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School Staff

Pastor

Rev. Jeffery M. Stecz

Principal

Mr. Seamus Mee

Faculty and Staff

Theresa Rue- PK 3

Regina Misztuk- PK 4A

Katherine Meisenzahl- Kindergarten

Elizabeth Graham- Grade 1A

Riley Gack- Grade 1B

Theresa Dunn- Grade 2A

Devin Ryan- Grade 2B

Bonnie Quiring- Grade 3

Melissa Lavelle- Grade 4

Stephen Stepnowski- Grade 5, Technology

Renee' Lopez- Grade 6

Freda Tait- Grade 7

Joanne Smith- Grade 8

Noreen Bowes- Physical Education, Library, Grade 5 ELA

Sonsiere Simpson- Music

Carolyn Cartwell- Office Secretary

Kimmie Possado- PreK Aide

Diane Leonetti- Liturgical Music

Linda McNulty- Business Manager

See School Website *www.stanselmschoolphila.com*

School Email *stanselmschoolphila@gmail.com*

Telephone Numbers

School Main Office	215-632-1133
School Fax	215-632-3264
Absentee Line	215-632-1937
Nurse	215-637-2737

Our Lady of Victory Hall	215-632-5827
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Parish Center	215-637-3525
Parish Center Fax	215-637-4915
Tuition Office	215-637-3525

SCHOOL HOURS

Grades PK3 to 8 - Regular School Day

Morning Session

7:55 Bell

8:00 A student entering school after this time is late.

12:00 Lunch and recess

Afternoon Session

12:50 Bell

2:50 Dismissal

Grade PK3 to 8 - Half Day

7:55 Bell

8:00 A student entering school after this time is late.

12:00 Dismissal

Students arriving before 7:30 AM must go to CARES.

Students not picked up at 2:50 PM will be sent to CARES.

Saint Anselm School
12650 Dunks Ferry Road
Philadelphia, PA 19154

MEMORANDUM OF UNDERSTANDING

Every Catholic school student has a right to be treated as a child of God, with the love and respect that implies, regardless of family circumstances. In like manner, the believing community has the right to an education guided by Catholic teaching and identity, unimpeded by pressures contrary to Church teaching.

As parent/guardian of a student in a Catholic School, I understand, affirm, and support the following:

1. The primary purpose of a Catholic school education is two-fold: to strengthen the Catholic community in its faith, and to form students in the teachings of Jesus Christ and the Catholic Church.
2. Catholic schools are distinctive religious education institutions guided by the teachings of the Catholic Church. They are not simply private schools offering a positive moral code. Rather, they exist to advance the faith mission of the sponsoring Catholic parish (es), Archdiocese, or Catholic religious community.
3. While Catholic education places a high value on academic excellence and extracurricular achievement, its fundamental priority is fidelity to Catholic teaching and identity.
4. Attending a Catholic school is a privilege, not a right. The school and its administration have the responsibility to ensure that Catholic teaching and moral integrity permeate every facet of the school's life and activity and that the school is able to function as a community of faith.
5. In all questions that involve Catholic teaching, morals, and Church law, the final determination rests with the Archbishop.

As a parent/ guardian desiring to enroll my child in a Catholic school, I accept this memorandum of understanding. I pledge support for the Catholic identity and mission of this school and by enrolling my child I commit myself to uphold all principles and policies that govern the Catholic School.

DISCLAIMER

The Saint Anselm School handbook is a contract between parents, students, and the school. The school reserves the right to amend or add to the policies. Procedures, rules, and regulations contained in this handbook at any time. Saint Anselm School can make applicable changes to the handbook as situations dictate.

Home and School Association

Please see our page on the school website *www.stanselmschoolphila.com*

The Home and School Association's main purpose is service to the school community. This service involves the pastor, principal, faculty, parents/guardians, and students.

Objectives of the Home and School Association:

1. To help parents and teachers acquire a profound appreciation for the ideals of Catholic education.
2. To advance Catholic education and the welfare of all the children in the school.
3. To promote clearer understanding of the mutual educational responsibilities of parents and teachers.
4. To encourage the home and school to a greater degree of cooperation in discharging their responsibilities.
5. To study the neighborhood's environmental conditions which influence children's behavior.
6. To help parents reach agreement on the best solution to common problems of children's behavior.

DUES: Membership dues are announced annually.
 Dues are collected in September.
 All families are expected to be members of our Home and School Association.

MEETINGS: Formal meetings are held twice a year.
 Consult your calendar for dates.
 Parent attendance is taken at each meeting through sign-in sheets.
 Gym uniform passes are issued to attending parents so that their children may wear their gym uniform instead of their regular school uniform. Students present their passes on the day they choose to wear the gym uniform.

HISTORY OF SAINT ANSELM CATHOLIC SCHOOL

Archbishop John Krol decreed the foundation of Saint Anselm Parish to fulfill the needs of the rapidly expanding Catholic population in the northeastern section of Philadelphia. In June 1962, Reverend Edmund W. Walsh was entrusted with the monumental task of making Saint Anselm Parish a reality. Since Father Walsh's pastorate, there have been five successors: Reverend Stanislaus Kowal, Reverend Monsignor Raymond J. Teller, Reverend Monsignor James J. Shields, Reverend Monsignor Thomas J. Dunleavy, Reverend William J. Chiriaco, and Reverend Anthony T. Rossi, our present pastor.

By August 1962, construction of the church, school, and convent was begun. The new school opened in September 1963, under the direction of Sister Winifred Marie, IHM, as founding principal. The first Mass in the new church was celebrated on November 24, 1963. The first class graduated in June 1964. To accommodate the increasing enrollment in the school, construction of twelve additional classrooms, a music room, library, and faculty room was begun in January 1964. For a period of ten years, students in some grades were bussed to the nearby schools of Saint Dominic and the Providence School on the grounds of the Sisters of the Blessed Sacrament in Bensalem due to the large enrollment in the school. Another school building of nine classrooms known as the annex was built in 1970. At its highest enrollment, Saint Anselm School had two thousand two hundred students. By 1979, all Saint Anselm School students were located on the Saint Anselm School property. In 1996, Our Lady of Victory Hall, a gymnasium, was built. Beginning in September 2006, all students are housed in the main building of the school.

The Sisters, Servants of the Immaculate Heart of Mary and lay faculty staffed the school. The sisters withdrew from ministry in the school in June 2001. The school is currently staffed by a dedicated lay administrator and lay faculty committed to the mission of Catholic School education. Mrs. Geraldine Murphy, the first lay principal, began her ministry in our school community in July 2001 and retired in June 2021. Mr. Seamus Mee joined St. Anselm School as principal for the 2021-2022 academic year. The school consists of students enrolled in Pre-Kindergarten through eighth grade. Together, the students, faculty, staff, and families of St. Anselm School and Parish make up our community of believers, learners and friends.

MISSION STATEMENT OF SAINT ANSELM CATHOLIC SCHOOL

By recognizing the dignity of its students and teachers through their unique gifts and talents, Saint Anselm Catholic School strives to provide academic excellence in an environment permeated with the Gospel message of Jesus Christ.

Saint Anselm School does not discriminate in employment of individuals or enrollment of students based on race, color, sex, age, national origin or disability, in accordance with all applicable laws.

PHILOSOPHY OF SAINT ANSELM CATHOLIC SCHOOL

We believe that:

- Catholic education illuminates and enriches a student's knowledge of God, life, and culture.
- By living and learning in a faith community, students become caring and concerned members of the whole human family.
- Catholic education, through prayer, worship, and social action, helps young people grow in service to God, Church, the community, and one another.
- High expectations with attainable goals combined with a positive, caring environment challenge students to reach their individual potential.
- Every student is unique and has inherent worth which must be developed in different ways and at different times.
- School is part of a lifelong learning process leading to new knowledge and personal growth.
- School shares responsibility and partnership with the family, the parish, and the faculty and administration who are invested in Catholic education.
- Self-esteem is an integral part of every student's development so the faculty and administration show by example that each student is loved and is a loving person with dignity and worth.
- A safe and nurturing environment facilitates ethical, social, moral, emotional, and intellectual growth in our students.
- Respect and acceptance of cultural diversity are essential in order to prepare our students for the world in which they will live and work.
- Commitment to continuous improvement and willingness to change by the faculty and administration are essential in maintaining the quality of education in our school.

When students have completed the educational program at Saint Anselm School,

... the graduate will live his/her Catholic faith by:

- Bearing witness to Christ for all to see as a practicing Catholic.
- Recognizing the need to serve God through service to others.
- Continuing to let his/her faith be a guide in making decisions and choices that reflect what has been taught at Saint Anselm School.
- Leading a moral life and showing respect for others.
- Displaying the moral character that reflects the values taught to them.
- Feeling the strength of God's love in his/her daily life.

... the graduate will demonstrate the quality of his/her education by:

- Mastering the curriculum that has been taught and applying it to the secondary level.
- Developing disciplined work habits and study skills.
- Becoming problem solvers and critical thinkers.
- Communicating collaboratively by using effective speaking and writing skills.
- Being motivated to reach his/her full potential.
- Using acquired knowledge to solve real-world problems.

... the graduate will exhibit the attributes of a leader by:

- Working cooperatively with others for the good of all.
- Taking an active role in serving his/her school community and neighborhood.
- Demonstrating the personal drive and self-discipline to seek knowledge as he/she continues to grow.
- Respecting economic, ethnic, and religious diversity.
- Sharing time, talents, and resources with others.
- Making decisions by seeking the advice of those whom they trust
- Demonstrating faith, patience, self-control, and dedication to make a positive impact locally and globally.

