

The 2020-2021 Student  
**Handbook**

ST. ANSELM'S ABBEY SCHOOL



**Student Name:** \_\_\_\_\_

**House:** \_\_\_\_\_ **Form:** \_\_\_\_\_

# ABOUT THIS HANDBOOK

This Handbook provides general principles and standards that govern our life together as students and parents, faculty, and staff—as a community. It is neither possible nor desirable to create a Handbook which establishes rules and procedures to cover every contingency nor to provide a definitive manual of consequences for infraction. The guidance herein may change during the course of this academic year. Ultimately, all matters of school programming are left to the discretion of the Headmaster.

With respect to questions or concerns of an academic nature, students and parents should consult first with the appropriate teacher and then with the appropriate Division Head (either the Head of the Upper School or Head of the Middle School). The Dean of Students oversees student activities and conduct. The Headmaster is ultimately responsible for all matters concerning the school community.

Enrollment in St. Anselm's Abbey School implies both knowledge of and agreement with the rules and procedures contained in this Handbook. Students and parents are encouraged to keep a copy of this Handbook readily accessible. A digital copy of this document is available on the School's website at [www.saintanselms.org/students](http://www.saintanselms.org/students). Additional printed copies, when available, may be obtained from the Dean of Students.

*Therefore, we intend to establish a school for the Lord's service. In drawing up its regulations, we hope to set down nothing harsh, nothing burdensome. The good of all concerned however, may prompt us to a little strictness in order to amend faults and to safeguard love. Do not be daunted immediately by fear and run away from the road that leads to salvation. It is bound to be narrow at the outset. But as we progress in this way of life and in faith, we shall run on the path of God's commandments, our hearts overflowing with the inexpressible delight of love.*

Prologue, The Rule of St. Benedict

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# ABOUT ST. ANSELM'S

*Not in buildings and equipment alone do schools as such, flourish;  
but rather in the happy realization of the sound philosophy and  
definite purpose formulated and enunciated by their founders.*

Fr. Austin McNamee, OSB, First Headmaster

## Mission Statement

St. Anselm's Abbey School is a Catholic, Benedictine community that nurtures the spiritual, personal and intellectual development of young men with demonstrated academic achievement through rigorous study of the liberal arts and sciences, preparing them for the demands of college and a life of learning and service to others.

*The monks operate their school on the assumption that unless the  
more intelligent members of society are able to subject themselves to  
a personal discipline, we will be unable as a nation to solve the  
serious but by no means insoluble problems that confront society.*

Fr. John Main, OSB, Fifth Headmaster

## History of St. Anselm's Abbey School

Continuing the long Benedictine tradition of education, the monks of St. Anselm's Priory, in 1942, with the approval and encouragement of the Archbishop of Washington, opened a four-year college preparatory high school for boys. Originally known as The Priory School, the name was changed in 1961 to St. Anselm's Abbey School following the monastery's elevation to the rank of abbey and to emphasize the School's close relationship to the monastery and to their common patron, Saint Anselm of Canterbury.

Originally the School was housed in a wing of the monastery, but in 1954, a separate Academic Building was erected north of the monastery. By 1946, a gymnasium had been built and playing fields laid out. In 1954, the seventh and eighth grades were added to create an integrated six-year academic program. Grade six was added in 1990. Two additions were made to the Academic Building in 1973 and 1990, as the needs of an expanding program required. In

2003, the “lower building” was erected, providing expanded gymnasium and athletic facilities as well as a performing arts center.

In the more than 75 years since its founding, St. Anselm’s has expanded from its entry class of 18 in 1942 to its current enrollment of approximately 260. The Benedictine educational tradition continues to be evident as the School offers a challenging academic program to talented students while striving to instill in its students the monastic values of community, tolerance, and respect for the value of work in the spirit of the Christian Gospels.

## The Benedictine Legacy

When Saint Benedict wrote his *Rule for Monasteries* in sixth-century Italy, no one could have foreseen the immense influence this short document would have in the following centuries, right up to our own day.

Saint Benedict himself prescribed no particular work for monks to do beyond what he called “the Work of God,” by which he meant those periods of prayer that bring the monks of a particular monastery together in their abbey church several times each day. But one kind of work for which Benedictines have become well-known is education: a field with which the monks of St. Anselm’s have been engaged ever since their monastery was founded.

Our Abbey School offers young men the wonderful opportunity to prepare for a fulfilling life in the modern world, but it does so on the basis of the time-tested values of Saint Benedict’s *Rule*: values such as humility, hospitality, attentiveness to the needs of others, and a reverential love of God.

The School seeks to promote and strengthen the ideals of Benedictine spirituality and tradition through a variety of programs. These programs are coordinated by the **Benedictine Ethos Committee**, a group of faculty volunteers that receives input from students, along with the Campus Ministry office and chaplain.

The annual **Benedictine Heritage Week**, usually held around the Feast of St. Benedict on March 21, provides a variety of speakers, activities, and other opportunities for learning and reflection on the Benedictine legacy. The week includes **Ora et Labora Day**, during which classes are canceled and the school community engages in community service, worship, and community-building activities.

Other Benedictine programs and initiatives are discussed under Campus Ministry and Community Service (page 22).

## Ten Hallmarks of Benedictine Education

The Benedictine ethos is at the core of our school's unique identity. The following *Hallmarks of Benedictine Education*, originally developed by the Association of Benedictine Colleges and Universities, are at the heart of what it means to be a Benedictine school in the 21st Century.

**Obedience**—a commitment to listening and consequent action

**Stability**—a commitment to the daily life of this place

***Conversatio Morum***—the way of formation and transformation

**Humility**—knowledge of self in relation to God, others, and creation

**Hospitality**—openness to the other

**Prayer**—a life marked by *lectio*, liturgy, and mindfulness

**Stewardship**—respect for the beauty and goodness of creation as a sacrament of God

**Discipline**—a way toward learning and freedom

**Community**—a call for service to the common good and respect for the individual

**Love**—of Christ and neighbor

## School Facts

### Forms (Grades)

St. Anselm's refers to grade levels as "Forms." The grade levels correspond as follows: Sixth is Form A, Seventh is Form I, Eighth is Form II, Ninth is Form III, Tenth is Form IV, Eleventh is Form V, and Twelfth is Form VI. Forms V and VI are also designated as the Upper Division.

### School Motto

The School's official Latin motto is *Pax in Sapientia*, which translates to "peace in wisdom" or "peace in understanding."

### School Colors

The School's official colors are maroon and grey.

### School Mascot

The School's official mascot is a Panther.

# ACADEMICS

*The education of the young has long been a favorite form of monastic activity because of its intrinsic worth. In the Priory School, the monk teachers, while aiming at the highest academic level, strive also to inculcate the wisdom and profound Christian spirit of Saint Benedict.*

Abbot Alban Boultonwood, OSB, First Abbot

## Grading

### Overview

**Upper School:** In the Upper School, the academic year is divided into two semesters, and courses may be either year-long or one semester in length. Numerical (percentage) grades are given for each course at the end of each semester. The final grade for a year-long course is the numerical average of the two semesters, with any grade ending in 0.5 rounded up to the next whole number. A grade point average is calculated (see “Grade Point Average”, below).

**Middle School:** In the Middle School, the academic year is divided into three trimesters, and all courses are year-long. Numerical (percentage) grades are given at the end of each *trimester*. The final grade for each Middle School course is simply the average of the three trimester grades. The School does not calculate a grade point average for Middle School students.

