

**IX SCHOOL POLICIES
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. Publisher's cost for textbooks \$25.00 for workbooks
4. Student Desks
 - a. The school is the co-tenant of desks and reserves the right to search them at anytime without notice.

LUNCH PROGRAM

Fee is announced annually. The first payment for September to December is due on or before the second Monday in September. The second payment for January to June is due on or before the second Monday in January. This fee is for those families who choose to have their children remain in school daily for lunch. This fee covers the cost of the stipends of our lunch moderators. Any student who does not cooperate with and respect our lunch moderators will not be permitted to remain in school for lunch. Students whose fee is not paid by the dates due will not be permitted to remain in school for lunch. 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.** Parents may not deliver fast food for lunch for forgotten lunches or as treats. When a parent delivers a forgotten lunch, place full name, grade, and room number of the student on the bag and deliver it to the school secretary. Lunches will be delivered to the students at lunchtime. **Classes may not be interrupted for lunch deliveries.** For student safety, students may not bring glass containers or thermos bottles to school. Hot lunches are provided three days per week (Monday, Tuesday, Wednesday) as listed on the form sent home monthly. Hot lunches are ordered on Option C monthly. These lunches are optional. These dates are listed on the monthly calendar. Only students who stay in school for lunch daily may order this hot lunch.

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. It is expected that students treat these moderators with respect and obedience. Lunch moderators are informed of their responsibilities in the lunch program.
6. No student may leave the school yard at any time. This is a matter of safety. Infractions of this regulation will be dealt with swiftly and may result in suspension from the lunch program.
7. Recess after lunch is a time to relax and prepare for the afternoon session. Running or rough play by students will not be tolerated.
8. If a student is enrolled in our lunch program, he/she may not go home for lunch or to a friend's home for lunch without a written note of permission from a parent to do so. This note must be presented to the homeroom teacher upon arrival in the morning.
9. If, due to emergency reasons, a student who is not part of the lunch program needs to remain in school for lunch on a particular day, **a fee of \$2.00 per day** is necessary. This fee should be placed in an envelope with the student's name, grade, and room number and sent to the student's homeroom teacher in the morning.
10. Any student who does not obey these regulations will receive appropriate consequences for his/her actions. If continued disobedience occurs, the student will not be permitted to remain in school for lunch.

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.

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.

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 1 & 2 - 30 minutes

Grades 3 & 4 - 60 minutes

Grades 5 & 6 - 90 minutes

Grades 7 & 8 - 120 minutes

SPECIAL STUDENT SERVICES

Services for Math and Reading remediation, speech therapy, homebound tutoring, counseling, 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 also be available to students (K-4) upon parental or teacher request.

LIBRARY

The library is under the direction of a professional librarian. English Language Arts teachers instruct each student 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.

BOOK RETURNS AND BOOK FINES IN THE LIBRARY

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 the he/she returns to school after the absence. 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.

MONEY

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

PARTIES

On a student's birthday, with the permission of the teacher, a **small treat** 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.

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.** The school secretary has many obligations during the course of the day, but one duty that is not hers is the the role of messenger for parents to students unless there is an emergency situation. 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.*** **Students may not bring to school any electronic devices. If a student needs a cell phone for after school activities, he/she is to leave the cell phone in the main office upon arrival to school and pick it up at dismissal from school.**

SCHOOL SAFETY PATROL

An organized safety patrol made up of responsible and dependable students gives service to our school community. These students help your child travel between home and school safely.

STATIONERY

Available in school for purchase each Tuesday and Thursday after prayers in the morning.

SCHOOL OFFICE HOURS 8:00 AM to 3:00 PM daily. Early dismissal days - 8:00 AM to 12:00 PM.

AFTERNOON DISMISSAL AND LATE PICKUP OF STUDENTS

At the end of the school day, students are dismissed in lines. Please be certain that your child knows which line to take.

Belgreen A students walk to the corner of Belgreen Road and Dunks Ferry Road while walking on the school side of Dunks Ferry Road.

Belgreen B students walk to the corner of Belgreen Road and Dunks Ferry Road while walking on the school side of Dunks Ferry Road. At the intersection, the student crosses Dunks Ferry Road to the opposite side of the school.

Dunks Ferry Place to the corner of Dunks Ferry Place and Dunks Ferry Road.

Car Riders If your child is picked up by car, please pick up in the school yard. You may enter the school yard 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 church. Parking in front of the parish center to pick up students is prohibited. Those spaces are for parish business only. 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.

Walkers Please meet your child(ren) at one of the above corners. Parents are not to wait in the school yard for children who are walking home. Please help us to teach our children about traffic safety. Do not allow your child to cross in the middle of the block.

Bike Riders Only students in grades 7 and 8 may ride bikes to and from school. Bikes may not be ridden to school in inclement weather.

School dismissal is 2:50 PM on regular days and 12:00 PM on four-hour days. Students who are not picked up by 3:00 PM or 12:10 PM (four-hour day) will be included in 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 3:00 PM or 12:10 PM (four-hour days). If there is an emergency, the parent must call the office to avoid being billed.

STUDENT GOVERNMENT

1. The Saint Anselm Student Council is an organization designed to promote leadership development among its student body. The responsibilities of its members consist of participating in weekly meetings, supervising all student activities, representing the school community, and promoting school spirit. Election of officers is held in May prior to the coming school year.
2. The candidate's requirements to run for office are:
 - a. Must be a eighth grade student
 - b. Must possess an average of 80 or above in major subjects and no failures in any subject
 - c. Must possess satisfactory effort and behavior marks for each marking period of the year
 - d. Must be a student in Saint Anselm School for at least two years
 - e. Must be approved by the faculty and principal
 - f. The administration reserves the right to remove any student from office who does not continue to comply with 2b or 2c
3. The election procedures are:
 - a. Candidates must obtain five (5) signatures of faculty members
 - b. Candidates must be approved by the principal
 - c. Primary election is held after lunch on Friday as scheduled on the school calendar
 - d. Candidates campaign until the following Thursday with the election held on Friday
 - e. Dates and times for elections and campaigning are established by the principal and student council moderator
 - f. Winners of the election will be announced on the Monday following Friday's election
 - g. Installation of officers occurs in October in a special school liturgy held in church
4. Election of homeroom representatives
 - a. Homerooms from grades 1 to 8 each has one homeroom representative who is chosen by election in homeroom during the second week of school as scheduled on the school calendar.
 - b. Requirements for office are:
 - (1) Candidate must have no failures on the previous year's report card
 - (2) Candidate must possess satisfactory effort and behavior marks for each marking period of the previous year's report card
 - (3) Candidate must be approved by the faculty and principal
 - c. Installation of homeroom representatives occurs in October in a special liturgy held in church
5. Student Ambassadors are chosen by the teachers in grades 7 and 8. These students represent the finest Christian values in our students.