

SAINT ANSELM PARISH



RELIGIOUS EDUCATION CCD HANDBOOK

Forming Disciples of Jesus Christ

“The definitive aim of catechesis is to put people not only in touch but in communion, in intimacy, with Jesus Christ.” *Catechesi Tradendae*

This handbook contains policies and procedures for St. Anselm Parish Religious Education Program (CCD). The program may change any of its policies and procedures as needed and apply them as circumstances dictate.

In the event of such a change parents will be given prompt notification and provided with an addendum if necessary.

If you have questions about a particular policy or procedure please contact the program director.

Students and parents must accept and abide by the policies and procedures contained in this handbook in order for the student to attend St. Anselm CCD.

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ST. ANSELM, PRAY FOR US!

I. CATHOLIC IDENTITY

PROGRAM PHILOSOPHY:

CCD (Confraternity of Christian Doctrine) refers to a religious education program of the Catholic Church, normally designed for children.

The program is an opportunity for the children of St. Anselm parishioners, who attend public or charter schools, to still receive faith formation. These classes consist of classroom instruction, prayer, service, worship, and preparation for the reception of the sacraments. The goal of the program is to enable and encourage the students to learn more about their faith, and make them better disciples of Jesus Christ. In the St. Anselm CCD program, we recognize and embrace parents in their role as the primary catechists of their children. Our mission is to assist parents in forming their children in the Catholic tradition by providing sound catechesis and a meaningful experience of the Church.

MISSION STATEMENT:

St. Anselm CCD exists solely for the purpose of evangelizing the students and their families in the gospel of Jesus Christ in order to deepen their awareness and understanding of God's loving presence in their lives, to strengthen their relationship with God as Father, Son and Spirit, and to provide them with opportunities to live and give witness to their Catholic faith. To achieve this end, we

Proclaim the Good News of Jesus Christ in our words and actions to students and their families who participate in our parish religious education program through formal and informal catechesis in order to prepare them to live and give witness to their Catholic faith.

Educate students and their families in the Catechism of the Catholic Church through a formal, structured, and planned program of catechesis and to help them understand how our Catholic faith gives expression to our relationship with God.

Form our students and families in their relationship with God by helping them to grow in their awareness of God's constant presence in their lives and providing them with opportunities to respond to His presence with love and devotion.

Serve each other, our parish community, and the local community at large by providing our students and their families with ongoing opportunities to respond to Christ's command to love and serve others.

Pray to God and for each other through student and family participation in ongoing spiritual and devotional opportunities throughout the year.

II. ENROLLMENT

Enrollment in St. Anselm CCD is currently available to those registered families of St. Anselm Parish, and to those non-registered families who obtain a letter of permission from their own parish. We do not take students who are in Pre-K or Kindergarten.

Parents/Guardians must provide the following at the time of enrollment:

- A completed Registration Form with valid email address
- A copy of the student's baptismal certificate,
 - New registrations only; if not baptized at St. Anselm's
- A copy of the student's most current IEP (*if applicable*)
- A copy of any court ordered custody agreement (*if applicable*)
- Tuition payment

TRANSFERRING STUDENTS:

If your child is transferring into our program from a Catholic School or another CCD/PREP Program, the following additional document must be provided:

- A copy of the student's permanent record from his or her former Catholic school or parish religious education program.

NON-PARISHIONER FAMILIES:

Families who are not registered members of St. Anselm Parish must provide following additional documentation:

- A letter of permission from the pastor of the parish in which you are registered members granting permission to attend St. Anselm Parish CCD. This letter will be valid for as long as your child attends the program.

CUSTODY POLICY:

St. Anselm CCD will not become involved in adjudicating the rights of parents in relation to the custody of their children. Therefore, if a parent is separated, divorced, or unmarried, it is the responsibility of both biological parents to provide St. Anselm CCD with the latest, most up-to-date Custodial Order or Custody Agreement. St. Anselm CCD will request these documents at the time of registration. If either Custodial Order or Custody Agreement changes during the course of the year, it remains the responsibility of both biological parents to provide that document to the program director immediately. This is also true in the event that such an agreement is issued after the time of enrollment. In the absence of such documentation the program will and must assume that parents share legal custody.

Our program abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, our program will provide the non-custodial parent with access to the records and other program related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the program director with an official and the latest copy of the court order.

If a court order prohibits our releasing a child into the custody of a non-custodial parent, it is the responsibility of the custodial parent to provide the program director with an official copy of the court order or custody section of the divorce decree.

In situations with shared legal custody, the parish program expects the cooperation of both parents.

CYO SPORTS:

To be eligible to play CYO sports, a child must be enrolled in a Catholic School or Parish Religious Education Program. Those playing CYO sports for St. Anselm parish are required to adhere to this policy.

Any student who enrolls in St. Anselm Parish Religious Education Program to meet this eligibility requirement and then drops from enrollment at the end of the playing season will be prohibited from playing CYO sports at St. Anselm until they satisfactorily complete a full year in the program. This prohibition extends to CYO sports conducted at other parishes for which St. Anselm CYO members have permission to play. No exceptions for or modifications to this policy will be made.

WITHDRAWS:

St. Anselm CCD is structured around incremental learning. That is, each year builds upon the learning of the previous year. Therefore, it is essential that participants remain enrolled in the program consistently from year-to-year.