### Grade Point Average

The School calculates two grade point averages (G.P.A.s) for Upper School students: a non-weighted G.P.A. and a weighted G.P.A. The weighted G.P.A. is 0.5 points higher than the non-weighted G.P.A. No G.P.A. is calculated for Middle School students.

The G.P.A. is calculated based on the final numerical (percentage) grades earned. The numerical grades earned by a student in his academic (non-P.E.) courses are averaged, and a corresponding G.P.A. is assigned based on that overall numerical average. In calculating the overall numerical average, one-semester courses are given half as much weight as full-year courses.

G.P.A. equivalencies are given on the chart that follows. Note that a student’s overall numerical average is *not* rounded in assigning his G.P.A. For example, a student with an overall numerical average of 91.5 would receive a G.P.A. of 3.85.

## Grade Point Equivalencies

Numerical Grade	Non-weighted G.P.A.	Weighted G.P.A.	Letter Grade
100	4.0	4.5	A+
99	4.0	4.5	A+
98	4.0	4.5	A+
97	4.0	4.5	A+
96	4.0	4.5	A
95	4.0	4.5	A
94	4.0	4.5	A
93	4.0	4.5	A
92	3.9	4.4	A-
91	3.8	4.3	A-
90	3.7	4.2	A-
89	3.6	4.1	B+
88	3.5	4.0	B+
87	3.4	3.9	B+
86	3.3	3.8	B
85	3.2	3.7	B
84	3.1	3.6	B
83	3.0	3.5	B
82	3.0	3.5	B-
81	3.0	3.5	B-
80	3.0	3.5	B-
79	2.9	3.4	C+
78	2.8	3.3	C+
77	2.7	3.2	C+
76	2.6	3.1	C
75	2.5	3.0	C
74	2.4	2.9	C
73	2.3	2.8	C
72	2.2	2.7	C-
71	2.1	2.6	C-
70	2.0	2.5	C-
69	1.9	2.4	D+
68	1.8	2.3	D+
67	1.7	2.2	D+
66	1.6	2.1	D
65	1.5	2.0	D
Below 65	0.0	N/A (0.0)	F

## Passing & Remediation

Students must meet the academic requirements outlined in this section to be considered for re-enrollment at St. Anselm's Abbey School. To remain at St. Anselm's, a student must have an overall average of all his academic course grades at year-end of 70 or better, before any remediation.

**Full Passing Credit:** A student must earn a final grade of 70 or higher to receive *full passing credit* for an academic course.

**Grades Between 65 and 69:** A student whose final grade in any course falls between 65 and 69 must complete School-approved remedial work during the summer (see *Remediation Process*, below). Upon successful completion of approved remedial work, the student's final grade will be changed to 70 on his transcript, and the student will receive full passing credit for the course.

When a student earns a final grade between 65 and 69 and fails to meet the requirements prescribed in his School-approved remediation plan, he will keep his original final grade & receive a *Provisional Pass* for the course (see below).

**Grades Below 65:** A student whose final grade in any course falls below 65 must complete School-approved remedial work during the summer (see *Remediation Process*, below). Upon successful completion of approved remedial work, the student's final grade will be changed to 65 on his transcript, and the student will receive a *Provisional Pass* for the course (see below).

**Provisional Passes:** Any grade that remains between 65 and 69 after remediation is considered a *Provisional Pass*. A Provisional Pass is granted when a student successfully remediates a final grade that was originally below 65 (in which case the final grade is changed to 65), or when a student fails to remediate a final grade that was originally between 65 and 69 (in which case the original final grade remains unchanged).

To be eligible for re-enrollment at St. Anselm's, a student may have no more than three Provisional Passes in the preceding two-year period. (For example, a student who received two Provisional Passes in Form III may have no more than one Provisional Pass in Form IV to be eligible to return for Form V.)

Additionally, a student who earns a Provisional Pass in the same academic discipline in two consecutive years may be subject to dismissal.

**Remediation Process:** As described above, all final course grades below 70 must be remediated according to a School-approved remediation plan. Appropriate remediation work must be approved in advance by the Division Head, who reviews remediation plans in consultation with the relevant Department Chair. Once a remediation plan is approved, the student and his

family are responsible for making the necessary arrangements to complete the agreed-upon/approved remediation course.

In some cases, students may be able to remediate grades by completing a summer course in the School's own summer programs. In other cases, remediation may take the form of a course at another institution or independent study. Students remediating grades outside of St. Anselm's summer program must, in addition to remedial work, take and pass a St. Anselm's exam before remediation is deemed successful.

## **Academic Notice**

Students who are experiencing academic difficulty in one or more courses may be placed on Academic Notice. The process is intended to support the student in improving his academic performance.

In the **Upper School**, a student is eligible for Academic Notice after earning an F and a C; two or more Ds; one D and three Cs; or five Cs. In the **Middle School**, a student is ordinarily placed on Academic Notice after earning at least one grade below 65 or at least three grades below 70 in academic courses during a given trimester, and he typically remains so for the duration of the subsequent trimester. Students who exhibit academic difficulty may also be placed on Academic Notice in the middle of a marking period at the discretion of the Division Head.

Students on Academic Notice may not be allowed to participate in interscholastic athletics and may be prohibited from participating in clubs and/or other extracurricular activities.

While on Academic Notice, students may be required to attend regular study hall and will work with the appropriate faculty members (e.g. Division Heads, Form Advisors) to improve their academic performance. This may include the creation of a formal Academic Support Plan.

A student who fails to fulfill the requirements laid out for his period of Academic Notice may be asked to leave the School.

## **Honors and Advanced Placement Courses**

In the Upper School, every academic course, if not designated an Advanced Placement (AP) Course, is "considered to be of honors standard due to the rigorous nature of the entire curriculum." This is stated on the Official Student Transcript of Upper School students.

Because of the workload in AP courses, students are limited to *five* AP courses in any semester. Please note that students taking AP courses are expected to take the corresponding AP examination in May.

# Middle School Course Requirements

With the exception of electives in Fine Arts and choosing a modern language for study beginning in Form II, all Middle School students must take the same required sequence of courses as follows:

<p><b>Form A (Grade 6)</b></p>	<ul style="list-style-type: none"> <li>• Introduction to Liberal Arts, Grammar and Study Skills</li> <li>• English Composition, Grammar and Literature</li> <li>• Fundamentals of Math</li> <li>• Life Science</li> <li>• Reading the Hebrew Scriptures</li> <li>• World Geography</li> <li>• Instrumental Music or General Music</li> <li>• Introduction to Art</li> <li>• Computer Fundamentals</li> <li>• Physical Education</li> <li>• Intramural Athletics</li> </ul>
<p><b>Form I (Grade 7)</b></p>	<ul style="list-style-type: none"> <li>• English</li> <li>• Latin I-A (first half of First Year Latin)</li> <li>• Pre-Algebra</li> <li>• Earth Science</li> <li>• Reading the Hebrew Scriptures</li> <li>• Introduction to Classical Civilizations</li> <li>• Instrumental Music, Chorus, or Art I</li> <li>• Introduction to Drama</li> <li>• Computer Programming</li> <li>• Physical Education</li> <li>• Intramural Athletics</li> </ul>
<p><b>Form II (Grade 8)</b></p>	<ul style="list-style-type: none"> <li>• English</li> <li>• Latin I-B (second half of First Year Latin)*</li> <li>• Modern Language (French I, Spanish I, or Arabic I)</li> <li>• Algebra I</li> <li>• Physical Science</li> <li>• Introduction to the New Testament</li> <li>• U.S. and World History</li> <li>• Instrumental Music, Chorus, Art II, or Drama II</li> <li>• Physical Education</li> <li>• Intramural Athletics</li> </ul> <p><i>* Students transferring to St. Anselm's in Form II will normally postpone their study of Latin until Form III, when they would begin Latin I. Students joining Form II who have some background in Latin may choose to join Latin I-B with prior approval.</i></p>