SAFE ENVIRONMENT

The Archdiocese of Philadelphia has written the *Charter for the Protection of Children and Young People*. The Charter calls for the establishment of a Safe Environment Program. The key components of this program are: a code of conduct (*Standards of Ministerial Behavior and Boundaries*) for all clergy, as well as those parish employees and volunteers who have regular contact with children and training, for these same groups as well as parents, in the identification, reporting and prevention of the sexual abuse of children. Article 13 of the Charter mandates background checks for all clergy, as well as those parish employees who have regular contact and volunteers who have minimal contact with children. These are the *Pennsylvania State Police Request for Criminal Record Check* and *Department of Public Welfare Child Abuse History Clearance*. All school personnel have met these requirements. In addition, all school personnel have been instructed in the *Standards of Ministerial Behavior and Boundaries*. Copies of these three required documents are in school personnel files. It is our mandate that all children under our care during the course of the school day be kept safe and free from any inappropriate behavior. Only parents/guardians who have the all clearances may participate in school activities or class trips where there is direct student contact.

RE: CHAPERONING IN SCHOOL

Anytime a person will have **minimal contact** with children they must complete the clearances required under the Archdiocese's Safe Environment Policy.

Required Clearances

- FBI Disclosure
- Pennsylvania State Police Clearance
- Pennsylvania Child Abuse History Clearance

Required Training

- Mandated Reporting Brochure Acknowledgement

RE: EMPLOYEE/VOLUNTEER IN SCHOOL

Situations in which adults have **regular contact** with children, as required under the Archdiocese's Safe Environment Policy.

Required Clearances

- Federal Bureau of Investigation Fingerprint Clearance
- Pennsylvania State Police Criminal Clearance
- Pennsylvania Child Abuse History Clearance

Required Training

- Protecting God's Children (Safe Environment Class)
- Mandated Reporting of Suspected Child Abuse (online class)
- Mandated Reporting Brochure Acknowledgement
- Act 126 (online class)

Clearances are valid for five years. Please call the school or visit the school website for a packet with instructions.

If you have any questions regarding the above, please contact the school office.

ADMISSION

Grades PK3 to 8

- The following requirements have been established by the State of Pennsylvania for admission:
 - *Entering PK3:* years old by September 1.
 - *Entering PK4:* 4 years old by September 1.
 - *Entering kindergarten:* 5 years old by September 1.
 - *Entering grade 1:* 6 years old by September 1.
- Parents of all new students for Grades 4 to 8 will meet with the principal at the time of registration for a pre-admission interview.
- Children entering Grades 6-8 are received on a probationary basis until the end of the first trimester. Then, they may be formally accepted if conditions warrant acceptance.
- Non-Catholic children are admitted to Saint Anselm School as space becomes available. These students are required to take classes in all academic areas including Religion. These children attend all liturgical celebrations.

Required for Registration of New Students Grades PK3 to 8

The following documents and records **must** be presented at the time of registration finalization:

1. Birth certificate
2. Baptismal certificate if baptized in a parish other than Saint Anselm
3. Immunization records from the doctor
4. Child's Social Security Card
5. A copy of the child's most recent report card from the school in which the child is currently enrolled.
6. Copies of standardized testing, psychological and/or special education testing/evaluations.
7. Any other pertinent information that may relate to the child's achievement in a school setting
8. Whenever there is a family situation involving either divorce or separation, a copy of the court order must be presented for the office file.
9. The published non refundable registration fee per child
10. At the end of the academic year, a transfer document must be presented to Saint Anselm School from the student's former school (If applicable).

Please note:

1. No student is fully registered until all necessary documentation has been received and placement has been decided by school administration.
2. Saint Anselm School reserves the right to deny admission to any student who has previously been asked to leave or has been dismissed from this or any other Catholic, public, charter, or private school for any reason.
3. Saint Anselm School reserves the right to revoke admission to any student who has gained admission through falsified information, whether written or verbal.
4. All relevant educational evaluation documentation, such as IEPs, must be provided to the school prior to admission. Failure to provide this documentation is grounds for the revocation of admission.

RE-REGISTRATION

We utilize a “Continuous Enrollment” model for students enrolled in our school. Continuous Enrollment assumes that once enrolled, a child will continue his/her education until graduation from eighth grade. Students will be automatically re-enrolled for the next school year following the published announcement of the re-enrollment period. The school must be notified prior to the opening of re-enrollment if a student will not be returning to Saint Anselm School for the next academic year.

TUITION, REGISTRATION FEE, ACTIVITY FEE

Registration, activity, and other fees are non-refundable and non-transferable.

The pastor and his finance committee issue the tuition rate in the spring of each year for the following academic year. No student may re-register for the following academic year unless all accounts of the present academic year are paid in full. Grade 8 students will not receive diplomas unless their accounts are paid in full by May 1 of the present academic year. No school records of students who transfer will be released unless account payments are up-to-date.

While recognizing the possibility of special financial arrangements between single, separated, and divorced parents either through mutual agreement or court order, the parent/guardian signing this contract assumes full responsibility for the payment of all tuition according to the timetable listed on the tuition letter as published.

Tuition for Grades PK3 to 8 is paid through FACTS Tuition Management System or at the parish center. Parents/Guardians are expected to keep their tuition and fee payments up-to-date. The school reserves the right to withhold academic records, including report cards and interim progress reports, if accounts are not current.

CHANGES IN CONTACT INFORMATION

It is necessary for parents/guardians to notify the homeroom teacher and school office concerning any change in address, email and/or telephone number whether it be a change at home or place of employment. This should be done as soon as changes are made to ensure. This is very important both in case of emergency and in maintaining continuous home-school communication.

TRANSFER

A parent or guardian of a student who transfers from Saint Anselm School to another school must complete a transfer request in the main office. A transfer form for the new school will be presented to parents at this time if all fees and tuition have been paid in full. When the parent or guardian presents the transfer to the receiving school and registers his/her child, the receiving school will request student records from our school. **Due to the integrity of student records, all records are mailed to receiving schools.**

CONFIDENTIALITY OF STUDENT RECORDS

Unless for health, life, or safety reasons, student information will be considered confidential. The contents of student files are released only to authorized persons. A parental/guardian signature is required before records are sent to any agency. Divorced/separated parents are required to file a copy of the custody section of the divorce/separation decree with the school. This procedure helps to protect the rights of everyone in the family.

Without a court order, it is assumed that both parents are entitled to all information pertaining to a student's academics. School employees are permitted to discuss student progress only with a parent/guardian.

CUSTODY POLICY

It is the policy of Saint Anselm School not to become involved in the adjudicating of the rights of parents in relation to the custody of their children. **Parents who are separated, divorced, or unmarried MUST provide the school with proper documentation concerning custody and visitation rights of their children. This documentation will be kept on file in the main office.**

Custodia parents are likewise asked to supply the school with certified copies of retaining orders if the need should arise. **In the absence of this documentation, the school ASSUMES that parents share custody.** The school building is not the place to settle disputes of this nature. It is the responsibility of the parents to notify the school of any change in custody

arrangements. Parents have the responsibility to communicate school information to the non-custodial parent.

Only those individuals who have legal custody of the student may attend school meetings, participate in educational decisions, and review educational records regarding the student. Persons who do not have legal custody are not permitted to participate in these matters. This includes grandparents, aunts, uncles, ste-parents, brothers, sisters, etc.

The school cannot conduct separate conferences for custodial and non-custodial parents. The school requests that the custodial parent inform the non-custodial parent of all school information including weekly communications, calendars, etc. The school will not produce a separate set of documents for the non-custodial parent.

Persons who do not have legal custody (including those with visitation rights but not legal custody) have no such educational rights and may not participate in these matters.

DRESS CODE

Uniforms, with the exception of sweaters, are worn beginning on the first day of school. Parents are requested to cooperate by seeing to it that their children wear only the regulation uniform, making sure that it fits, and is worn properly. Uniforms should be clean and in good condition.

If boots are worn to school during inclement weather, school shoes must be brought to school and worn during classes.

A. PK3 and Kindergarten Uniform- Boys and Girls

a. Winter - November 1 to March 31

- Navy blue sweat pants with SAS logo
- Navy blue sweatshirt with SAS logo (No Hoodies)
- Gold t-shirt with SAS logo
- Sneakers with laces that tie or velcro
- Solid white or black crew socks

b. Summer

- Navy blue shorts with SAS logo
- Gold t-shirt with SAS logo
- Sneakers with laces that tie or velcro
- Solid white or black crew socks

B. Girls

a. Grades 1-4

b. Winter- November 1 to March 31

-
- Sensible, blue oxford, rubber-soled shoes with laces that tie.
Sneakers may not be worn with the regular uniform.
- Navy blue V-neck cardigan sweater (optional)
- c. **Summer (Optional)**- Girls may choose to wear the winter uniform year round.
 - Navy blue walking shorts
 - White knit sport shirt with SAS logo
 - Black belt
 - Navy blue knee socks or solid white crew socks
 - Sensible, blue oxford, rubber-soled shoes with laces that tie.
Sneakers may not be worn with the regular uniform.
- d. **Grades 5-8**
- e. **Winter- November 1 to March 31**
 - Navy drop waist plaid jumper with short/long sleeve white peter pan collar blouse

OR

 - Navy plaid 2 pleat skort with short/long sleeve white Oxford blouse.
 - Navy blue, knee high socks or tights
 - Sensible, blue oxford, rubber-soled shoes with laces that tie.
Sneakers may not be worn with the regular uniform.
 - Navy blue V-neck cardigan sweater (optional)
- f. **Summer (Optional)**- Girls may choose to wear the drop waist jumper uniform year round.
 - Navy plaid 2 pleat skort with short/long sleeve Polo shirt with SAS logo.
 - Navy blue, knee high socks or tights

OR

 - Navy blue walking shorts
 - White short/long sleeve Polo blouse with SAS logo
 - Black belt
 - Navy blue knee socks or solid white crew socks
 - Sensible, blue oxford, rubber-soled shoes with laces that tie.
Sneakers may not be worn with the regular uniform.