Any student who does not complete the program year due to voluntarily withdrawing from the program, being dismissed from the program because of a disciplinary incident, or failing to meet the program requirements will be required to repeat the grade level upon re-enrollment.

Parents who withdraw their child from the program prior to August 31 will receive a full refund of tuition paid to date. Parents who withdraw their child from the program between September 1 and 15 will receive a refund of tuition paid less a \$50.00 administrative fee per child. No refund of tuition paid will be made after September 15.

TUITION:

Tuition is a necessary and required part of St. Anselm CCD and ensures that our program can provide students and their families with the most current and best catechetical resources for their formation needs.

Tuition is due in full at the time of registration. However, being sensitive to the needs of our families, a deferred payment plan is available upon request. Anyone who cannot pay their tuition in full at the time of registration or who has difficulty making payment due to hardship should contact the program director to discuss the matter and to make other arrangements.

In the event that a student voluntarily leaves the program during the program year, or is dismissed from the program for any reason, no refund of tuition or material fees will be made.

When registering for the next school year, all previous outstanding tuition must be paid up-front. Additionally, those who did not meet their payment due dates will not be eligible for the Deferred Payment Plan. If outstanding tuition is due at the end of the year, and the student transfers to another program, permission and records will not be released until all financial obligations are met.

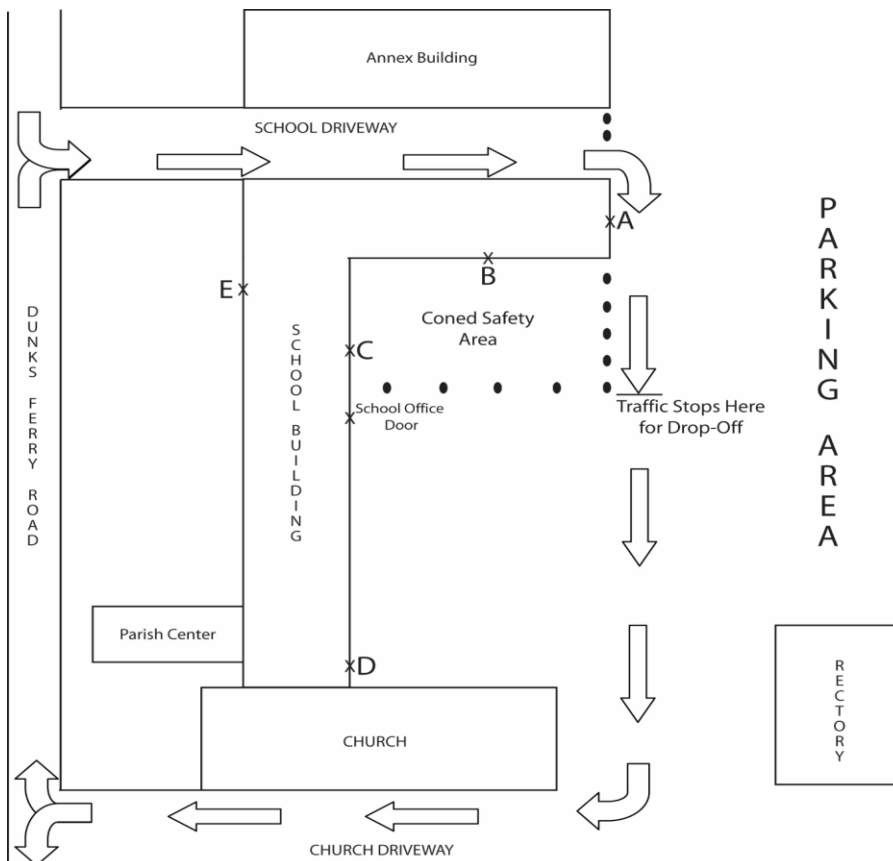
III. ARRIVAL PROCEDURES

Students are to report to St. Anselm School no earlier than 6:30 PM and no later than 6:45 PM every Tuesday. Students are to enter the school via the “C” Door (located behind the school building in the schoolyard) and report to their assigned classrooms. Supervision of students will be available beginning at 6:30 PM. Students arriving after 6:45 PM are considered late, and are to arrive through the “D” Doors. Chronic lateness will be addressed with parents.

For the Safety of our students and staff, and to comply with the Safe Environment Policy of the Archdiocese of Philadelphia, parents are not permitted to enter the school building during arrival time.

STUDENT DROP-OFF:

- All vehicles are expected to drive slowly around the school and through the schoolyard.
- Cars enter the school driveway off of Dunks Ferry Road and form a single line of traffic.
- Cars turn right at the end of the drive, stay in a straight line, and stop in front of the school.
- Students proceed directly to the school building and report to their assigned classroom.
- Cars exit the schoolyard via the Church driveway back onto Dunks Ferry Road.
- For the safety of our students, students arriving by car may not be dropped off in the school driveway or on Dunks Ferry Road.



FIRST DAY OF CLASS PROCEDURES:

- Students will gather in front of the school, as usual.
- The CCD Teachers will come to the entrance at 6:30.
- The CCD Director will call for students, one class at a time, by teacher.
- The CCD Teachers will then bring the class through the doors, and walk them to the classroom for the first time.

When every class is called, children who do not know who their teacher is will be told who their teacher is, and will then go to that classroom.