## Graduation Requirements (Upper School)

A candidate for the St. Anselm's diploma must have successfully completed, at a minimum, the following coursework:\*

<b>Religion</b>	<ul style="list-style-type: none"> <li>• 4 full years at the Upper School level</li> </ul>
<b>English</b>	<ul style="list-style-type: none"> <li>• 4 full years at the Upper School level (must include one semester of AP Language and Composition)</li> </ul>
<b>Science</b>	<ul style="list-style-type: none"> <li>• Chemistry, Form III</li> <li>• Physics, Form IV</li> <li>• AP Biology, Form V</li> </ul>
<b>Modern Language</b>	<ul style="list-style-type: none"> <li>• At least 3 full years of the same language, the final year of which must be level IV or AP</li> </ul>
<b>Latin</b>	<ul style="list-style-type: none"> <li>• 3 full years, including at least 2 years at the Upper School level (students who begin their study of Latin in Form III must complete 3 years at the Upper School level)</li> </ul>
<b>Mathematics</b>	<ul style="list-style-type: none"> <li>• 4 full years at the Upper School level (including the completion of Pre-Calculus)</li> </ul>
<b>Social Studies</b>	<ul style="list-style-type: none"> <li>• AP World History: Modern, Form III</li> <li>• AP US History, Form IV</li> <li>• 2 semesters of American Studies electives in the Upper Division</li> </ul>
<b>Fine Arts</b>	<ul style="list-style-type: none"> <li>• Art (1 semester) and Speech (1 semester), Form III</li> <li>• Humanities, Form IV</li> <li>• 2 semesters of Fine Arts electives in the Upper Division</li> </ul>
<b>Physical Education</b>	<ul style="list-style-type: none"> <li>• PE and Intramural Athletics, Forms III and IV</li> <li>• One team sport or independent study each year in the Upper Division</li> </ul>
<b>Community Service</b>	<ul style="list-style-type: none"> <li>• 2 full years of weekly service (Forms V and VI)</li> </ul>

In the Upper Division (Forms V and VI), students are required to carry a six- or seven- course load each semester. Students may take an eighth course with Division Head approval.

\* *Upper School transfer students, including international students (especially those matriculating into Forms IV and above), may have certain graduation requirements adjusted or waived depending on the program of study at their previous school(s).*

# International Students

St. Anselm's Abbey School is pleased to welcome a diverse group of international students each year. An appropriate course of study for each international student is determined on an individual basis depending on the student's prior academic background.

## Class Rank

Class rank for our students is not a meaningful statistic because of the relatively homogeneous nature of our student body and the small size of our classes. Therefore, we do *not* calculate or record class rank. For those college applications that require it, however, we will provide ranking by quintile in the class, based on grades for the Upper School years prior to the application.

## Academic Advising

**Upper School:** Upper School students' academic progress is monitored by their Form Advisors, and in some cases an individual faculty advisor, who checks in with students on an as-needed basis and are available to give counsel regarding Upper Division course selections and requirements. Students are also encouraged to visit the Head of the Upper School or the appropriate Department Chair with questions about graduation requirements and course selection.

**Middle School:** Form Advisors are assigned to each Middle School Form. These teachers act as mentors to the students, and they often serve as the primary points of contact between school and home. Form Advisors meet with students regularly as a class and/or in small groups. Attendance at advisory meetings is mandatory. In some cases, students may also be assigned an individual faculty advisor.

## Homework & Assessment

Students will be held responsible for completing homework. This work, which represents an important component of the student's contribution to learning, should be completed with sufficient effort and in a timely fashion. The type and volume of homework will vary depending on the course. The following are general guidelines concerning homework loads.

Teachers will make every effort to ensure students have no more than two major assessments (tests and/or major projects) per day. Quizzes are not considered major assessments.

**Upper School:** In most cases, students can expect between two and three hours of homework per night. The volume of homework may vary considerably in the Upper Division depending on a student's current course load.

**Middle School:** Generally, students in Form A can expect 90 minutes of homework, five nights per week. In Form I the typical load increases to two hours a night, and in Form II, to two and a half hours a night.

## Panther Portal & Other Web-Based Tools

**Online Grade Access:** St. Anselm's an online learning management system, Blackbaud's MySchoolApp, that gives parents and students access to academic information, including student schedules, grades, assignments, and report cards. The School refers to this system as the "Panther Portal". Parents and students are all assigned a user ID and password upon entering St. Anselm's, which they will use throughout their time at the School.

A link to the Panther Portal is available in the "Students" section of the school website at [www.saintanselms.org/students](http://www.saintanselms.org/students).

Grades and report cards are available to parents exclusively through the Panther Portal. **Please note that paper report cards are not mailed home.** For this reason, it is important that all students and parents keep their Panther Portal login credentials readily available.

**Other Uses:** Faculty members may use the Panther Portal along with other web-based tools to post assignment information, digital documents, and class announcements. Students should be aware of their teachers' policies regarding course websites and, in cases where teachers use them to communicate assignments and other class information, they should check for such information regularly.

# Academic Integrity

All St. Anselm's students are expected to act with honesty and honor. Any behavior that violates this trust, such as cheating, lying, or plagiarism, is a serious offense. Engaging in or cooperating with such activity runs contrary to the spirit of the School's mission and what is expected of our students. Such violations will be treated as disciplinary matters.

- **First-time violators** of this policy will receive, at a minimum, a detention with the Dean of Students and a grade of "zero" for the test, quiz, or assignment in question.
- **Second-time offenders** are suspended for at least one day, a "zero" is recorded, and the student and his parent(s) must meet with the Headmaster, the Dean of Students, and the Division Head to ascertain the circumstances surrounding the offense and the likely consequences of a third offense.
- **Third-time offenders** will be subject to further disciplinary action, which may include dismissal from school.

# Academic Accommodations

St. Anselm's seeks to support students with diverse learning styles. With appropriate documentation and approval by the relevant Division Head, families may seek reasonable accommodations for documented learning differences.

Families seeking accommodations or modifications should contact the relevant Division Head and/or the School Counselor at the beginning of the academic year.

# Honor Roll

An honor roll is announced at the end of each marking period to provide special recognition for students whose academic performance is exceptionally strong. The Middle School honor roll is announced following each trimester, and the Upper School honor roll is announced following each semester.

The honor roll is reserved for students with an overall average grade of 93 or above in their non-P.E. courses for the given marking period. Equal weight is given to all academic courses in calculating a student's overall numerical average.