Shorts and skorts are to be worn at an acceptable length and may not be rolled at the waist.

Shirts are to be tucked in. If a t-shirt is worn underneath the blouse, the t-shirt must be white with no writing or graphics showing through the blouse. T-shirt sleeves may not extend below the uniform sleeve.

Anyone in violation of the hairstyle policy must take the appropriate steps to restore hair to an acceptable form within a reasonable timeframe as established by the school administration. The school administration reserves the right to make the final decision on hairstyles.

C. Jewelry-Makeup-Hair

- a. Hairstyles for students must be appropriate for Catholic Schools. Hairstyles should be conservative and well groomed. No student may wear styles that have shaved areas, are bleached, or have extreme volume or colors (green, blue, pink, etc).
- b. Hair should be kept out of the eyes and hair accessories should be of a reasonable size.
- c. No makeup is permitted, including nail polish and artificial nails. Girls wearing makeup will be required to remove it.
- d. Girls may wear 1 pair of earrings on the ear lobe. Earrings on any other part of the ear are not permitted.
- e. Earrings should be small, post style only. No hoops or dangling earrings.
- f. Any piercings on any other part of the body are not permitted. This includes--tongue, nose and any other body part. A band-aid covering a newly-pierced ear is a violation of the dress code.
- g. No rings or bracelets may be worn
- h. Necklaces are not permitted. Religious medals may be worn underneath a student's clothing.
- i. Students who wear inappropriate jewelry will be required to remove it and take it home at the end of day. St. Anselm School assumes no responsibility for lost or stolen jewelry.

D. Boys

- a. **Grades 1-8**
- b. **(Winter: November 1 to March 31)**
 - Navy blue trousers
 - Short sleeve white shirt (long sleeve is optional for winter months)
 - Solid navy blue tie
 - Black belt
 - Sensible, rubber-soled, black oxford shoes with laces that tie. Sneakers may not be worn with the regular uniform.
 - Navy blue V-neck cardigan sweater (optional)
- c. **Summer (Optional)** Boys may choose to wear the full winter uniform year round.
 - Navy blue walking shorts or navy blue trousers

- White short/long sleeve Polo shirt with SAS logo
- Black belt
- Solid white or black crew socks
- Sensible, rubber-soled, black oxford shoes with laces that tie.
Sneakers may not be worn with the regular uniform.

E. Jewelry- Hair-General

- a. Hairstyles should not fall below the eyebrows/over the eyes, over the shirt collar, or be of extreme volume, style, or color, (green, pink, blue, etc).
- b. Boys may not wear earrings.
- c. No rings or bracelets may be worn.
- d. Necklaces are not permitted. Religious medals may be worn underneath a student's clothing.
- e. Shirts are to be tucked in and buttoned to at least the second button.
- f. Ties are to be worn at the top of the shirt collar.
- g. Uniforms should be clean.
- h. If a t-shirt is worn underneath a shirt, the t-shirt must be white with no writing or graphics showing through the uniform shirt. T-shirt sleeves must not extend below the regular uniform shirt.

F. Physical Education - Grades 1 to 8

- a. **Boys and Girls**
- b. **Winter - November 1 to March 31**
 - Navy blue sweatpants with SAS logo
 - Navy blue sweatshirt with SAS logo (No Hoodies)
 - Gold t-shirt with SAS logo
 - Sneakers with laces that tie
- b. **Summer**
 - Navy blue shorts with SAS logo
 - Gold t-shirt with SAS logo
 - Solid white or black crew sock
 - Sneakers with laces that tie

DRESS DOWN DAYS

At times during the school year, students may participate in dress down days. These days are optional. During dress down days students should adhere to the following guidelines.

- Children should be dressed modestly in clothing for Catholic school students.
- All rules concerning jewelry, make-up, nail polish, hair, earrings, etc. are enforced on dress down days.

- No hats may be worn in the building unless specifically permitted for a specific theme (Santa hat).
- Student dress should match any given theme.
- Shoes must allow a student to run safely.
- The entire area from armpit to armpit must be covered.
- Shorts should be no more than 3-4 inches above the knee.
- Shirts must have straps.
- Midriffs must be covered.
- Inappropriate clothing for dress down day includes but is not limited to:
 - Shorts and shirts that are too tight/short
 - Tank tops and halter tops
 - Inappropriate/offensive writing
 - Flip flops, slides, slippers, Crocs
 - Pajamas

LUNCH PROGRAM

The lunch fee is announced annually. The first payment for September to December is due on or before the second week in September. The second payment for January to June is due on or before the second week in January. This fee covers the cost of the stipends of our lunch moderators. Students are expected to cooperate and respect lunch moderators.

Since our school does not serve lunch daily, lunch must be brought from home. Students are responsible for bringing their lunches to school. Parents are permitted to deliver lunch to school only if a student forgets his/her lunch. Fast food lunches are not permitted. When a parent delivers a forgotten lunch, place the full name and grade of the student on the bag and deliver it to the school office. For student safety, students may not bring glass containers or bottles to school. As part of our school and Archdiocesan wellness program, **soda is not permitted** for lunch or for snack time.

Regulations:

1. A small cloth towel must be spread on the table before eating. A napkin is needed for the student's lap.
2. No student may be out of his/her seat for any reason while eating lunch.
3. No food may be taken into the lavatories.
4. After lunch, students have a short recess in the school yard.
5. When the students are taken to the school yard after lunch, they are under the supervision of the yard moderators and teachers on duty.
6. No student may leave the schoolyard at any time.

7. Any student who does not adhere to these regulations will receive appropriate consequences for his/her actions.

HOT LUNCH

Hot Lunch is a fundraising program organized by Home & School and it is not mandatory. Please do not feel obligated to participate.

Hot lunches are provided five days per week and are ordered monthly. These dates are listed on the monthly calendar. If a student is absent, hot lunch orders may be picked up from the office between 1:00-1:30 pm the day of the order; no refunds will be given. If inclement weather causes our school to be closed, we will notify you when that hot lunch will be rescheduled in the future.

Please see the school website for additional instructions.

LUNCH MODERATORS

All parents and guardians are welcome to become lunch moderators; clearances are required. Please call the school office with questions.

ATTENDANCE

If your child is to progress favorably in school, he/she should be in good health and attend school daily. When ill, your child should remain home so recovery will be quick and to protect other students.

DIRECTIVES FOR STUDENT ABSENCE

1. Keep your child at home until he/she is completely well and fever free for 24 hours without medication.
2. On the morning of your child's absence and on each subsequent day of absence, call the school office at **215-632-1937 before 8:30 AM** to report the absence. Leave a message stating your child's name, grade, room number, and reason for absence on the answering machine. The secretary relays all information to the appropriate staff members.
3. **Homework for absent students is available only after three consecutive days of student absence.** If you inform us of your intention to pick up your child's homework when you report the student's absence in the morning, homework, books, etc. will be available to you **in the main office between 2 PM and 3 PM**. Please do not expect your child's homework to be ready in the office either before 2 PM or if you have not informed us at the time of the absence report you make in the morning. Other students may not take books home for absent students.
4. On the day of your child's return to class after an absence, he/she must present a note from a parent/guardian to their homeroom teacher stating the length of and reason for the absence. If a student returns

without a written parental excuse, the teacher will be forced to code the absence as parental neglect.

5. If a student is absent for 3 or more consecutive days, a doctor's note must accompany the absence note.

VACATIONS

Vacations while school is in session are discouraged. Teachers have no obligation to assign work ahead of time and/or reteach missed lessons due to vacations. Teachers have no obligation to assign "make-up" work. **Students will be expected to complete all school and homework assignments upon their return.** If vacations take place during assessment, a student must take that assessment within three school days upon returning to school with the time and place of assessment at the discretion of the teacher. Credit will be lost for oral and written classwork, assignments, projects, reports, tests, etc. that are not completed due to absences for vacation.

ARRIVAL TO SCHOOL

Students in Grades PK3 to 8 should report to school before 7:55 AM. Please do not send students to school before 7:30 AM. Students only are to enter the school doors on Dunks Ferry Road and report directly to their classroom. To escort your child to the front door, park in the rear of the building and walk up the driveway with your child.

Parking in front of St. Anselm School is only to allow students to exit from the passenger side and pull away immediately, so other cars may pull forward to unload. Parents are to remain in the car. Due to safety concerns for our students and city laws regarding student safety, **parking in front of St. Anselm School is illegal**, and cars will be ticketed. It is dangerous to park across Dunks Ferry Road for your child to exit your car and cross the street.

DISMISSAL

At the end of the school day, students are dismissed by homeroom through the back doors into the schoolyard. Students going home by car will get into their vehicles. All other students will walk to the end of the driveway. Teachers are not able to walk the children to the corner. Safety patrol officers will line the curb to direct students to the corner. Please be certain that your child knows which line to take. Students are not permitted to walk across the grass. No dogs are permitted on school grounds during dismissal.

Car Riders: If your child is picked up by car, please pick up in the schoolyard. You may enter the schoolyard through the driveway between the main building and the annex from **2:30 to 2:45 PM. Do not arrive in the driveway before 2:30 PM.** The driveway is blocked at 2:45 PM due to student activity beginning at this time. Do not enter through the driveway on

the side of the church. Parking in front of the parish center to pick up students is prohibited. Those spaces are for parish business only. **Parking in front of St. Anselm School is illegal**, and cars will be ticketed. It is dangerous to park along the walkers' route on Dunks Ferry Road and signal for your child to enter your car. If you are picking up your child, please be prompt. No child may be left outside alone while waiting for pickup.