- It is important to attend the back to school night so that you know who your child's teacher is.
- No parent is allowed to walk their child to class, even on the first day.
- In the case of inclement weather, parents will be notified of alternative arrangements.

IV. DISMISSAL PROCEDURES

Parents are not permitted to enter the school building at dismissal time for the safety of our students and staff. Adherence to the dismissal procedures outlined below will help to allow all students to exit the building in a safe, orderly, and timely manner.

STUDENT PICK-UP:

- All vehicles are expected to drive slowly around the school and through the schoolyard.
- Cars may enter using either the school driveway or church driveway.
- Cars proceed to the schoolyard and park in any available spaces. No parking is permitted in the traffic lanes. Parking is also prohibited in the handicap parking area of the lot without proper tags or placards.
- Parents may exit their cars when picking up students and wait in the coned section of the schoolyard.
- Students in Level 1 will be dismissed from the "B" Door.
- All other Levels will be dismissed via the "C" Door.
- All vehicular traffic may exit the schoolyard via the school or the church driveways.

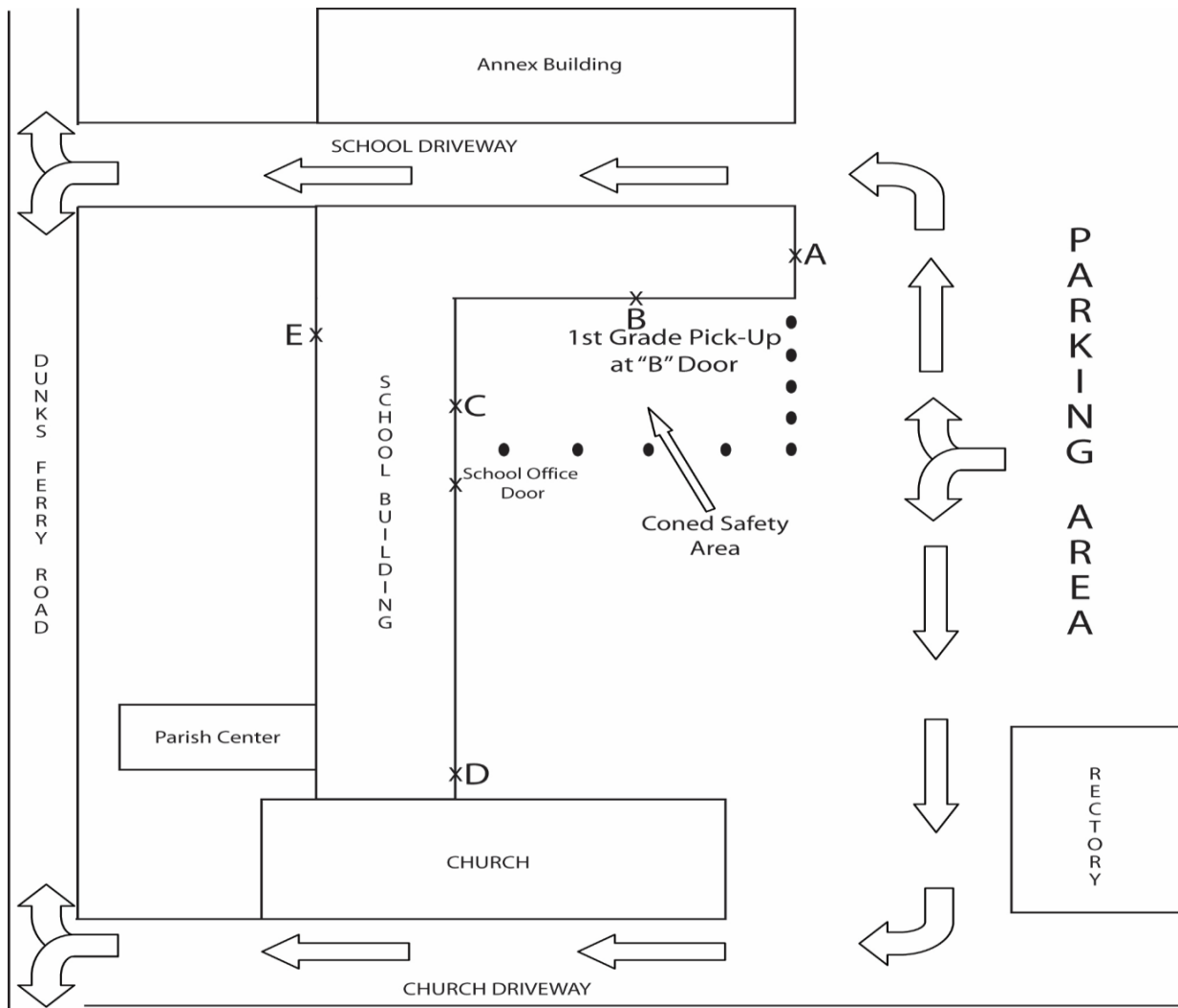
Staff will be on hand to help supervise the students as they dismiss. Parents and those responsible for picking up your children are expected to follow the directions of staff members in the schoolyard. They are there to help ensure the safety of your children and should be respected by both adults and students alike.

STUDENTS WALKING HOME UNACCOMPANIED BY AN ADULT:

Students must have a waiver and release form signed by a parent and submitted before they can be permitted to walk home by themselves.

