opposition and conflict with those in political control. Though personally a mild and gentle man and a lover of peace, he would not back off from conflict and persecution when principles were at stake.

Saint Anselm received the title, “*Father of Scholasticism*”, for his attempt to analyze and illuminate the truths of faith through the aid of reason.

*We celebrate the feast of Saint Anselm on April 21<sup>st</sup>.*

# Saint Anselm Catholic Academy

## Parent and Student Handbook Agreement (2018-2019) GRADES K-8

We have read and agree to be governed by the policies and procedures set forth in the **2018-2019 Saint Anselm Catholic Academy Parent and Student Handbook, the Acceptable Use Policy for the Internet and Electronic Devices Contract, Tuition Payment Requirement Policy, Anti-Bully (Power of One) Pledge And Photography Approval.**

I also understand that should I violate this policy, my privileges may be revoked and I may be subject to disciplinary action as stated in this Handbook.

***YOU DO NOT HAVE TO COMPLETE A SEPARATE FORM FOR EACH STUDENT-Please use this Form if you have 1-4 children attending Saint Anselm Catholic Academy.***

\_\_\_\_\_  
Parent/Guardian Name (Please Print)/ Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Name (Please Print)/Student Signature

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Name (Please Print)/Student Signature

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Name (Please Print)/Student Signature

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Name (Please Print)/Student Signature

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Date

***PHOTOGRAPHY APPROVAL:*** I allow school photographs of my child(ren) to be posted on the **academy and parish web sites** and to be included in general purpose local newspaper articles acknowledging school celebrations, service activities and other school-wide events. I understand that **NO** student names or other personal information will be provided with any photographs.

Parent Signature: \_\_\_\_\_

***You will be provided a copy of this page at the start of the school year. Please return this COMPLETED PAGE to your OLDEST (or only) child's HOMEROOM TEACHER AT THE START OF THE SCHOOL YEAR. THANK YOU!***

*A full copy of this HANDBOOK (in PDF Format) is posted on the school web site under PARENT RESOURCES. Copies are also available in the Main Office for REVIEW and consultation or clarification.*