LATENESS

If a student oversleeps or is late for some other reason, send him/her to school. It is better to be late than to miss class completely. If a student is late:

1. Upon arrival in school, the student is to report to the main office to obtain a late slip.
2. Any student in Grades PK3 to 8 who arrives after **8:00 AM in the morning or 12:50 in the afternoon is late.**

EARLY DISMISSALS

In the event of need for an early dismissal, parents must send a note to the homeroom teacher and the school office in the morning. To help eliminate disruption in the classroom, we ask that students leave at noon or after lunch at 12:50pm. Students may not be dismissed after 2:15pm due to car line.

LATE PICKUP OF STUDENTS

School dismissal is 2:50 PM on regular days and 12:00 PM on half days. Students who are not picked up by 2:50 PM or 12:00PM will be sent to our C.A.R.E.S. Program. Late arriving parents/drivers may pick up students there. Parents will be billed for the hour(s) of service provided to students who are picked up after 2:50 PM or 12:00 PM.

SAINT ANSELM C.A.R.E.S

Children are Receiving Extended Services is a program that our school offers to parents for children in Grades PK3 to 8 daily before school and after school whenever school is in session. There is a fee. For information regarding our C.A.R.E.S Program please call the school office.

HEALTH SERVICES/NURSE

The School District of Philadelphia provides a school nurse to Saint Anselm School once a week. The school nurse may not diagnose or treat illnesses. If a child is sick in the morning, please do not send the child to school. The school nurse's duties are to: maintain health records for each child; screen each child for vision, hearing, height, and weight; prepare an inoculation program; and communicate with parents when necessary.

STUDENT MEDICATION

The school encourages all children on medication to take their medication, where appropriate, before coming to school. **Medication may not be taken in a classroom or carried on the person of a student.**

In the rare cases where medications must be administered during school, those children who are old enough to take the medication should do so by themselves in the presence of the school nurse or school secretary when the nurse is not present. For children who are not able to take their medication when required during school hours, due to their age or other reasons, the school encourages parents, where possible, to assist the children in taking medication. Only as a last resort may the school assist children in taking medications. If medication is required during the school day, a Med 1 (permission to administer the medication) completed by the doctor and signed by a parent is required **and the medication must be in the original container with dosage instructions from the doctor.** A record of the dates and times medication is given to the child is kept. **All medications must be brought to school by a parent/guardian. Children may not carry medication to or from school.** All medication is kept locked in the office.

HEALTH HABITS

A healthy child responds better to instruction. Help your child to practice proper health habits which we teach in school. Among these are:

1. **Proper Sleep-** a bedtime for your child should be established, and effort made to be consistent with this time.
2. **Proper Diet-** your child should eat breakfast and a proper lunch.
3. **Proper Clothing-** your child should be sent to school with clothing that prepares him/her for the weather.
4. **Proper Hygiene-** your child should be taught respect for his/her body by parental guidance in cleanliness of body and clothes.

FIRE DRILL/SHELTER IN PLACE DRILL

According to archdiocesan policy, each school is required to hold a fire drill each month. Our students are required to leave the school building in silence and report to their designated fire drill locations. In addition, each school is to practice a shelter in place drill annually.

Saint Anselm School has a Shelter in Place Plan. "Shelter in Place" means that our school will be called either by the Police Department, Fire Department, or the Office of Catholic Education to alert us to begin a Shelter in Place plan. **This plan means that our school will be in a lock down mode--no one in, no one out.** The police department will be on site to enforce this regulation. This plan is not meant to last more than three hours at which time the police department will have buses on site to remove our students to a safe location which would be announced through the media and

the emergency alert system to the community at large so that parents must go to the designated evacuation site, not to the school, to pick up their children.

CRISIS MANAGEMENT PLAN--SHELTER IN PLACE PLAN

Saint Anselm School has a Crisis Management Plan in place. **If, for any reason, the school must be evacuated, our plan calls for us to walk the students to the District Council 21 Painters and Allied Trades Hall at 2980 Southampton Road where parents/guardians may come to pick up students. In case of emergency where evacuation is necessary, do not call the school or the union hall.** Our plan is to leave the building immediately and meet parents/guardians at this union hall. In this type of emergency evacuation, there will not be time or personnel to answer telephones, instead go immediately to the union hall. Saint Anselm School Community is most grateful to the members of District Council 21 for their immediate and enthusiastic response to opening their union hall to us.

EMERGENCY CLOSING OF SCHOOL

In the event of any emergency holidays due to inclement weather, consult the local media for the announcement of “All Philadelphia Archdiocesan Schools will be closed.” A Parent Alert will be sent via email, text, and voice message through FACTS. Please do not call the school or parish center since we do not receive advance information. If our school is in session during inclement weather when road conditions may be dangerous in certain areas, we ask parents to use their parental judgment in sending their children to school. In the case of an early dismissal due to a snow or any other emergency, each student must know their information for an emergency dismissal. Parents should discuss this emergency plan with their children.

VISITORS/VOLUNTEERS TO THE SCHOOL

For the safety of your child, all visitors and volunteers, except at times of public functions, are to report first to the main office to sign in and receive a visitor/volunteer badge to wear. At the end of their visit, visitors/volunteers are to sign out at the main office. All staff members have been instructed to question any visitor/volunteer who is not wearing the appropriate badge. Parents or visitors are not permitted to meet with teachers or do any school business without signing in at the office first. Family members are not permitted to visit children during school hours. This includes lunch time or recess time in the schoolyard.

FIELD TRIPS

Periodically, students are taken on field trips as part of their educational experience. Such trips are made only with the permission of their parents.

Since field trips are educational in nature, all students should participate unless they are ill. Students may be excused from field trips only with a doctor's certificate. When such trips are being planned, permission slips will be sent home to be signed and returned to the teacher. If a permission slip is not signed and handed in to the teacher, the student may not participate in the trip. Since these trips are educational in nature, students are required to wear school uniforms on field trips unless otherwise notified. All trips are supervised by the teacher and other adult chaperones. Student medication is carried by the teacher on field trips unless the student's parent is a chaperone. Then it is expected that the student's parent will carry the medication. Walking trips within the school area are considered part of the school day activity and need no formal permission from parents. Chaperones will receive written directives for the day from the teacher.

APPROPRIATE USE OF TECHNOLOGY

Unauthorized and inappropriate use of the internet in school is grounds for disciplinary action up to and including dismissal. Inappropriate student internet use at home that in some way associates his/her wrongful conduct with the school, students of the school, and teachers and staff, may be cause for disciplinary action if the use affects the administration of the school generally, or the relationship of the school to the student specifically. This is so particularly when the use creates an atmosphere of fear or otherwise adversely affects the educational and/or religious mission of the school. **See the Acceptable Use Policy for Technology for Catholic Schools of the Archdiocese of Philadelphia in the back of this handbook. Each student and parent are required to sign this policy upon admission to school**

COMMUNICATION WITH TEACHERS AND ADMINISTRATION

Since the first obligation of the principal and teachers is to students during the day, parents must have an appointment to meet with the principal and/or teachers at a mutually agreeable time. School policy is that parents speak with teachers first regarding student issues before calling the principal. Telephone calls will be returned promptly within twenty-four hours when teachers have no classes to instruct.

Email from parents cannot be responded to immediately. Emails will be responded to within 24 hours of receipt excluding weekends and holidays.

EXTRACURRICULAR ACTIVITIES

Saint Anselm School has a number of extracurricular activities including but not limited to:

- Student Government
- Safety Patrol
- CYO Sports

- Drama Club
- Dance Club
- Calligraphy Club
- Choir

Students are expected to maintain academic and behavioral requirements established for each activity. Failure to do so may result in an inability to continue participating in the activity.

The administration reserves the right to prohibit students who exhibit inappropriate behavior from attending extracurricular activities.

MONEY

When turning in any money: Put money in an envelope, mark the envelope clearly with the student's name, grade, room number, amount of money, and purpose for the money.

STATIONERY

Stationery will be available in school for purchase as needed by students.

BIRTHDAYS/PARTIES

On a student's birthday, with the permission of the teacher, a **small treat** that is individual wrapped may be sent in for the class. No student may distribute party invitations in school at any time. Party invitations should be distributed outside the school environment so that social functions do not create unnecessary upsetment to some students who may not be included on the guest list.

SPECIAL STUDENT SERVICES

Services for Math and Reading remediation, speech therapy, homebound tutoring, counseling, and educational/psychological evaluation are provided through federal and state funding. All of these services are federal or state mandated programs and are provided to our students through your tax dollars. Money is not distributed to our school directly but is channeled through the Archdiocese of Philadelphia. The Archdiocese of Philadelphia has contracted CORA to provide these services to our students. With the exception of homebound tutoring, services are provided to students in our school building. Those students whose standardized testing results have fallen below state and/or district minimum standards in the areas of reading, mathematics, and/or communication are eligible for these programs.

Title I Reading instruction is also provided through Catapult Learning. These services are available to students upon parental or teacher request.

LIBRARY

The library is under the direction of a professional librarian. English Language Arts teachers instruct their students in library science as well as training him/her in research work. Students in grades K to 8 have a library period each week to encourage independent reading. The library is also open for independent research. Students may use a multimedia computer as well as the Internet for research.

Students are permitted to keep books for one week. They return or renew books during their weekly library period. If a student is absent on the day the book is due, he/she is to return the book on the day he/she returns to school. Students who are late returning books must pay a fine published yearly by the librarian. Students who lose or damage library books must pay for the lost or damaged books at the publisher's cost.