STUDENTS RIDING A BIKE TO OR FROM CCD:

Students must a waiver and release form signed by a parent and submitted before they can ride their bike to or from CCD. Bicycles must be kept in the stairwell by the "C" doors. St. Anselm's Parish and its employees, staff, or volunteers will not be held responsible for any damage occurring to any bicycle.



V. ATTENDANCE

FAMILY VACATIONS:

We understand that work schedules and family finances may preclude families from taking vacations during the summer months when school is not in session. While family vacations during the school year may prove to be relaxing and rewarding for students and their families they do present difficulties for some students and for catechists. Please make every effort not to plan family vacations during the school year.

Should a family elect to take a family vacation during the school year, only one such vacation absence will be considered an excused absence per academic year. St. Anselm CCD will be under no obligation to provide materials and lessons, including assignments, homework, and projects in advance of such an absence. However, students are responsible for completing all missed work upon their return to the program.

LATENESS:

Classes begin promptly at 6:45 PM. We allow students to report to their classrooms as early as 6:30 PM. Any participant arriving after 6:45 PM will be considered late and will be required to enter the building using the "D" Door. Chronic lateness will require a conference with parents and may interfere with a student's year-end promotion and reception of sacraments.

MEDICAL APPOINTMENTS:

Our Program is schedule for every Tuesday from September through May with the exception of major holidays, election day, and holy days of obligation. While St. Anselm CCD recognizes the difficulty in scheduling appointments after school hours, the scheduling of doctor and other appointments should not be made during program hours except for cases of emergency, in which case all missed class work will be required to be made up and a doctor's note will be required upon the student's return. Late arrivals or early dismissals due to appointments are also strongly discouraged.

REPORTING ABSENCES:

Parents are required to report all student absences by calling 215-637-3525 ext. 28. If someone does not answer the phone you may leave a message indicating the student's name, grade, and the name of the student's catechist. Parents may also report a student absence by emailing the program director. The program staff will not call families to verify an absence if no phone call or email is received.

If a parent fails to report the absence on the day of its occurrence then a note signed by a parent detailing the reason for the absence will be required upon the student's return. If no notification is received concerning an absence via the methods above, the absence will be considered unexcused and noted as such in the student's permanent record. After the third unexcused absence the program director will contact the parents to notify parents that the student may be required to repeat the grade level and that dismissal from the program may result should unexcused absences continue.

EXTENDED ABSENCES:

Extended student absences due to illness require a doctor's note upon return to the program. An extended absence is defined as an absence that spans two or more consecutive weeks. Parents should be in regular contact with their child's catechist during an extended absence in an effort to obtain missed assignments and class work in order to keep the student's formation and instruction up to date.

EXCUSED ABSENCES:

Absences will be excused for illness or injury, death/funeral-related activities, education-related activities (such as required school events), family emergencies, and family vacations (only one vacation absence per academic year). A phone call or an email the day of the absence or a written note submitted upon the student's return is required to have an absence noted as excused.

UNEXCUSED ABSENCES:

Any absence that does not meet the definition of an Excused Absence as defined above will be considered unexcused. In addition, any legitimate absence that meets the definition of an excused absence and is not reported to the program director as specified will be noted as unexcused. Examples of unexcused absences include, but are not limited to, team sports related activities, such as a game or practice, non-school related extracurricular activities, such as dance recitals or martial arts, etc.

Any student accumulating excessive unexcused absences will be dismissed from the program. Such a dismissal will be noted in the student's permanent record. The student may re-enroll the following program year. Upon re-enrollment the student will be required to repeat the grade level that was not completed. This proceeding may delay the reception of sacraments. No refund of tuition will be issued for students who are dismissed from the program due to unexcused absences.

EXCESSIVE ABSENCES:

While unexcused absences may lead to dismissal from the program, a student's overall attendance (both excused and unexcused absences) may affect the student's eligibility for promotion at the end of the program year if the number of absences affects the student's performance in the program. Students are required to make up any missed class work and assignments following absences.

VI. SACRAMENTAL PREPARATION

Preparation for the sacraments of Penance, First Holy Communion, and Confirmation are incorporated into the program curriculum and is in addition to said curriculum.

To be eligible to begin sacramental preparation a student must meet the following criteria:

- Student must be enrolled in CCD for two consecutive years.
- Student must be in Level 2 or above for Penance and/or Eucharist
- Student must be in Level 6 for Confirmation.
- Student must have been Baptized at St. Anselm Parish, or have a Baptismal Certificate on file with the CCD Office.

ELIGIBILITY:

Those students preparing to make sacraments (Penance, First Holy Communion, and Confirmation) are required to do the sacrament prep work and assignments. This may include memorizing prayers or proper responses. Failure to do so will result in students not being able to make their sacraments that year. Those students would then be eligible again the following year to make them, provided they do the required prep work that year.

CONFIRMATION:

Confirmation is celebrated for students in Level 7. However, preparation begins in Level 6. Level 7 Confirmation students do not meet on Tuesday evenings. There will be four Sunday morning lessons and practices as well as a retreat day for them before the sacrament is received.

NON-PARISHIONER FAMILIES:

Sacramental candidates are required to receive the sacraments of Eucharist and Confirmation in the parish where their family is registered. Non-parishioner families who desire to have their child receive these sacraments at St. Anselm must obtain a letter of permission from the pastor of the parish where they are registered.