# SCHOOL LIFE

*Listen carefully, my son, to the master's instructions, and attend to them with the ear of your heart. This is advice from a father who loves you; welcome it, and faithfully put it into practice.*

From the Prologue, Rule of Saint Benedict

## Athletics

### Physical Education Classes and Intramurals

As a part of the regular curriculum, all students in Forms A through IV participate in Physical Education classes. Underclassmen have at least four periods of structured physical activity each week, including intramural competitions. Students in Forms V and VI are required to participate in one interscholastic sport each year or to complete an independent study under the guidance of the Athletic Department.

Students in P.E. classes and intramurals are required to wear uniforms, provided by the Athletic Department at the beginning of each year. Additional shirts and shorts can be purchased from the Department for \$10 per item. Socks and sneakers are required.

### Interscholastic Sports

Students at St. Anselm's participate in a variety of interscholastic sports. St. Anselm's is a member of the Potomac Valley Athletic Conference (PVAC), the Mid-Atlantic Wrestling League (MAWL), and the Washington Interscholastic Lacrosse League (WILL).

Tryouts are required for certain interscholastic sports teams. Tryout dates will be announced in advance and communicated via the School's website and/or Weekly Bulletin. Depending on the sport and the turnout of players, tryouts can last two to five days.

<b>Fall</b>	Soccer (V, JV, MS); Cross Country (V, MS); Fall Golf (V)
<b>Winter</b>	Basketball (V, JV, MS); Wrestling (V, MS); Winter Track; Swimming (V)
<b>Spring</b>	Baseball (V, MS); Track (V, MS); Tennis (V, JV); Lacrosse (V, MS); Golf (V); Fencing (V, MS)

V: Varsity; JV: Junior Varsity; MS: Middle School

# Counseling and Advisory

## College Counseling

The College Counseling Office promotes the mission of St. Anselm's Abbey School through its services to the school-wide community. Two full-time counselors work to ensure that all students have the guidance and preparation they need to navigate the complex process of applying to college.

College placement at St. Anselm's is rooted in the context of the spiritual, intellectual, and personal development and achievement of each student. Counselors, advisors, teachers, coaches, parents and students are partners in this process. The goal is that each graduate will attend a college or university that is appropriate for his continuing development as a scholar, citizen, and individual.

The college counseling process begins in earnest early in the Form V (junior) year, but the School offers programs and workshops that may be of interest to students and parents of all grade levels. For more information, visit the Office's website at [www.saintanselms.org/college](http://www.saintanselms.org/college).

## School Counseling

The School Counseling Office works to foster the well-being of every student at St. Anselm's Abbey School through a holistic approach that encompasses mind, body, and spirit. The School Counselor is available to students, families, and faculty and staff to address social, emotional, and developmental issues. The School Counselor provides ongoing support and guidance to students through individual counseling sessions and group activities. In addition, students may also receive short-term individual counseling and/or participate in group counseling or peer counseling sessions.

When needed, the School Counselor will provide students and families with information regarding psychiatric and psychological resources available in the community. Students are encouraged to speak to the School Counselor around social and emotional issues as needed. At times, students may be referred to the School Counselor by faculty, staff, or administrators. Parents should feel free to contact the School Counselor to discuss concerns that they may have about the psychosocial issues and/or developmental needs of their son and/or to request that the School Counselor meet with their son. Parents are strongly encouraged to share any outside counseling information with the School Counselor so we may best serve the needs of their son.

## Form Advisory Program

The Form Advisory program plays a significant role in the School's efforts to foster regular, positive communication between students and faculty. Each Form is assigned one or two faculty members who serve as their Form Advisor. Form

Advisors meet with students regularly, both in small groups and as a class, to convey valuable information and to gather feedback that may be passed on to the administration and the Form's teachers. Form Advisors may also serve as a contact for parents regarding academic, extracurricular, and logistical issues relating to their designated Form.

Students are expected to attend all Form Advisory meetings, which will be announced in advance and may take place during lunch periods or 10th period. Students should also feel free to approach their Form Advisors outside of regular meeting times with any questions or concerns about life at St. Anselm's.

## Student Life

### House System

Shortly after entering St. Anselm's, each student is assigned to, and remains a member of, one of four Houses within the school community. All Forms are represented in the membership of each House. The Houses are led by House Heads (from Form VI) and Assistant House Heads (from Form V), who also represent their Houses on the Inter-House Council (see below). During the year, House members participate in a variety of activities—social, charitable, and religious—that positively impact the overall state of student life at St. Anselm's.

The four Houses and their namesakes are:

- **Alban House:** Abbot Alban Boulwood, OSB, first Abbot of St. Anselm's
- **Austin House:** Fr. Austin McNamee, OSB, first Headmaster of the School
- **Main House:** Fr. John Main, OSB, fifth Headmaster of the School
- **Moore House:** Fr. Thomas Verner Moore, OSB, founder of St. Anselm's Abbey and School

### Inter-House Council (Student Government)

The Inter-House Council (IHC) is the student government of St. Anselm's Abbey School. Under the auspices of the IHC, student leaders plan social events, service and fundraising activities, and other programs with the goal of boosting school spirit and enhancing the student experience at St. Anselm's. Members of the IHC also serve as the student body's primary liaisons to the administration and faculty.

The IHC is made up of eleven upperclassmen: a president, a vice-president, two representatives from each of the four Houses and a director of the Big Brother program. The two-House representatives are the House Head, a Form VI student, and the Assistant House Head, a Form V student.

The IHC president and vice-president, who are members of the Form VI class,

are elected by the student body. In the spring, Form V students who wish to serve in these roles are invited to form “tickets” (of one presidential candidate and one vice-presidential candidate) and to submit letters of interest to the Headmaster, who approves tickets for entry to the school-wide election at his discretion. Following an interview process, a campaign period, and a candidate forum, an election is held in which all students in Forms A through V may participate. If no ticket receives a majority of votes cast in the initial election, a run-off election is held between the top two tickets.

House Heads and Assistant House Heads are selected by a panel of faculty and administrators, with input provided by student leadership. Each spring, following the election for IHC president and vice-president, interested students in Forms IV and V are invited to submit letters of application to the Headmaster to serve as their House’s Head or Assistant Head in the following school year. These individuals are interviewed and selected by a panel of administrators and faculty members who also consider the input of current and former student leaders when making their selections.

**Middle School Inter-House Council:** At the Middle School level, each House is represented on the Middle School Inter-House Council. The Middle School IHC plans social events and other programs specifically for Middle School students, and it supports the efforts of the school-wide IHC as described above. The Middle School IHC consists of eight members, one delegate from each House from each of Forms I and II. At the beginning of the Fall semester, interested students in Forms I and II are invited to submit letters of application to serve on the Middle School IHC. Delegates are selected by their relevant House Head and Assistant House Head in conjunction with the Dean of Students and the Head of Middle School.

## **Activities and Clubs**

Students are encouraged to participate in the social activities and clubs that are offered at the School. At the start of the school and in January a club fair is held for students to learn about the different clubs and select a club of their interest. An updated club list is then posted at the beginning of each year, though offerings may change over the course of a year. Students are expected to participate in at least two 10<sup>th</sup> period clubs or extracurricular activity weekly each year.

Most clubs and activities at St. Anselm’s meet regularly during 10<sup>th</sup> period, providing all students an opportunity to participate regardless of athletic or extra-scholastic commitments. Some clubs may meet at other times, including after school and/or during lunch periods.