RESPONSIBLE STUDENTS

One of our goals is to assist you in making your child a responsible young person. **With the exception of lunch, parents are not to bring forgotten articles to the student. No student has permission to call his/her parents for forgotten articles except for his/her lunch.** This includes homework, projects, books, etc. **No student or family member is permitted entrance to a classroom for forgotten books or other material after school has been dismissed.** Please do not call the school office with messages for your child. Certainly, telephone messages of an **EMERGENCY NATURE** from parents are necessary and expected, but other types of messages will not be delivered. Therefore, it is extremely important that you remind your child before school if there are any changes in his/her usual dismissal procedure, early dismissal for an appointment, etc. ***A calendar is distributed monthly to each family. Please refer to it often so there is no confusion for you or your child. Our calendar is also published on our website.***

HOMEWORK

In accordance with the principles of effective education, the school's policy is to assign homework to all grades each day. Homework takes priority over extracurricular activities. On weekends or over holidays, homework is at the discretion of the teacher. Homework is a necessity because it reinforces skills taught in class, trains the mind through memorization, and enhances critical thinking. Homework may take any of the following forms: written assignments, assignments not completed in class, reading assignments, study and review assignments, and long or short term projects or reports. The amount of time for homework is based on students with average ability. Some students will need less time while others may need more time. This time schedule includes time for written as well as study assignments.

Grade K - 15 minutes
Grades 3 & 4 - 60 minutes
Grades 5 & 6 - 90 minutes

Grades 1 & 2 - 30 minutes
Grades 7 & 8 - 120 minutes

STUDENT BOOKS

1. Textbooks

- a. Have clean paper covers at all times. Covers may not have drawing, scribbling, or inappropriate writing on them. Contact paper may **not** be used to cover textbooks.
- b. Are carried to and from school in a book bag.
- c. May not have any pencil or ink marks in them.
- d. Are numbered and distributed so that the teacher has a record of each student's number so as to prevent damage or loss.
- e. All textbooks must be returned to school in June.

2. Workbooks and copybooks

- a. Workbooks should be covered in clear contact paper.
- b. Workbooks and copybooks must be kept neat, legible, in good condition, and free from all unnecessary writing.
- c. Workbooks, copybooks, folders, etc. must be carried to and from school in a book bag.
- d. All workbooks except the Religion book must be returned to school in June.

3. Lost or damaged books

- a. Students are responsible for all books and materials assigned to them.
- b. Books and/or materials lost or damaged by the student are to be replaced by the student responsible at the publisher's listed cost.

4. Student Desks

- a. The school is the co-tenant of desks and reserves the right to search them at any time without notice.

CURRICULUM

Religion is taught in grades PK3 to 8 and follows the Religion Curriculum Guidelines of the Archdiocese of Philadelphia. Through the knowledge of God and the reception of the sacraments, each student learns that his/her faith is a way of life which nurtures the love he/she has for God, neighbor, and self. Students are prepared for the reception of the sacraments of Penance and Holy Eucharist in second grade. Reception of these sacraments takes place in second grade. Students are prepared for the reception of the sacrament of Confirmation in sixth and seventh grades. Reception of this sacrament takes place in seventh grade. Since parents are the primary educators of their children, they are expected to take an active part in the instruction and

preparation of their children for the reception of the sacraments, to be role models by their attendance at Mass and other liturgical celebrations, and to support the school community in its teachings. Students in grades 3 to 8 are provided with ample opportunities for the reception of the sacraments of Penance and Holy Eucharist during the course of the academic year. School liturgies are celebrated throughout the year.

The following curriculum subjects are taught in grades PK3 to 8 through use of the Archdiocese of Philadelphia curriculum guidelines which are derived from the Pennsylvania Common Core State Standards: Mathematics, English Language Arts (Reading, Grammar, Phonics, Writing, Spelling, Speaking, Listening, Handwriting, Library Skills), Social Studies, Science, Music, Art, Physical Education, Health, and Technology.

REPORTING STUDENT PROGRESS

Philosophy

A good system of reporting student progress is one which helps build the student's self-respect and knowledge, social and emotional behavior, and spiritual and physical development. Saint Anselm School treats the reporting of student progress by use of four methods: personal conferences (in person or by telephone), Option C student academic progress reporting, report cards, and achievement assessment.

Parent Conferences

Parent/Teacher conferences are held formally once each year after the first trimester. This date is listed on your monthly calendar. These conferences are held so parents and teachers may exchange information about the student so that both may better serve the student's needs. Informal conferences may be requested by parents and/or teachers (in person or by telephone) as needs arise. Parents must make an appointment to speak with teachers in person so a mutually agreeable time for both may be chosen so all will be able to meet in the best possible conditions. Courtesy demands that parents must not be approached by teachers for school related discussion without an appointment, and the reverse is true for teachers. Parents must call the school office to leave messages regarding appointments for teachers, or they must write a note/email to the teacher requesting the appointment. **Parents may not call teachers' cell/home phones.**

Student Academic Progress--FACTS

Student Academic Progress Grades 1 to 8 may be monitored by parents daily through the use of FACTS. Each parent receives access to their family portal during the admission process. The FACTS family portal is also used to order hot lunch and pretzels.

Report Cards

Report cards provided by the Archdiocese of Philadelphia are issued to students in Grades PK4 to 8 three times during the academic year and to students in PK3 twice a year so that parents are informed of their child's strengths and weaknesses in maintaining grade level skills. Parents should review the report card carefully and note any particular weakness so that they may guide the child in improving this particular curriculum area. Grades are based on total participation of the student: oral and written class work, assessment, projects, homework, etc. If a report card indicates that a student's work is not satisfactory, parents should confer with the teacher as soon as possible.

Achievement Assessment

The Archdiocese of Philadelphia has chosen the Terra Nova Assessment Test to be administered annually to the students in grades 3 to 7. This assessment takes place in the spring of the year. It is designed to follow a student's academic growth in each major curriculum area yearly.

Distribution of Report Cards

- | | |
|---------------|--|
| PK3 & PK4 | Two archdiocesan reports are provided by the school—one in January and one in June. Parents sign the report card envelope and return it in the envelope on the next school day. |
| Grades K to 8 | Three archdiocesan reports are provided by the school at the end of each trimester. See calendar for dates for the distribution of report cards. Parents sign the report card envelope and return the envelope only to the homeroom teacher on the next school day. Parents may keep the report card as printed by Option C. |

Archdiocesan Final Assessment

The archdiocesan final assessments are given in June to students in grades 1 to 8. These assessments are given the same weight as a major test.

Archdiocesan Marking Code for Major Subjects on Report Cards

Grades 1-3

O	Consistently produces work of high quality
VG	Regularly produces work of high quality
G	Frequently produces quality work on the report card.
S	Produces work of satisfactory quality
I	Produces work of inconsistent quality
U	Produces work of unsatisfactory quality

Grades 4-8

Numerical grades from 70 to 100
69 or below is recorded as an F

Marking Code for Tests, Projects, Reports, etc. in Major Subjects

Grades 1 -3

O	98-100
VG	92-97
G	85-91
S	76-84
I	70-75
U	69 and below

Grades 4-8

Same as above.

The Archdiocese of Philadelphia has in place a system for reporting to parents how their children conduct themselves in situations other than the classroom environment, i.e., traveling to and from and participating in liturgies and assemblies, school yard and lunch behavior, homeroom cooperation, etc. The homeroom teacher in consultation with the special curriculum area teachers will thus communicate to parents how the student, as a member of the school community, reflects Christian love and discipline by his/her words and actions.

Personal and Social Growth

Grades 1 to 8

Number indicates the level of performance the student has demonstrated

4 - Exceeding goals	3 - Developing Appropriately
2 - Needs Improvement	1-Unsatisfactory

Effort and Study Skills

Grades 1 to 8

Number indicates the level of performance the student has demonstrated

- | | |
|-----------------------|------------------------------|
| 4 - Exceeding goals | 3 - Developing Appropriately |
| 2 - Needs Improvement | 1 - Unsatisfactory |

Report Card Honors for Grades 4 to 8

Distinguished Honors

90% or above in major subjects which include Religion, Math, English Language Arts, Social Studies, and Science.

3 or above in minor subjects which include Music, Art, Physical Education, Computer Technology.

3 or above in personal and social growth and effort and study skills.

Distinguished honors certificates are presented with report cards three times per year to those students who meet the above criteria.

First Honors

85% or above in major subjects which include Religion, Math, English Language Arts, Social Studies, and Science.

3 or above in minor subjects which include Music, Art, Physical Education, Computer Technology.

3 or above in personal and social growth and effort and study skills.

Honors cards are presented with report cards three times per year to those students who meet the above criteria.

RETENTION AND CONDITIONAL PROMOTION POLICY

Retention

Students are recommended for retention only for very serious reasons. It is recommended that intervention take place as soon as possible in the form of private tutoring and/or remediation from CORA services or Title I services in our school to enhance student skills.

Conditional Promotion

Any student in grades 1 to 7 who fails two or more major subjects in the final column of his/her report card must attend a recognized summer school program or be tutored by a professional educator before he/she is admitted to Saint Anselm School in September of the following academic year. Reports stating the skills reviewed and the progress attained by the student must be sent by the program to the principal by August 20 so a decision regarding the continuation of the student's education in Saint Anselm School may be made. If the reports are acceptable, the student will continue in our school program. Parents of grade 8 students will be notified by January 31 if a student may fail in one or more subjects. Additionally, the school reserves the right to notify parents of grade 8 students at any time during the second or third trimester that a student is experiencing academic difficulty and may fail for the year. Saint Anselm School does not provide summer school. Finding an appropriate summer school or tutoring program is a parent's responsibility.

CODE OF CHRISTIAN CONDUCT

Each of us has a special place in God's plan of creation. We are created to bring Jesus' gospel message of love, peace, and hope to all. Jesus calls us to be His disciples, His followers. A disciple tries to do what is "right" even when doing what is "right" is difficult or unpopular.

The principles of this code depend upon the partnership and support of home and school. The administration and faculty of Saint Anselm School recognize parents as primary role models and educators for their children. As professional educators, our ministry is to build on the foundation begun in the home. Together, as a community of faith, we work to proclaim the gospel message of Jesus Christ while striving to live this message daily.