PRIVATE CATHOLIC SCHOOL STUDENTS:

Private Catholic Schools (Nazareth Academy Grade School, for example) do not have their own Confirmation ceremonies. Parishioners who send their children to a private Catholic school will be required to be Confirmed at St. Anselm Parish. In order to be eligible, students must:

- Be in grade 7 or 8.
- Provide a letter from their school stating that sacramental prep was satisfactorily completed.
- Attend the St. Anselm Sunday Prep classes and practices.
- Attend the St. Anselm Confirmation retreat.

VII. WEATHER EMERGENCIES & CANCELLATIONS

CCD will automatically be canceled if either Philadelphia Public Schools or Archdiocesan Schools are closed, have an early dismissal, or have after school activities canceled due to inclement weather or public health/social distancing needs.

The Archdiocese requires CCD programs to meet a minimum of 35 hours, and a maximum of 40 hours per school year. Based on this, we have two built-in snow days in the calendar.

SAINT ANSELM EMAIL ADDRESS:

Families will be provided with a St. Anselm CCD email address. This address will grant you access to Google Classroom. You must confirm your St. Anselm CCD email address once it is sent to you, and you must join the Google Classroom for each your child's class once the code is given.

GOOGLE CLASSROOM:

In the case of prolonged closure due to social distancing/health/safety concerns, we may set up Google Classrooms as a way of continuing educating the students. In such cases, students must log into Google Classroom using their St. Anselm CCD email address (which would be given to them should the need arise) and complete assignments. Parents may be needed to help younger children log in and help them with the technical aspects of the assignments, which may include watching a Formed.org video, joining a Zoom conference, or completing a written assignment. Not completing the assignment will result in the student being marked absent for that day.

VIII. ACADEMICS

Saint Anselm CCD follows a Pass/Fail policy for grading. If the student has acceptable attendance, participates, works to the best of their ability, then they will be moved up at the end of the school year. Excessive absences, not participating, being a classroom distraction, or not working to potential could lead to the student either being dismissed from the program or being kept back a year.

HOMEWORK:

Generally, homework is not required. However, if a student needs extra help, if they did not complete the class assignment, or if there are other extenuating circumstances, homework may be assigned. Additionally, when preparing for sacraments, teachers may assign homework in order to help the students memorize prayers and/or sacramental questions. Should parents have any questions concerning homework assignments or need assistance, they may email the program director.

REPORT CARDS:

As we are on a Pass/Fail system, report cards are not generally issued. However, if an individual teacher feels it is helpful to send a report card home to his/her students in order to show progress, it is permitted.

CLASS PARTICIPATION:

Students must come to class ready to participate in the planned activities. No lesson or activity will prove worthwhile if students do not participate in them. Participation also means that students come to class prepared for class. Students must insure that they have the proper materials for class including, but not limited to, their textbook, writing implement, and copybook. Additional supplies may be required and will be conveyed by catechists.

CURRICULUM:

The curriculum for St. Anselm CCD follows the religion guidelines established by Archdiocese of Philadelphia. In addition to the religion guidelines, St. Anselm CCD will follow the Archdiocesan scope and sequence, which has been correlated with our religion textbook series. Therefore, in order to meet the objectives outlined in the scope and sequence for a particular grade level, the catechists may not be teaching chapters sequentially.

TEXTBOOKS:

The textbooks used in St. Anselm CCD are approved by the Office for Catholic Education. Every student will be assigned a textbook prior to the commencement of the first day of class. This textbook must be brought to class every week. Parents should exercise caution in making sure that the textbook is secured in a set place within the home so it is not lost during the academic year. Lost textbooks will need to be replaced. Parents assume full responsibility for all costs associated with the replacement textbook including any taxes, shipping, and handling fees.

IX. CONDUCT

St. Anselm CCD is designed to assist parents with the faith formation of their children, as well as foster values and behavior that are in accord with Catholic Church teaching. The program has zero tolerance for behaviors that are contrary to Catholic faith and morals, or the Gospel, including but not limited to ongoing acts of obstinacy, improper language, fighting, physical, emotional or psychological intimidation, bullying, vandalism, demeaning behavior such as name-calling, obscene language or gestures, and harassment. Such behaviors violate the central teaching of our faith and will not be tolerated in any form from students or their family members.

These categories do not cover every possible situation. The program director makes the final determination of what is considered appropriate or inappropriate behavior, both in and out of class, in the program generally, and outside the program, where such improper behavior affects the program community. The program director will make the final determination as to what behaviors warrant disciplinary action.

Conduct by students or parents/guardians, or anyone acting on their behalf, incompatible with the educational and religious mission of the Parish is grounds for disciplinary action, including but not limited to, immediate dismissal of the participant, 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 program community, the student, if suspended but not dismissed, may be required to have psychological or psychiatric clearance before returning to the program.

In the event a student engages in any of the above listed behaviors or any other inappropriate conduct, and has failed to respond to a catechist's attempt to stop or correct the behavior, the student will be removed from the classroom and the student's parents/guardians will be immediately notified by the program director. Depending on the nature and severity of the incident the program director will

Schedule a conference with the parents/guardians, student, and catechist to address the incident.