Certain clubs and activities may maintain membership criteria for students. For example, students may be asked to audition or apply for membership in a club in

which membership is necessarily limited, or they may be required to maintain a certain level of attendance at club meetings and events. Club membership may also be limited based on grade level and size. Clubs will not limit their membership based on ethnicity, religion, or cultural background.

Many clubs and activities are student-led, and students are welcome to start new clubs and initiatives. To start a new club, a group should include at least three interested students, and they should find a member of the faculty or staff willing to serve as the group's moderator. The group then submits a proposal to the Dean of Students, who approves new student groups after review of the group's proposal and conferral with the faculty moderator. Moderators are responsible to taking weekly attendance. Students are encouraged to attend all club meetings in order to earn house points.

## **Campus Ministry and Community Service**

As a Benedictine school, St. Anselm's seeks to foster the personal and spiritual development of every student. All students periodically participate in liturgical worship services, take part in retreats and days of reflection, and share in opportunities for discussion guided by the Catholic understanding of the nature of the human person in the light of the Gospels of Christ. St. Anselm's respects the various religious traditions present in our diverse student body and promotes exchange and mutual understanding.

Students in Forms I, III, and VI have an annual off-campus retreat day. Students in Form V participate in a four-day Kairos retreat off campus. There are three places for personal prayer and reflection on campus available to students: the monastery church, the school Chapel of St. Benedict in the Academic Building, and the Subiaco Oratory, a meditation room in the campus ministry building. Mass is celebrated in the school chapel at regular times convenient for teachers and students to participate. Masses and prayer services for the whole school community or for the four Houses are held approximately once a month in either the monastery church or the Devine Performing Arts Center. Class Masses take place weekly on a rotating basis in the monastery church. Students are invited and encouraged to join the monks for the Liturgy of the Hours in the monastery church when they can. The Fides Fellowship is a group of students and faculty who meet regularly to discuss matters of faith, morality, and ecumenical and interfaith exchange.

Service is faith in action, and St. Anselm's strives to develop within its students a spirit of sharing and service by encouraging them to participate in a variety of outreach activities. All Form V and VI students as part of their program spend one morning each week in service activity off campus at one of 12 service partner sites. These sites involve tutoring elementary students in four public and parochial schools in our area, working as teacher aides in special education or

child development programs, serving the elderly in their homes or in a nursing facility, and helping at area food banks. Working through student leadership in the Houses and spearheaded by our Service Club, which is open to all Forms, students can get involved in school-wide, House, or class projects on and off campus. These opportunities help students to develop an awareness of local and worldwide needs through collections, drives, and various day-service programs.

## **Library**

The school library is in the Academic Building and is dedicated in memory of Paul W. Stafford, a former chief of the Washington, D.C. Fire Department and the father of C. Richard Stafford, '53.

The library is to be used primarily for scholarship. The facility opens at 7:45 a.m. and closes at 5:00 p.m. each weekday. Notices will be posted in the library whenever it closes early. The library may operate under an adjusted schedule when Advanced Placement and final exams are in session.

The library has space for individual and group study. The library has various work areas for individual and group work, along with computer workstations.

In addition to the library's desktop computers, there are laptops available for students and teachers to check out for use in the library. All computers are connected to a networked printer located in the library.

The library also offers a variety of web-based resources, which can be accessed through the library's website, via the School's website at [www.saintanselms.org/academics/library](http://www.saintanselms.org/academics/library). These resources include subscription-based online research databases, helpful links, and the online library catalog and they can be accessed remotely as well as at school.

Students are asked to observe common-sense standards of conduct in the library and to help maintain an environment conducive to quiet study. Food and drink are prohibited. Students should always be sensitive to the needs of other library users, and they are asked to treat the faculty, students, books, and computers with respect. Students who are disruptive or disrespectful may be asked to leave by the librarian and may face further disciplinary action. Please observe posted rules regarding library conduct.

## **Lost and Found**

Students may find lost school supplies and clothing items in "The Cave," which is located in the Academic Building near the Reid Auditorium. The Cave is open regularly before first period (refer to posted hours) and by appointment.

A secondary lost-and-found area is in the lower building.

## Student Health

St. Anselm's has a certified athletic trainer and medic on staff, who serves as a resource for students and parents regarding health and wellness concerns. The medic also serves as a liaison between families and the School's faculty and staff regarding student health needs. The school medic's desk is in the Main Office.

Students with chronic or recurring health issues, those with severe allergies, and those who need to take medications during school hours must make the school medic aware of their needs. The medic ensures that teachers have necessary information and training regarding the health needs of students.

Health records, emergency contacts, and immunization records are maintained by the medic. Parents and or guardians are asked to promptly comply with requests for information regarding these forms. For safety and legal reasons, it is important that we maintain accurate records on each student's health.

## Transportation

For the convenience of students and their families, St. Anselm's offers the following shuttle services:

- To and from Fort Totten Metro Station
- From Bethesda/Northwest DC (Chevy Chase, Md.)
- From Northern Virginia (McLean/Arlington and Alexandria)

The timing, frequency, and cost of these shuttles vary from route to route.

### Fort Totten Metro Shuttle (Morning and Afternoon)

**Morning:** School buses pick up students from the **Fort Totten Metro Station** in a continuous shuttle service between 7:15 and 7:40 a.m. The cost for this morning shuttle is \$150/year. For students who use the morning shuttle only occasionally, students may buy a five-ride ticket for \$10 in the Main Office. Please note that this morning shuttle ticket is distinct from the afternoon shuttle ticket.

**Afternoon:** St. Anselm's buses depart for Fort Totten at 3:30 p.m. (departure from Academic Building only), 5:00 p.m. (departures from Academic Building and gym parking lot), and 6:00 p.m. (departure from gym parking lot only). This schedule applies on all regular school days, and buses will run on a modified schedule during exams and half days. There is no need to pre-register for the afternoon shuttle. The cost is \$0.25 per ride, and 5-ride tickets are available at the Main Office for \$1.00

## **Bethesda/Northwest DC Shuttle (Morning Only)**

A morning shuttle bus picks up students at three locations in Bethesda, Md. and Northwest Washington as indicated (times are approximate due to traffic):

- Church of the Little Flower 7:00 a.m.  
5607 Massachusetts Avenue, Bethesda (Church parking lot)
- Friendship Heights Metro Station 7:10 a.m.  
(Metro bus stop on Western Ave. in front of McDonald's)
- Glover Road NW 7:20 a.m.  
(Parking lot by the Rock Creek Park Nature Center)

Students who wish to ride this shuttle route must sign up in advance. Information is available from the Business Office. The cost of this shuttle is \$1,100/year, one-way, morning only.

## **Northern Virginia Shuttle (Morning Only)**

The Northern Virginia route is comprised of two shuttles, the McLean/Arlington shuttle, and the Alexandria shuttle. These two shuttles meet at the Pentagon City Metro Station, where students from the Alexandria route disembark and board the McLean/Arlington shuttle. Routes and approximate times are as follows:

### **McLean/Arlington:**

- Chesterbrook Shopping Center 6:40 a.m.  
6234 Old Dominion Drive, McLean (next to Starbucks)
- St. Thomas More Cathedral 6:55 a.m.  
Route 50 & Glebe Road, Arlington (parking lot off N. Cathedral Lane behind KFC)
- Pentagon City Metro Station 7:10 a.m.  
1101 S. Joyce Street, Arlington (Pentagon Row by fountain/ice skating rink)

### **Alexandria:**

- Belle View Shopping Ctr., 6:35 a.m.  
1632 Belle View Boulevard, Alexandria (in front of Safeway)
- Bradlee Shopping Center 6:55 a.m.  
3610 King Street, Alexandria (next to McDonalds)

Students who wish to ride this shuttle route must sign up in advance. Information is available from the Business Office. The cost of this shuttle is \$1,400/year, one-way, morning only.