A student's development of desirable social attitudes and practices as well as a sense of personal responsibility for his/her actions is as much a part of education as excellence in academic areas. Therefore, the administration, faculty, and staff of Saint Anselm School believe that it is our responsibility as educators to correct a student for any violation of regulations or lack of academic cooperation. The full cooperation between parents and teachers and the mutual respect for regulations help to develop in the student a sense of security which is essential to his/her psychological and spiritual growth.

When a parent or student does not understand the action taken in correcting that student, he/she should contact the teacher who gave the correction.

The purpose of discipline in Saint Anselm School is to bring about the self-discipline of each individual and of the Catholic school community as a whole so that their actions promote the Christian development of each member, and thereby enhance the community. Discipline ought to provide for an awareness of spiritual values, thus bringing the student to a realization of one's ultimate end.

Discipline in a Christian, Catholic educational community is part of a teaching/learning process; therefore, it is the responsibility of the school to attempt to provide each student with moral guidelines and leadership.

Actions by an individual that deter Christian development are considered by the administration and faculty of Saint Anselm School to be injurious to the well being of both the individual and the community. An individual demonstrating socially or morally undesirable behavior is in need of specific educational experiences which the school must attempt to provide. In addition, the school must minimize the threat such actions present to the community, and, when feasible, attempt to educate the school community at

large. All disciplinary actions must strive for an optimum balance between the welfare of the student and that of the community.

Saint Anselm School strives to reflect Christian ideals that it desires to instill in its students. It demonstrates its acceptance of the dignity of each individual by according him/her just treatment, consideration, and respect. In this way, the school attempts to foster the student's respect for himself/herself and the other members of the school community.

EXPECTATIONS

Saint Paul tells us that the Holy Spirit lives in us so we use our bodies for God's glory. (1 Cor 6:18-20)

Part of God's plan for us is that we value and care for the life that He has given us, and that we value the lives of others as well. Students are expected to behave consistent with the mission, philosophy, and spirit of the school and the moral teachings of the Catholic faith. Because the school cannot anticipate all conduct that violates this policy, it reserves the right to take any form of disciplinary action, including expulsion, against behavior that violates this policy, even if not specifically stated in this handbook.

Students are expected to:

- Respect all persons, adult and peer, in word, action, and attitude. This includes any adult in the school building, schoolyard, or church. Students should treat each other with consideration and respect.
- Treat all personal and school property with respect.
- Obey all classroom rules established by the teacher.
- Obey established lunchtime and schoolyard rules.
- Be prepared for class. This includes completing all assigned work.
- Comply with the school dress code.
- Act with reverence in church.

Unacceptable conduct includes but is not limited to:

- Violation of safety rules
- Possession of weapons, drugs, or alcohol.
- Bullying- behavior that prevents or discourages another student from exercising his/her right to education; aggressive or intentionally hurtful behavior perpetrated repeatedly over a period of time in a relationship characterized by an imbalance of power. Such prohibited behavior includes the use of teasing, taunting, threats, coercion, repeated harassment, abuse, oppression, intimidation, or exclusion.
- Disrespect towards others (written and spoken)
- Abusive and offensive language
- Truancy

A Saint Anselm student is a student at all times. A student who engages in conduct, whether inside or outside of Saint Anselm Catholic School, that is detrimental to the reputation of the school, may be disciplined by school administration.

Corporal punishment is strictly forbidden in Saint Anselm School and in all Catholic schools within the Archdiocese of Philadelphia. Even in the event of parental permission for such action, it is not permitted in any situation. Corporal punishment shall be defined as any punishment which in any way physically abuses a child. It must be noted that this is state law.

However, within the scope of his/her employment, a teacher may use and apply such amounts of force as is reasonable and necessary:

1. to quell a disturbance threatening physical injury to others;
2. to obtain possession of a weapon or other dangerous object upon the person or within the control of the student;
3. for the purpose of self-defense; and
4. for the protection of persons and property.

Such acts shall not be construed to constitute corporal punishment.

VIOLENT - THREATENING - HARASSING - AND INAPPROPRIATE ACTS BY STUDENTS AND PARENTS

It is the intent of Saint Anselm School to provide an educational environment free from all forms of improper threats, intimidation, hostility, and offensive and inappropriate behavior. Such improper conduct may take the form of unwanted verbal or physical conduct, verbal or written derogatory or discriminatory statements, and behavior otherwise not conducive to the educational and religious mission of our school. These include, but are not limited to:

- disrespectful behavior of any kind toward or about any staff, student, or other parent of students
- insubordination
- fighting
- bomb scares or triggering other false alarms
- cheating or plagiarism
- use or possession of drugs or alcohol
- smoking
- stealing
- intimidation, harassment, or threats of any kind
- Weapons

These categories do not cover every possible situation. The school is responsible for determining what is appropriate or inappropriate behavior, both in and out of the classroom, in the school community generally, and outside the school community where such improper behavior affects the

school community. Conduct by students or parents/guardians, or anyone acting on their behalf, incompatible with the educational and religious mission of the school is grounds for disciplinary action, including but not limited to immediate dismissal of the student, as well as reporting the incident to the appropriate legal authorities where appropriate.

In addition, in the case of threats of violence or harassment, in any form, including oral, written, or electronic, by a student against any member of the school community, the student, if suspended but not dismissed, may be required to have psychological or psychiatric clearance before returning to school.

ACADEMIC HONESTY

The process of earning involves the development of integrity and values. All students are expected to do their own work. Any forms of cheating, dishonesty, and plagiarism are forbidden. Written work and projects are to be completed by students and not parents/guardians.

CELL PHONES AND SMART WATCHES

The administration understands that many students bring their cellphones to school each day. Students are not permitted to bring any technology devices to school other than cell phones. This includes iPods, tablets, video game devices, etc. Any student who brings these devices to school will have them taken and the parent will need to pick up in the office at dismissal.

Cell phones must be turned off and turned in upon entering the school building each day. Phones are kept in the main office until the end of the day. Any student found using a cell phone during the day will have the phone confiscated and a parent will need to pick it up in the main office.

A student who uses their cell phone during the school day to text, make phone calls, take photos/videos, or post to the internet without permission from a school representative will have the phone confiscated and may face further disciplinary action.

Students and parents must sign a Cell Phone Contract. Contracts will be sent home to parents of students who request one.

Smart watches may be used only to tell time during the school day. Any student using their watch to access the internet, text, play games, etc. will have the watch confiscated to be picked up in the main office.

RESPONSIBLE USE POLICY FOR TECHNOLOGY

Catholic Schools of the Archdiocese of Philadelphia

Revised August 2025

The heart of our curriculum is timeless ~ love, truth, beauty, mercy. We teach about creation as well as the Creator. We educate on being in solidarity with those who suffer and how to cultivate a prayerful life.

In his message for the 48th World Communications Day, Pope Francis said that technology is a “gift from God.” The Pope challenged the Church to use this tool to promote the faith, asking how communication can “be at the service of an authentic culture of encounter?” Because of these things we are committed to participating in society. And to be committed to such participation requires using technology in appropriate ways.

We are interested in technology because of our faith.

We expect our students to utilize technology to think more critically, to communicate effectively, to express their creativity, and to conduct research. Our teachers have access to updated technology in their classrooms to engage our students and challenge them to learn in ways not previously imaginable. We empower students with the technical skills necessary to participate in a culture that is increasingly dependent upon technology, while also challenging them to be digital ambassadors spreading the Good News.

But it is our faith that guides how we use technology.

We teach our students about the ethics of technology and train them to be savvy about things like Internet privacy and safety. We teach the unfortunate reality of technology addiction. We remind students and parents that technology is aggressively marketed and to be careful about getting caught up in the hype.

We also acknowledge that we sometimes need to “unplug” from technology as it can cause us to become isolated from one another. We encourage family meals without screen time and the importance of communicating face to face.

We greatly value technology in our schools. And what makes technology most powerful, is when it serves to make our students better people!

RESPONSIBLE USE POLICY FOR TECHNOLOGY

Catholic Schools of the Archdiocese of Philadelphia

PURPOSE

Technology is a valuable educational tool. **All Archdiocese of Philadelphia schools will educate all students about appropriate online behavior, including: interacting with other individuals on social networking websites and in chat rooms, cyber bullying awareness and response to ensure an appropriate use of technology, including video conferencing platforms.** The policy outlined below applies to all technology use including but not limited to Internet use. The Responsible Use Policy for Technology (RUP) applies to all students, faculty, administrators, staff, volunteers or community members allowed access to school technology resources.

SCOPE OF USE

We recognize that the digital world allows anytime, anywhere access. Uses mentioned in this policy apply to **inside** school use and may in certain instances apply to personal technology use and/or uses **outside of school**. Where personal and/or non-educational use of technology creates substantial disruption in school, including but not limited to harming or interfering with the rights of other students or teachers to participate fully in school or extracurricular activities, these activities may be viewed as a violation of the Responsible Use Policy and may be subject to the disciplinary measure found herein.

N.B. The types of electronic and digital communications referenced in this RUP include, but are not limited to, social networking sites, cell phones, mobile computers and devices, digital cameras, video conferencing platforms, text messaging, email, voice over IP, chat rooms, instant messaging, cloud, and web-based tools.

GOALS

The school's goal is to prepare its members for a responsible life in a digital global community. To this end, the school will:

- Integrate technology with curriculum to enhance teaching and learning.
- Encourage critical thinking, communication, collaboration, creativity, and problem-solving skills.
- Facilitate evaluation and synthesis of information.
- Encourage ethical practices and provide education for Internet safety, digital citizenship and the creation of a positive digital identity.
- Provide a variety of technology-based tools and related technology skills.