1. Suspend the student from the program. In the event that a student is suspended from the program due to a disciplinary incident, the parents/guardians will be required to complete missed classroom assignments with their child at home, which must be completed by the time the student returns from suspension. Failure to complete missed assignments during the suspension may result in dismissal from the program.
2. Dismiss the student from the program. In the event that a student is dismissed from the program due to a disciplinary incident, the parents/guardians will be provided with the option of having their child repeat his or her current grade level the following school

year or opting to enroll in another CCD Program at a neighboring parish in the fall. In either case, no refund of tuition or material fees will be made.

St. Anselm CCD reserves the right to supersede the forgoing course of action depending on the particular circumstances of any given situation.

BULLYING:

A safe, secure and respectful environment is necessary for participants to learn, achieve, and build appropriate relationships with others. Saint Anselm CCD refuses to accept any behaviors that hinder or undermine such an environment. Therefore, acts of harassment, hazing, intimidation and bullying (including cyber bullying and the like) are unacceptable behaviors and are prohibited in our programs. The CCD personnel cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under their direct supervision. However, to the extent such conduct affects the environment of the CCD and the rights and welfare of the students and is within the control of the CCD in its normal operations, it is the intent of St. Anselm CCD to prevent bullying and thus, will take action to investigate, respond, and discipline any acts of bullying.

Administration and the catechetical staff are to demonstrate appropriate behavior by treating others with civility and respect, and being aware of and not tolerating harassment, intimidation, hazing and bullying, etc. If incidents do occur, students should be able to report and know that the inappropriate behavior will be dealt with promptly and effectively. There will be no retaliation against a victim, reporter or witness.

Bullying involves actions or words against another for the purpose of inflicting physical or emotional harm or discomfort or damage to a person's reputation that is intimidating or threatening and affects the learning and program environments. The following describes types of bullying but is not an exhaustive list.

- Hitting, kicking, shoving, spitting, hair pulling, or throwing something
- Getting another person to hit or harm a student
- Teasing, name-calling, making critical remarks or threatening in person or by other means
- Demeaning and making another the victim of jokes
- Making rude and/or threatening gestures
- Excluding or rejecting the student
- Intimidating (bullying), extorting or exploiting
- Spreading harmful rumors or gossip

If the bully is threatening harm, a student should tell a catechist, adult volunteer and/or the program director immediately so that action can be taken to remedy the situation. Parents/guardians and the pastor will be notified of the situation, and Law Enforcement Officials may be contacted if warranted (e.g., someone threatened with a weapon, terroristic threats, etc.).

CONTRABAND:

bringing contraband to program sessions is strictly prohibited and will be confiscated and returned to parents/guardians only. Items considered contraband include, but are not limited to food, beverages, gum, weapons, drugs, alcohol, and, vaping paraphernalia, and tobacco.

It is unlawful for minors to be in the possession of alcohol, drugs, weapons, vaping paraphernalia tobacco products. Students found to be in the possession of such products may be immediately dismissed from the program. Depending on the contraband confiscated, the proper legal authorities could be notified.

Students may be immediately dismissed from the program and all proper and necessary authorities could be notified if any of their family members bring weapons, drugs or drug paraphernalia of any kind onto parish property.

SEARCH AND SEIZURE:

It is the policy of St. Anselm CCD to respect the privacy of its students. However, in the event that a student is suspected of having weapons or drugs in his/her possession, or is believed to be a threat to themselves or others, the program director will conduct a search with an adult staff member as a witness. Refusal on the part of the student to cooperate will result in the parents/guardians being contacted and asked to assist with the search. Parental refusal to cooperate will result in the student's immediate dismissal from the program.

VANDALISM:

St. Anselm CCD shares space with St. Anselm School community. As such it is imperative that a healthy relationship be maintained between the two programs. All students are expected to respect parish property, which includes the school facilities and all items in the classroom.

At no time are CCD students permitted to use, touch, or borrow any material or items from the desks of St. Anselm School students. Catechists are provided with classroom supplies and other essentials and will make them available to students when needed.

Incidents of vandalism to parish property, including school facilities, and the property of St. Anselm School students will be taken seriously. The parents of any student who is found to be responsible for an incident of vandalism will be required to make restitution for the damage inflicted. The school and parish will prosecute violators to the fullest extent of the law and take appropriate disciplinary action which may include suspension or dismissal from the program.

DRESS CODE:

Saint Anselm CCD has no formal dress code in that uniforms are not required. However, we do encourage students to wear their normal day school uniform to the program. In lieu of a school uniform, we expect students to dress in a manner that reflects the virtue of modesty. General guidelines to which all students are expected to adhere are listed below:

- Students should dress comfortably according to the weather, but modesty in dress must be maintained at all times.
- Short shorts, bare midriffs, t-shirts with inappropriate images or sayings are not permitted.
- Skate shoes are not permitted.
- Pajamas are not permitted.

The program director reserves the right to take disciplinary action for dress code violations and/or to exclude students from class until dress code violations have been addressed. The program director will make the final determination as to what is and is not appropriate attire.

ELECTRONIC DEVICES:

Saint Anselm CCD realizes that devices such as cell phones and smart phones have become a necessary and convenient tool in maintaining communication between parents and children. In order to prevent such devices from becoming a distraction while in class we have established the following policy:

- Students who bring cell phones or smart phones to school must keep these devices turned off and out of sight in book bags. At no time during the session are students permitted to use such devices.
- The program director reserves the right to revoke this privilege to any student who uses the device during the program. Any misuse of an electronic device during program hours will result in the student leaving the device in the school office until dismissal time or the loss of permission to bring the device to the program.
- Other electronic devices such as video games, tablets, etc., may not be brought to the program and are considered contraband. These items will be confiscated and returned to parents only. Saint Anselm CCD is not responsible for damage to or loss of any electronic device that a student brings to the program.