# GUIDELINES FOR STUDENTS

*Youth resembles wax perfectly prepared to receive the impress of a seal. If the wax be too soft or too hard, it will take only a partial impression. Between these two extremes comes adolescence, whose dispositions are nicely balanced, and whose hearts may be molded to true teaching. That is why where the young are concerned, I use a double solicitude.*

From the writings of Saint Anselm (1033-1109)

## Schedule and Attendance

### Arrival and Departure

Prior to 7:45 a.m., all students should arrive at the Athletic/Performing Arts Building (lower parking lot), which opens at 7:15 a.m. The Academic Building is open to students at 7:45 a.m.

Afternoon pick-up takes place in the lower parking lot by the gym, or, when necessary, at the traffic circle in front of the Academic Building. The Academic Building is open to students until 4:30 p.m., except for the library, which is generally open until 5:00 p.m. The Athletic/Performing Arts Building is open until 6:00 p.m.

Unless taking part in a practice, rehearsal, or other school-sponsored activity, students should be picked up (or depart via shuttle or bus) no later than 6:00 p.m. each day. The School provides staffing until 6:00 p.m. and asks that parents be on-time for pick up. Failure to do so on a repeated basis will be addressed by the school administration.

### End of the School Day

The school day ends at 3:30 p.m. The last period of the day is reserved for activities such as assemblies, club meetings, Form meetings, House meetings, study halls, etc. Athletic practices do not begin until 3:45 p.m. Students picked up prior to 3:30 p.m. or those who must leave due to an excused dismissal must notify the Main Office in advance and follow the sign-out procedure described in “Leaving School Early,” below.

### Tardiness

The school day begins at 7:55 a.m. with morning prayers and announcements that precede first period. Students must report to their first-period class in dress code. Students who do not arrive to class by 8:00 a.m. must check in with the

Main Office for a tardy slip. Upper Division students who are not assigned to a first-period class should report to school no later than 8:35 a.m., regardless of the time of their first class of the day.

Students are considered late for a class if they are not in the designated classroom when the bell rings to begin class. If a student is late for class, he should proceed to the Main Office for a tardy slip before going to class. A student who is late for class or an assigned activity will not be admitted without a late slip signed by a teacher or school official.

Chronic lateness to school will be addressed on a case-by-case basis by the school administration, and appropriate disciplinary measures may be taken. Students and parents should also understand that when a student is repeatedly late for a class, such tardiness negatively impacts the student's ability to participate fully in the class and can be a disruption to his classmates and teacher. Chronic lateness may also result in academic consequences in addition to disciplinary measures.

## **Absences and Illness**

In the case of an unforeseen absence, parents or guardians should call the school office between 7:30 a.m. and 7:55 a.m. If an absence is anticipated, a note from the boy's parent or guardian explaining the circumstances of the absence should be sent at least one day in advance to the appropriate Division Head.

Without parental notification, absences are considered unexcused. Except in extraordinary circumstances, notes from parents or guardians explaining absences that were taken without prior notification are not acceptable.

Except for reasons approved by the Headmaster, a student who has missed more than 15 class meetings or their equivalent in a given marking period is subject to a failing grade in the affected class(es).

Students who arrive at school after 10:00 a.m. due to illness may not participate in after-school activities, including athletic competition.

## **Illness During the School Day**

If a student becomes ill during the school day, he must report to the Main Office. A determination will be made in consultation with his parents about his being sent home.

There is an infirmary room available for students who do not feel well. If a student wishes to use the infirmary, he must first report to the Main Office to consult with the school medic.

## **Leaving School Early**

If a student must leave school before 3:30 p.m., his parents are to notify the School and must sign the student out in the Main Office prior to departure. Students are responsible for notifying teachers, coaches, and advisors of any classes, practices, and/or meetings they miss due to early departure, and for making up any missed assignments or assessments at a time to be determined by the teacher. If the student is taking Metrobus, he must notify the security guard in the Commons, who will accompany him to the bus stop. If a student leaves school early due to illness they will not be permitted to return to participate in athletics, practice, or competitions.

Upper Division students (Forms V and VI) are permitted to leave campus following their last class or obligation of the day; refer to “Personal Safety and Security” for further information and sign-out procedures.

Families are asked to make every effort not to schedule activities on a routine basis that would necessitate a student leaving school before 3:30 p.m. If this is unavoidable, families must communicate the situation to the administration who will provide further guidance.

## **Unexcused Absences**

Every student is expected to be present for all scheduled classes and required activities during the school day, which runs from 7:55 a.m. to 3:30 p.m. “Cutting” classes is taken seriously by the administration and will result in adverse consequences, which may include a suspension from school. Service for Upper Division students is treated exactly like a class.

## **Absences Due to College Visits**

As a college preparatory school, St. Anselm’s understands that the process of selecting a college may occasionally cause students to miss class. However, students and families are asked to make every effort to minimize the impact of college visits on the student’s academic obligations at St. Anselm’s. Students are expected to make up all assignments they miss while visiting colleges or attending college information sessions. When a student fails to follow the policy outlined below, an absence due to a college visit is considered unexcused.

**Away Visits:** Seniors in good academic standing are permitted to miss up to five school days to visit colleges, including visits before and after acceptance.

College visit days must be scheduled at least three days in advance. For each day of school missed, a student must complete a College Visit form and obtain the signature of a parent/guardian and each teacher whose class the student will miss that day. The teacher’s signature indicates that the teacher is aware of the student’s intention to be absent on the day in question, and that the student has

made appropriate arrangements for making up missed work. The completed form, with all signatures must be submitted to the Dean of Students.

**College Information Sessions:** Each year, more than 40 college and university representatives visit St. Anselm's to make presentations to interested students. Students must register for these presentations no later than one day before an information session. A student who has not registered in advance will not be permitted to attend the meeting. If a student will have to miss a class session for a college visit, he must confer with the teacher at least one day before that meeting which is the student's responsibility. No student may leave a class to meet with a college rep if he will be missing an exam or the presentation of a major project. Permission to allow a student to miss class to attend a college meeting is solely at the teacher's discretion.

## **Emergency School Closings**

In case of weather-related closings and late openings, St. Anselm's follows the decision of Montgomery County (Md.) Public Schools (MCPS). If MCPS is closed, St. Anselm's is closed; if MCPS has a two-hour delayed opening, St. Anselm's will be delayed two hours.

Any adjustments to our regular schedule will be posted on the school website and an email will be sent to all parents.

St. Anselm's generally does not follow the decision of MCPS regarding early dismissals. Typically, St. Anselm's does not close early due to inclement weather. Parents are welcome to pick up their students early if they are concerned about travel conditions in bad weather. Parents will be contacted directly in any cases of early closure.

In emergency situations unrelated to weather, St. Anselm's will contact parents directly via e-mail and/or phone with a message regarding the School's status.

# Student Conduct

## 8 Simple Rules

Most of what the school asks of students at St. Anselm's can be captured in the following 8 Simple Rules.