USER RESPONSIBILITIES

Our schools will make every effort to provide a safe environment for learning with technology including Internet filtering and safeguards. The students, faculty, administrators, staff, and school community are granted the privilege of using the computer hardware and software peripherals, and electronic communication tools including the Internet. With this privilege comes the responsibility for appropriate use.

In the Archdiocese of Philadelphia (AoP), we use information and technology in safe, legal, and responsible ways. We embrace the following conditions or facets of being a digital citizen.

- **Respect One's Self:** Responsible users will select online names that are appropriate and will consider the information and images that are posted online.
- **Respect Others:** Responsible users will refrain from using technologies to bully, harass or defame other people, school personnel and other school related images or likeness.
- **Protect One's Self and Others:** Responsible users will protect themselves and others by reporting abuse and not forwarding inappropriate materials or communications. Users will protect their usernames and passwords by not sharing with others.
- **Respect Intellectual Property:** Responsible users will suitably cite any and all use of websites, books, images, media, or other sources relied upon or used in work created.
- **Protect Intellectual Property:** Responsible users will request permission to use the software and media others produce and abide by license agreements for all software and resources.

Under no circumstances is an AoP user authorized to engage in any activity that is illegal under local, state, federal or international law.

TECHNOLOGY USE GUIDELINES

Educational Purpose/ Responsible Use: Technology is to be used to enhance student learning. Students are able to access social networking and gaming sites only under the guidance and supervision of the teacher for the educational outcomes identified within the lesson and given appropriate age.

Copyright/Intellectual Property and Identity: All sources obtained for teacher and student work should be properly cited. Users are to respect the rights and intellectual property of others in accordance with Federal Copyright Law. Transferring copyrighted material to or from a school without express permission of the owner is a violation of Federal Law and could result in copyright infringement claims.

Responsible Use of School Utilized Hardware/Devices: All AoP users are responsible for the general care of school utilized hardware, devices and peripherals. Users shall report to the local school tech or school administrators any damage to the school's hardware or device as soon as possible. Local school policy may further define faculty, staff, and students' responsibilities and expectations. Users may be held liable for any costs associated with device repair or replacement.

BYOD Program: Schools participating in a Bring Your Own Device (BYOD) program shall adopt local BYOD policies which adhere to the most current AoP BYOD guidelines. Students must sign and adhere to their school's BYOD responsible use policy. For more information, please refer to the BYOD contract provided by your local school.

Communications: Electronic and/or Digital communications with students should be conducted for educationally appropriate purposes and employ only school-sanctioned means of communication. The school-sanctioned communications methods include:

- School created teacher web pages, school-issued email and/or school phone number
- Teacher created, educationally focused websites
- Student Information System and Learning Management System
- Remind Communication app – or similar i.e. Class Dojo, Seesaw

Teachers, administrators or staff members in their normal responsibilities and duties may be required to contact parents outside of the school day. A teacher, administrator, or staff member may choose to contact parents or guardians using

their home phone or a personal cell phone. However, they should not distribute or publish a home phone number or a personal cell phone number. If a student contacts a teacher or administrator using a teacher or administrator's personal numbers, email or social networking sites, the teacher or administrator shall immediately report this to the administrator or appropriate authorities.

***** Teachers, staff, faculty and school administrators may not use a personal email address for any school communications or school-associated account creation.** Use of a personal email address is a direct violation of this policy and consequences may include: loss of legal protections, a formal written warning and / or possible dismissal / termination. ***

Digital Security: Digital security must be at the forefront of every user's mindset. All users should always enable the highest level of account security offered. Typically this means enabling two-factor authentication or multi-factor authentication to increase security. Biometric security features such as fingerprints or face-id may also be utilized to protect an account from unauthorized access. It is strongly recommended that users use two-factor authentication on both school and personal internet accounts.

All staff, administrators and teachers at the 15 Archdiocesan high schools and 3 schools of special education must enable and utilize two-factor authentication to log into their school issued accounts.

Storage Devices: Use of external removable hard drives, flash or "thumb" drives is strongly discouraged - due to the possibility of information loss, theft and other digital security concerns. The limited use of external drives in special circumstances may be allowed as long as specific attention is given to the security of these devices.

Artificial Intelligence: Students are prohibited from utilizing AI software tools such as but not limited to ChatGPT, Google Gemini, and MS Co-Pilot for any academic or assessment-related purposes. This includes but is not limited to completing assignments, quizzes, or exams. A student may use AI tools only if a teacher or school administrator explicitly gives permission and supervises its use. The unauthorized use of AI programs to complete school assignments is a violation of academic integrity and is subject to disciplinary action. Responsible users will not use any AI program to create materials and submit them as their own original work.

Note - Many of these AI programs require users to be at least 13 years of age for use. Schools should be thorough in their research of the AI programs' Privacy Policy to check for compliance with COPPA, FERPA, and CUPA laws before introducing AI

programs for student use. The AoPTech Team is available to assist in the evaluation of any AI tools or programs.

Electronic and Mobile Devices, Cell Phone/Wearable technology: Users must adhere to local school policy that may further define uses of mobile devices. The administrator of the local school will determine permissible use. If a particular mobile device is to be used for an educational purpose, the school administration and/or teacher will provide parameters for this use.

Smart Speakers: Primarily intended for at-home consumer use, these always-listening devices are not directly intended for the classroom. Therefore, smart speakers (Echo, Google Nest, etc..) are not to be used in the classroom nor connected to the network on a permanent basis during the academic year.

Remote/ Asynchronous / Distance Learning: Remote or distance learning may be used to supplement face-to-face instruction, or where appropriate, may be the primary modality of instruction. To effectively engage in remote or distance learning, users are expected to:

- Participate from an appropriate location in the home.
- To the user's best ability, be in a well-lit and quiet area. Avoid having windows or strong sources of light directly behind an individual when engaging in teaching/learning on camera.
- Wear appropriate and respectful attire. (This may be more specifically defined by the local school administration.)
- Where able, only use first name and last initial to identify yourself via video conferencing software.
- Students are not to use or preserve a photograph, image, video, including-live streaming, or likeness of any student, or employee without express permission of that individual and of the principal.
- Prior to recording any portion of a live classroom session, instructors are to notify the students who are in the same session, face-to-face or online.
- Live class recordings are meant for internal school use only. Recordings are to be saved locally on a network drive or the school's GSuite for Education Google Drive. Recordings are to be deleted at the end of the academic year in which they were recorded. Recordings are not for promotional use, rather solely for educational purposes.
- This Responsible Use Policy applies to students using either school issued or personal devices.

- Maintaining hardware/devices provided by the local school is the responsibility of the student/family. (Local school policy may define further students' responsibilities and expectations.)

SPAM/PHISHING EMAIL REPORTING POLICY FOR AOP HIGH SCHOOLS

- All users should forward any suspect phishing or malware emails to: techsupport@[yourschooldomain]
- Do NOT click on any embedded links contained within a suspect email.
- Do NOT download or open any attachments included with any suspect email.
- Please alert the local school tech if any links were inadvertently clicked on or if any attached files were downloaded or opened.

AUDIO / VIDEO RECORDING

This outlines the prohibition of unauthorized audio or video recording on school grounds and during school-related activities.

This policy protects the privacy of students, staff, and families while fostering a safe and trusting learning environment.

Prohibited Activities:

- Recording of any classroom lesson, meeting, or school event without the prior consent of all participants, including from any involved students, teachers or faculty members is forbidden.
- Prior to any audio or video recording, consent must be obtained from the classroom teacher, appropriate school administrator and/or when applicable, from the students' parents and guardians.
- Recording phone calls with school personnel, including teachers, administrators, or counselors, without prior notification and consent is forbidden.
- Using any recording device, including smartphones, tablets, iPads, Chromebooks or other dedicated recorders, to capture unauthorized audio in classrooms, common areas, or during school functions is forbidden.

Exceptions

Educational Recordings: Teachers may utilize audio or video recording for approved instructional purposes, such as student presentations or language learning activities, after obtaining the required permission as mentioned above.

Consequences of Violation

Violations of this policy by students may result in disciplinary action, following the student code of conduct. Violations by staff will be addressed through appropriate administrative channels.

EXAMPLES OF UNACCEPTABLE TECHNOLOGY USES

RUP violations can include, but are not limited to the following examples:

- Use technology to harass, threaten, deceive, intimidate, offend, embarrass, annoy or otherwise negatively impact any individual.
- Post, publish, disseminate or display any defamatory, inaccurate, violent, abusive, profane or sexually oriented material.
- Users must not use obscene, profane, lewd, vulgar, rude or threatening language.
- Users must not knowingly or recklessly post or disseminate personal and/or false information about any person, student, staff, teacher, administrator or any other member of the school community or school connected organization.
- Use a photograph, image, video, including-live streaming, or likeness of any student, administrator, employee, volunteer, school image or logo without express permission of that individual and of the principal.
- Create any site, post any photo, image or video of another individual except with the express permission from both that specific individual as well as from the school administrator.
- Attempt to circumvent system security, blocked sites or to bypass software protections - this includes the use of personal or cell phone-based hotspots.
- Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the user is not an intended recipient or logging into a server or account that the user is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.
- Executing any form of network monitoring which will intercept data not intended for the user, unless this activity is a part of the user's normal

job/duty.