RESTROOMS:

Due to the brief amount of time that students are on the premises, regularly scheduled restroom breaks will not occur during program hours. When necessary, students may use the restrooms with the permission of the catechist. Parents are strongly encouraged to have children use the restroom prior to arriving at class so as to minimize the number of disruptions to the classroom.

X. STUDENT SAFETY

St. Anselm CCD participates in and adheres to the Safe Environment Program (SEP) mandated by the Archdiocese of Philadelphia. This policy has been in effect in all Archdiocesan parishes, schools, and children's programs since 2002, and has undergone several revisions as the SEP and State Law has evolved.

All program employees, staff, and volunteers are subject to State Police Background and Child Abuse History Clearance Checks. They are also required to participate in several training programs, including training on PA State Law concerning the mandated reporting of child abuse. These training sessions are designed to help adults provide for a safe environment in which young people can learn. All training and clearances must be completed prior to working in an environment with children.

SAFE ENVIRONMENT LESSON:

All students in the Archdiocese of Philadelphia take part in grade appropriate lessons on the topic of keeping themselves safe. Catechists in St. Anselm CCD are responsible for administering these lessons, the curriculum for which is provided by the Archdiocesan Office of Catholic Education in conjunction with the Office for Children and Youth Protection. These lessons will be presented to all students sometime in April. The lessons are available for review in the CCD office upon parental request. They are also available for viewing on the Office for Catechetical Formation's website.

Parents who wish to preclude their children from participating in these lessons must fill out an Opt-Out Form. These forms will be sent home prior to the lesson being taught, and will include the date of the lesson as well as a link to the lesson itself. A copy of the signed form will also be provided to the Archdiocesan Office for Children and Youth Protection per their policy.

VISITORS TO THE SCHOOL BUILDING:

In order to provide for and maintain a safe environment for our students, no one is permitted to enter the school building without permission of the program director, including arrival and dismissal times. Parents/Guardians or relatives who need to drop off materials or contact program staff must call ahead of time so that someone can meet them at the "D" door. If they cannot call ahead, they must go to the Parish Center in order for the secretary to call the CCD Office.

FIRE DRILLS:

Fire Drill procedures will be reviewed with students within the first two weeks of class. The program will conduct a fire drill within the first month of the program so that the students may become familiar with the procedures. This drill may be repeated in the spring. While fire drills are a practice, it is to be understood that students must behave in an appropriate manner during a drill. Students are expected to follow the directions given to them by the catechists and staff, and remain quiet during a fire drill.

CLASSROOM LOCK DOWN:

It has become necessary for programs to prepare for the potential of an emergency situation that occurs within the school building or in the area surrounding the school. Should a situation present itself where the safety of students and staff might be jeopardized, the classroom lock down protocol will be employed. Students and catechists will be restricted to their locked classrooms and will not be permitted to leave the school building until the area has been deemed safe or the emergency situation has been resolved.

Classroom lock downs may be called for by the program director or local authorities in response to an immediate threat to safety. Parents will not be able to access the school building during an internal lock down until the school has been given the all clear by local authorities. For the safety and well-being of our students and staff. No exceptions will be made.

SHELTER IN PLACE:

Shelter in Place is an emergency response plan to the release of hazardous materials in the air. This response can be only be called for by the police or fire departments. If our program is instructed to shelter in place, we would initiate our plan to protect students and staff from the dangerous air outside the building. Once ordered to shelter in place, no one is permitted to enter or leave the building until the all clear signal is given by the local authorities. Opening any door can jeopardize the safety of students and place them in immediate danger. It then becomes our responsibility to care for the basic needs of the children until they can be safely dismissed and sent home.

Once ordered to shelter in place, students will move into the hallways, away from doors and windows. Catechists will take roll. Staff members have been assigned to place heavy plastic coverings over exterior doors and windows. Students will have access to restrooms.

The Philadelphia Fire Department states that the maximum time needed for a typical Shelter in Place event would be 5 to 6 hours.

In time of crisis, it is the instinct of all parents to want to come to school and get their children. During most emergency situations, this instinct is right. During a Shelter in Place event, it is not. Our school will be sealed off so no one can enter or leave the building. Anyone coming to school puts him/herself in danger and endangers the safety of students and staff inside the school building. Once the all clear signal is given by local authorities, and time for dismissal arrives, students will be released to parents.

XI. VOLUNTEERS

Volunteers are welcomed and encouraged to share their gifts of time and talent in service to the program. We are always seeking additional volunteers to assist with the arrival and dismissal of students, to serve as aides in the classroom, and to serve as catechists. All parents/guardians are required to abide by the Safe Environment Program of the Archdiocese of Philadelphia, which includes the following:

REQUIRED TRAININGS:

- *Safe Environment Training* session. This training is mandated by and provided through the Archdiocese of Philadelphia. The training session is about two and a half hours long and must be completed by new employees and volunteers within 90 days of beginning service with Saint Anselm CCD. This training needs to be completed one time only.
- *Standards of Ministerial Behavior and Boundaries (SMBB)*. All volunteers and employees must agree in writing to abide by and uphold the SMBB, which will be presented at the *Safe Environment Training Session*.
- *Mandated Reporter Training*: This training is required by PA State Law and is provided by the Archdiocese of Philadelphia. It consists of three 20 minutes training modules, which can be completed online. This training will be updated from time to time as PA State Law requires. Volunteers will be notified when this training requires updating. The entire training must be completed within 14 days of beginning service with Saint Anselm PREP.