1. Be on time
2. Be in dress code
3. Be a good steward
  - of our home
  - of our reputation
  - of your character
4. Be committed
  - to who you are
  - to what you can become
5. Be disciplined
6. Be modest
  - in all things
7. Be kind
8. Be a team player

## Proper Decorum and Deportment

**In School:** A positive learning environment requires students to exercise self-control, discipline, and proper regard for their fellow students, faculty, and the community. No student may infringe upon another student's right to learn or the efforts of a faculty member to teach.

The following list is a sampling of manners and behaviors expected in school.

- Students should be on time and prepared for class.
- In class, students should give their full attention and remain on task; which includes not doing homework or studying for other classes.
- Students should never be disruptive or disrespectful to a teacher or fellow student.
- Students should refrain from running, roughhousing and horseplay in the school buildings.
- Students should not sleep in the hallways, classrooms, library, or locker rooms.
- As a sign of respect, students are expected to rise when adults enter a classroom.
- Students should help maintain a clean and orderly environment, including picking up litter and taking care of personal belongings.
- Students should refrain from eating or drinking outside of designated areas, which include the Commons, Student Activities Room, and outdoor spaces.

**Off Campus:** A student is an ambassador of the School; therefore, his behavior in public should always be exemplary. Students will be held accountable for their behavior while traveling to and from school, and when en route to/from and attending any school-related activity.

Students should note that the expectations put forth in this handbook are in effect when students are under the School's jurisdiction, regardless of location.

## **Classroom Guidelines**

In addition to the guidelines set forth in this Handbook, students should be aware of and adhere to their individual teachers' expectations regarding classroom conduct. Students will report to the Main Office no later than 5 minutes after the bell rings if a teacher is not present.

To ensure a stable, peaceful learning environment, no individual should enter a class that he is not scheduled to attend without approval of the class's instructor. It is the School's policy that parents may not visit classes for observational purposes, or for any other purpose except by special invitation from the teacher.

## **Dress Code**

Since its founding, St. Anselm's has maintained a dress code for its students. Through the dress code, the School seeks to reinforce a positive learning environment characterized by mutual respect, collegiality, and academic excellence. Students who repeatedly violate the dress code will be subject to disciplinary action.

The School reserves the right to regulate hairstyles, hair color, facial hairstyles, clothing accessories, and jewelry.

**Regular Dress Code:** Unless otherwise announced or approved by the administration, students are always expected to adhere to the School's dress code in the Academic Building, and from the beginning of first period until dismissal in all other campus locations. Students not in dress code, should be sent to the Dean of Students office. The administration reserves the right to determine whether a clothing item meets dress code. Acceptable dress code consists of:

- **Jacket (October through April):** Blazer, sport coat, or suit jacket
- **Trousers:** Khakis, corduroys, or dress pants (any color). Jeans (of any color), cargo pants, camouflage pants and elastic bottomed pants are not acceptable.
- **Belt:** Leather or club belt, or suspenders.
- **Shirt:** Oxford dress shirt (any color/pattern; button-down, straight, or spread collar). Shirts must be kept completely tucked into the pants at all times.
- **Sweaters:** Wool, cotton, or synthetic sweaters or vests may be worn, provided they fit comfortably under the jacket. Sweatshirts, hoodies,

and athletic fleeces are not permitted as part of regular school dress code except when specifically authorized by the administration.

- **Tie:** Necktie or bowtie, tightened up to the collar.
- **Shoes:** Standard dress oxfords or loafers; any color suede oxfords. Oxfords must have laces and be kept tied. Prohibited shoe styles include but are not limited to the following: athletic shoes of any kind; outdoor boots or work boots, including Timberlands; and canvas-topped shoes with rubber soles.
- **Socks:** Dress socks or argyles.

**Tag Days:** From time to time, the School holds casual-dress days, known as “Tag Days,” when the normal dress code is relaxed.

Students and parents are asked to keep the following guidelines in mind concerning Tag Days:

- Shorts and pajama pants are not permitted.
- Tank tops and sleeveless shirts are not permitted.
- No clothing with inappropriate messages, including advertisements for or references to alcohol, tobacco, or drug products.
- Flip-flops / sandals and bare feet are not permitted.
- Hats and other headgear, including bandanas, should not be worn in the buildings.

Students are typically asked to pay a nominal fee (\$5 or less) to participate in a Tag Day, the proceeds of which may go to support a charitable organization or a special project in the School. Tag Days may call for students to wear school colors or dress according to a theme. Students who choose not to participate in Tag Day must be in dress code.

**Other Casual Dress Occasions:** The above guidelines may also pertain to other casual dress occasions, including certain field trips, retreats, and activities outside normal school hours. When in doubt, contact the relevant faculty member or administrator for guidance on dress code.

**Athletic Wear:** To participate in physical education classes and intramural athletics, students must wear their school-issued athletic uniforms, as well as appropriate athletic shoes and socks unless staff directs otherwise. Additional shirts and shorts are available from the Athletic Department for \$10 per item.

## Fundraisers

From time to time, student groups may hold fundraisers to support activities and initiatives at the school or causes outside the school. Such fundraisers may include bake sales, pizza sales, Tag Days, or other activities. All student fundraisers must be presented to and approved by the Dean of Students at least two weeks in advance.

Students are not allowed to sell items at school, including candy, sodas, donuts, etc., for personal profit.

## **Mobile Electronic Device Policies**

**A Note on Good “Digital Citizenship”:** St. Anselm’s standards for appropriate online communication are necessarily high. One of the challenges of the digital age is that everything we write, or post online leaves a long-lasting and even permanent record known as a “Digital Footprint.” Anything posted can potentially be seen by faculty members, other students, families, and other members of the school’s extended community.

While the school respects the right of students to use social media, networking, and other internet media, it is important that students’ personal use does not damage the school’s reputation, its employees, or its students or their families. Students should exercise care in setting appropriate boundaries between their personal and public online behavior. All concerned must understand that what is private in the digital world often has the possibility of becoming public, even without one’s knowledge or consent. The school strongly encourages all students and families to carefully review privacy settings on any networking and/or social media site. Please exercise care and good judgment when posting content and information on such sites. Posting derogatory comments or inappropriate images of another student, a teacher or faculty member, or the school may result in serious disciplinary action.

The following standards dictate the circumstances of acceptable technology use:

**Upper School Students:** Students may use devices and phones before, after and during school hours outdoors (on morning break and during free periods), in the Commons, Library (handheld devices in the library are held to the same expectations and rules as use of library computers), and in other designated areas as directed by school staff. Students are not allowed to use or have cell phones out in the hallway while transitioning between classes. Cell phones should also be put away in the classroom during school hours unless a teacher has given permission to use devices for a class activity or assignment. Violation of these rules may result in devices being confiscated.

**Middle School Students:** Middle School students may not use phones or devices on campus between 7:55 a.m. and 3:00 p.m. unless specifically directed to do so by a faculty/staff member. Cell phones must be placed in lockers before the first morning bell and should not be retrieved until 3:00 p.m. The administration reserves the right to adjust the designated times for use of devices and phone for individuals or a group of students. Violation of these rules may result in devices and or accessories being confiscated.

**Headphones and Earbuds:** During school hours, students should remove earphones, headphones, headsets, and earbuds before entering buildings. Listening accessories of any kind are not to be worn in the hallways, in classrooms or as students transition between classes inside of buildings. Upper School students may use their headphones/earbuds in areas designated for cell phone use. Violation of these rules may result in accessories being confiscated.