- Circumventing user authentication or security of any host, network or account.
- Any virus or phishing protection software installed on school utilized devices must not be disabled or bypassed.
- The use of any other login credentials other than those assigned to that specific user.
- Deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives.
- Students must not access social networking sites or gaming sites, except for educational purposes under teacher supervision.
- Violate license agreements, copy disks / hard drives, CD-ROMs, or other protected media.
- Use technology for any illegal activity. Use of the Internet for commercial gains or profits is not allowed from an educational site.
- Breach confidentiality obligations of all school community members.
 - At all times, all users shall take all reasonable precautions to refrain from transmitting, sharing, posting or otherwise divulging any confidential information including, but not limited to: Individual Education Plans, 504 plans, donor or alumni information, financial documentation, test scores, demographic information, personnel files or information, grades, addresses, phone numbers, email addresses, parent/guardian contact info and any other personal information for any student, family or staff member.
- Harm the goodwill and reputation of the school or school system. This includes, but is not limited to: the mis-use of school images and logos, creation of unauthorized accounts that suggest they are school-sanctioned, or accounts targeting or impersonating school community members.
- Transmit any material in violation of any local, federal and state laws. This includes, but is not limited to: copyrighted material, licensed material and threatening or obscene material.
- Attempt to modify software and/or hardware configurations on a school

utilized device without proper permission and direction.

- Any attempt to alter data, the configuration of a school utilized device, or the files of another user, without the consent of the individual, building administrator, or technology administrator, will be considered a violation and subject to disciplinary action in accordance with the local school policies.
- Load personal software onto a school device or school-issued device without proper permission or direction.
- Attempt to make repairs to school issued devices without proper permission and direction.

Reporting: Users must immediately report any damage or change to the school's hardware/software that is noticed by the user.

Administrative Rights: The school has the right to monitor usage of school computers and digitally accessed content for all teachers, staff, administrators, students, and volunteers. Due to the evolving nature of technology, the Archdiocese of Philadelphia's Office of Catholic Education reserves the right to amend or supplement this policy at any time without notice.

All users are reminded that all computers, network traffic, and internet usage will be monitored. There is no assurance of privacy nor warranty of any kind, expressed or implied.

Usage of Social Media

This section of the policy refers to social media sites such as, but not limited to: Facebook, X (formerly Twitter), YouTube, Instagram, Steam, Ask.fm, Snapchat, Discord, Twitch, LinkedIn, and TikTok.

Teachers and students may not mention members of the school community on social media without their consent unless the subject is of public concern and the speech falls under applicable constitutional protections. This includes: Posting or sharing a teacher's, school personnel's, or another student's confidential information on public sites, or any other unauthorized sharing with the intention to harm/harass.

The widespread reach of negative posts impacts our classrooms and school communities. They also impact how prospective families and community members

perceive our values and morals.

- **Examples:**

- Posting teacher's personal information - such as their personal email address, personal phone number or address.
- Sharing a fellow student's phone number without their knowledge and consent in order to harass, threaten, deceive, intimidate, offend, embarrass, annoy or otherwise negatively impact any individual.
- Manipulating or editing a teacher or student's photo in an inappropriate manner.
- Resharing, liking, or otherwise endorsing or promoting posts that violate this policy is considered itself a violation of this policy.

“Friending” or “Following” of current students by teachers is forbidden on a teacher's personal social media site. Teachers should also not ‘friend’ former students unless and until such student has attained the age of majority. Personal and professional posts must use appropriately respectful speech, and refrain from harassing, defamatory, abusive, discriminatory, threatening or other inappropriate communications.

Teachers are encouraged to have professional social media accounts, separate from any personal account. Parents are encouraged to follow those for announcements and resources. Teachers are to inform local administrators as to any class utilizing social media, which should be for educational purposes only. In order to ensure the privacy and security of all students, teachers should refrain from posting on social media any audio, photo or video recording that captures a student's face or voice without prior parental authorization.

Permission must be obtained in advance from school administration for recording on school grounds, outside of the school day, and / or school-sponsored events with the intent to post on personal social media accounts or non-sanctioned school accounts.

Social media postings from school-sanctioned accounts should refer to students by their first name and last initial. Schools should NOT link or tag posts to students' personal accounts.

School-sponsored organizations must obtain permission from school administration to create any social media accounts related to the organization.

Such accounts should be created with a school-issued email account. Accounts should be maintained and controlled by a minimum of two school-appointed adult moderators.

In regards to student athletes and coaches:

- No coach, teacher or administrator is permitted to have access to or control of a student's personal social media account.
- Students should never include their email nor their cellphone number in their social media bios.
- A student's personal social media account should not be tagged or linked to when posting social media messages.
- Coaches may want to post specific highlights, game / season achievements or accolades on either the coach's professional page or on a school's social media page. Students should be mentioned by first name only.
- Per the PIAA bylaws, students, teachers and coaches shall not use social media to criticize contest officials or to promote rumors of questionable practices by opponents. Failure to follow this policy may result in disciplinary action.

Esports/Gaming Clubs

Esports — “electronic sports” — refers to the world of organized, competitive video gaming. Unlike traditional sports, esports are virtual events that can be held both in-person and remotely. Though relatively young compared to other popular sports, the esports industry may be a viable career option for avid gamers, and is gaining participation at the collegiate level as schools seek to recruit student-athletes and join new competitions. Many colleges offer scholarships specifically for students interested in playing esports at the collegiate level.

School-sanctioned programs and gaming sessions should have, at minimum, one adult coordinator supervising the session both if the team is meeting in person and when the team is meeting virtually.

Games rated E for Everyone or E 10+ are recommended for the Elementary grade level. At the Secondary level, games with a rating of E, E10, and Teen may be considered. Caution should be used when selecting games with a Teen rating as they

may contain content that is only suitable for students ages 13 and over. Games rated as Teen, may contain violence, suggestive themes, crude humor, minimal blood, and the infrequent use of strong language. Parents/Guardians should receive advance notice of game titles that will be used in the esports club. Parent / Guardian notice should include the game title, ESRB rating and a link to Common Sense Media review or to the ESRB rating review.

Games rated higher than Teen are not recommended for Elementary school students.

For students playing esports at the Secondary level, games with a Mature (17+) rating must be cautiously evaluated by school administration. Students' parents and guardians should be notified prior to the game being played. Collegiate level esports programs often compete and may offer scholarships for games that are rated Mature (17+). These games often contain content that is only suitable for ages 17 and over, and content may contain intense violence, blood and gore, sexual content, and strong language. Extreme caution must be exercised if selecting a game that is either unrated or rated Mature.

Some examples of popular esports games include:

(The following are examples only, and their appearance here should not be considered as approval or endorsement.)

Game Title	ESRB Rating	School Level
Call of Duty (COD)	Mature (17+)	Secondary
Counter-Strike: Global Offensive (CS:GO)	Mature (17+)	Secondary
Defense of the Ancients (DOTA) and DOTA 2	Teen	Secondary
Fortnite	Teen	Secondary
Hearthstone	Teen	Secondary
League of Legends (LoL)	Teen	Secondary
Just Dance (2023, 2024)	Everyone	Elementary/Secondary

Mario Kart	Everyone	Elementary/Secondary
Minecraft	Everyone (10+)	Elementary/Secondary
Overwatch	Teen	Secondary
Player Unknown's Battlegrounds (PUBG)	Teen	Secondary
Pokemon (Sword & Shield)	Everyone	Elementary/Secondary
Rainbow Six Siege	Mature (17+)	Secondary
Rocket League	Everyone	Elementary/Secondary
Super Smash Brothers	Everyone (10+)	Elementary/Secondary
Sports Titles Including: MLB The Show, Madden, FIFA/EA Sports FC, NBA 2K	Everyone	Elementary/Secondary
For ratings of all games, please visit the ESRB Website at esrb.org .		

All school-sponsored esports activities must have the appropriate signed parental consent forms.

The following permission forms are offered as templates that schools may use, and may be customized for their specific needs.

Link to Sample Permission Form ([Elementary](#))

Link to Sample Permission Form ([Secondary](#))

Link to Sample Permission Form for specific games ([K-12](#))

Parent permission must be granted for titles outside of the recommended ratings, and for any game with a Mature rating. Permission for specific game titles is in addition to obtaining parent permission for overall esports club participation.

Schools may decide to allow students to bring in their personal gaming systems or components for use in school in connection with an approved esports program. Schools must consider security of the devices when they are not in use, the ability of

the device to access the school's network and to be mindful of the possibility for potential damage or theft of student's personal gaming devices.

Schools should be aware that many of these games are hosted on platforms such as Discord or Twitch that are not designed for schools and often contain areas, boards, and / or posts that are not school appropriate. School coordinators should make every effort to limit access to their esports space so that only school members may access the site and that school sites are not accessible by general members of the public.

Club advisors should configure game settings, whenever possible, to reduce or disable violence, gore or language settings.

Network security, web filtering, and firewall configuration must be reviewed by the AoPTech Senior tech team prior to the start of any esports program. The setup and network configuration process take both considerable time and planning to ensure the safety of all participants. Each new game added will require additional network / firewall setup and configuration. **Please allow a minimum of three weeks for the AoPTech senior techs to configure and test the school's firewall and network settings prior to deploying the game to the students.**

Schools are encouraged to adopt a Code of Conduct for the esports Teams/Clubs based on the Code of Conduct for the Network of Academic and Scholastic Esports Federations (NASEF). To review the NASEF Code of Conduct, please refer to the following links:

- [NASEF Code of Conduct](#) (PDF Download)
- [Code of Conduct NASEF](#) (Webpage)

Within their esports code of conduct, schools need to include the following topics:

- In-game chat, game message boards, screen names and player avatars must be school appropriate, may not contain language or images that are harmful, defamatory or otherwise offensive.
- The mis-use of school logos is a violation of the RUP, and students and advisors should exercise caution when developing their avatars or team logos.

Policy Violations

Violation of the Responsible Use Policy may result in any or all of the following:

- Loss of use of the school network, computers and software, including Internet access. The student will be expected to complete work on a non-networked, stand-alone computer system and/or in an offline work environment.
- Issuance of demerits/detentions, if applicable.
- Removal from the esports club or limited from participating in public esports competitions
- Possible financial obligations for the repair or replacement of damaged school devices.
- Disciplinary action including, but not limited to, dismissal and/or legal action by the school, civil authorities, or other involved parties