REQUIRED BACKGROUND CHECKS:

- *PA State Police Criminal Record Check*. To be completed prior to beginning service with Saint Anselm PREP (fee paid for by the parish). Must be renewed every three years.
- *PA Child Abuse History Clearance*. To be completed prior to beginning service with the Saint Anselm PREP (fee paid for by the parish). Must be renewed every three years.
- *Federal Background Check (Fingerprinting)*: Required only of volunteers or employees who reside outside of Pennsylvania or who have resided outside Pennsylvania any time within the last 10 years (fee paid for by the volunteer and reimbursed by the parish after completing 3 months of volunteer service). To be completed prior to beginning service in Saint Anselm PREP.

XII. COMMUNICATION

Important reminders, updates, and program related news will be conveyed to parents via the email address provided at the time of student registration.

CONTACT INFORMATION:

Parents should feel free to contact the program director regarding any concerns or problems that may develop during the course of the year. The program director may be contacted using any of the means listed below. However, the quickest response will be obtained via email.

Program Director's Office: 215-637-3525 ext. 27

E-mail: apolselli@stanselmparish.com

Website: www.stanselmparish.com

Parents are urged to frequent the St. Anselm Facebook page for updates and news and to consult the CCD calendar for scheduling information.

UPDATING YOUR CONTACT INFORMATION:

The contact information that you provide at the time of registration will be used as the primary means of contacting you. Updating changes to this information, especially changes to email addresses, is your responsibility. In order to receive necessary and vital information pertaining to your child's participation in our program it is imperative that you notify the program director as to any changes in address, phone numbers, or email.

XIII. SOCIAL DISTANCING/CDC/HEALTH GUIDELINES

In the event of a COVID breakout or other such health concern, all rules and regulations of the Archdiocese of Philadelphia, the State of Pennsylvania, and the City of Philadelphia must be followed. In such a case, new protocols will be sent to parents and will supersede any rules, regulations, and protocols in this handbook, until such time that it is safe to lift them. If this should occur, parents will be notified of the new protocols and if/when they are repealed.

XIV. ATTACHMENTS

APPENDIX A:

Walk Waiver

APPENDIX B:

Bike Riding Waiver

**SAINT ANSELM PARISH
CCD Program
WALK WAIVER**

Instructions: This form should be completed, signed and returned **ONLY** if your child will walk home from CCD on a regular or occasional basis.

Parental Consent Form

I, the undersigned parent or guardian of _____, request that my child(children) listed above be permitted to walk home from CCD sessions on a regular basis. Therefore, I do hereby authorize the Program Director to release my child(children) from the CCD sessions at the appointed time so that my child(children) may walk home.

Further, as parent or guardian of the minor(s) named above, I do hereby expressly consent that my child(children) may walk home from the CCD session unescorted by an adult, and do further agree to hold blameless the parish of St. Anselm as a corporation along with it's pastor, employees, advisors and volunteer staff from any liability, claims, and damages for personal injury, property loss and/or damage that may involve my child(children) as a result of my child(children) walking home from the CCD session.

(Please print the following information)

Name of Participant(s): _____ CCD Level: _____

Parent or Guardian: _____

Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone: _____ Evening Phone: _____

Signature of Parent or Guardian

Today's Date

**A SIGNED AND DATED COPY OF THIS FORM MUST BE ON FILE IN ORDER FOR
YOUR CHILD TO WALK HOME BY THEMSELVES**

**SAINT ANSELM PARISH
CCD Program
Bicycle Release & Permission Form**

*Instructions: This form should be completed, signed and returned **ONLY** if your child will bike ride home from CCD on a regular or occasional basis.*

Parental Consent Form

I, the undersigned parent or guardian of _____, request that my child(children) listed above be permitted to ride his/her bike home from CCD sessions on a regular basis. Therefore, I do hereby authorize the Program Director to release my child(children) from the CCD sessions at the appointed time so that my child(children) may ride home.

Further, as parent or guardian of the minor(s) named above, I do hereby expressly consent that my child(children) may ride his/her bike home from the CCD session unescorted by an adult, and do further agree to hold blameless the parish of St. Anselm as a corporation along with its pastor, employees, advisers and volunteer staff from any liability, claims, and damages for personal injury, property loss and/or damage that may involve my child(children) as a result of my child(children) riding a bike home from the CCD session.

***Bicycles must be kept in the stairwell used to arrive and depart from CCD.
St. Anselm's Parish and none of its employees, staff, or volunteers will be held responsible for any damage occurring to any bicycle.***

(Please print the following information)

Name of Participant(s): _____ CCD Level: _____

Parent or Guardian: _____

Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone: _____ Evening Phone: _____

Signature of Parent or Guardian

Today's Date

**A SIGNED AND DATED COPY OF THIS FORM MUST BE ON FILE IN ORDER FOR
YOUR CHILD TO RIDE THEIR BICYCLE HOME**