**General Use:** Outside of the approved areas and times above, devices and phones may be used only for specific instructional use with teacher permission. Students may use devices or phones in classrooms only when the teacher has granted permission for academic reasons. Personal computers, laptops, and/or tablets may be used in class at the discretion of the teacher and/or if the student has an approved accommodation.

During formal assessments and/or at the teacher's direction, all students must have electronic devices including tablets, phones, and smart watches powered off and stored away from their person (Middle School students' phones must be in their lockers). Failure to do so violates the spirit of our academic integrity policy and may result in disciplinary action. Teachers have the right to collect all devices during class.

**Unacceptable Use:** Examples of unacceptable use include but are not limited to the following: using the device for online shopping, gaming, and browsing social networking sites. Under no circumstances should any device be used to take pictures of, or record (video or audio) anyone, at anytime, anywhere on campus without staff/faculty knowledge or permission, as well as the knowledge and permission of the individual(s) being recorded.

**Risk:** Cell phones and other electronic devices are brought to school at the student's own risk. The School is not responsible in the case of theft.

**School Email Accounts:** Incoming and outgoing email traffic is monitored, and students are aware school email accounts should only be used for academic and other school-related purposes. For more detail about rules and guidelines refer to the Acceptable Use Policy.

**Disciplinary Action:** Students who violate the School's policy on electronic devices will be subject to disciplinary action, which may include extended confiscation of devices.

**Acceptable Technical Use Policy:** Students must comply with the technology program's Acceptable Use Policy. Students must turn in their signed Acceptable Technical Use Policy before they will receive a password to school systems. Until such time they will not be able to use any school technology resources.

## **Food and Beverages**

Food and beverages will not be consumed in the Academic Building (including the library), the gymnasium, or the Devine Performing Arts Center. Eating is permitted in The Commons, the Junior/Senior Lounge, and outdoor spaces. Food brought from home should be kept in lockers until the student's lunch period begins. Gum-chewing anywhere in the school buildings or on the grounds is prohibited.

## **Respect for Property**

In his *Rule*, St. Benedict stresses the importance of care for material possessions, declaring that all of a monastery's goods and property should be regarded as "sacred vessels of the altar." Students of St. Anselm's are expected to treat school property and the property of others with care and respect. Theft, vandalism, and damage to property are grave violations of the trust given to a student and the respect accorded to and demanded of him. Violators may expect to pay for property damage and will be subject to disciplinary action, which may include suspension or dismissal.

## **Lockers and Valuables**

Lockers enhance security and when used consistently, reduce loss and theft. Every student is given a combination locker in the Academic Building and in the gym and should use them. Combinations are given to students individually and should be kept private. Lockers should always be kept closed and locked.

All items of great value should be left with the Dean of Students. Musical instruments should be put in the lockers in the Reid Auditorium, and arrangements should be made with the Athletic Director to store bulky athletic equipment.

The School does not assume responsibility for electronic equipment, money, or other valuables. Such items should be left at home except when truly necessary. If it is necessary to bring such items to school, they should be secured in a locker or given to the Dean of Students or another faculty member for safekeeping. At no time should students leave valuables unattended and unsecured.

## **Bullying, Harassment, and Teasing**

St. Anselm's is committed to providing a learning environment in which all community members are treated with dignity and respect. The administration will investigate reports of bullying, teasing, and harassment in a prompt manner and take appropriate disciplinary action based upon the circumstances. It is important to note that these negative behaviors may take the form of written or verbal communication; may take place in person or online; and may take the form of gestures or symbols that are intended to bully, tease, or harass.

**Bullying:** St. Anselm's does not tolerate bullying in any form, be it physical, verbal, or written. Bullying refers to a repeated pattern of behavior designed deliberately to inflict physical, emotional, and/or psychological abuse. Bullying is often rooted in a real or perceived imbalance of power. This behavior will be addressed whether it takes place on or off campus, in person or electronically.

Students who believe that they are being bullied, or who are aware of other students being bullied, should immediately speak to an adult to get help. Such reports may be made confidentially and without fear of retaliation. Students who are found to have bullied another community member will be subject to disciplinary action, which may include dismissal.

**Harassment:** Harassment based on an individual's race, color, national origin, religion, age, gender, sexual orientation, disability, or other status is strictly prohibited. Instances of harassment are taken seriously, regardless of whether the harassment is verbal, physical, written, or otherwise.

Students who are found to have harassed another community member will be subject to disciplinary action, which may include dismissal. Individuals who have experienced harassment, or who are aware of others having experienced harassment, should speak to a member of the faculty or staff immediately. Such reports may be made confidentially and without fear of retaliation.

**Teasing:** Teasing refers to verbal and physical behavior that is generally humorous and playful but may be annoying or upsetting to the recipient on another level. Students concerned about teasing, whether at their own expense or that of another student, should bring it to the attention of a faculty/staff member.

This policy applies to all members of the school community, including students, faculty and staff, parents, and guests.

## **Areas Off-Limits**

Students may not be in areas that are not regularly supervised. Wooded areas of the Abbey grounds are off-limits to students at all times, except when students are accompanied by a faculty member. Students in Forms A-IV are never permitted to walk off the grounds during the school day.

## **Personal Safety and Security**

In our urban setting, prudence dictates that students must remain vigilant and aware of potential dangers both on and off the school grounds.

Underclassmen (Forms A through IV) may never leave campus unaccompanied by an adult, except in specific circumstances outlined herein. Additionally, students should adhere to the following guidelines when leaving campus at the end of the day:

- Students should ride the school shuttle between Fort Totten Metro Station and our campus in the morning and afternoon. Underclassmen may not walk to the Metro.
- Once released from the shuttle bus at the Metro station, students must stay in their group of fellow Metro riders and go immediately up to the platform to wait for their train.
- Students who ride Metrobus home should wait at the bus stop next to the lower parking lot driveway under the supervision of a campus security guard.
- Students who walk/bike home should do so according to a pre-arranged route discussed with their parents and should not walk home after dark. Students who walk home must have a parental permission form on file with the Dean of Students.

Students in Forms V and VI may leave the grounds at the end of their last scheduled class or obligation of the day. **Leaving the campus for lunch is a revocable privilege the Headmaster extends to Form VI students only**, with the following limitations:

- Students eligible to leave campus may do so only at the time of their scheduled lunch.
- Students must have a signed parental permission form on file with the Dean of Students' office.
- Students must sign the "off campus ledger" at the security desk in the Commons.
- Students must walk in groups of two or more; they may not walk off-campus alone.

Students who observe any suspicious activity or persons on the school grounds should immediately report it to a faculty/staff member.

## **Fighting, Violence, and Weapons**

St. Anselm's Abbey School does not condone physical violence of any kind. Students who resort to fighting or physical assault, whether provoked or unprovoked, undermine the atmosphere of peace and mutual respect we strive for as a community. Verbal and emotional abuse can be as destructive as physical fighting. A student who engages in fighting or violence of any kind will receive appropriate disciplinary consequences, and may be subject to dismissal.

Students may not bring any weapons or hazardous materials to campus. A weapon is defined as any item that could be used to harm another.

## **Motor Vehicles**

Students who possess valid licenses are permitted to drive to school, provided they

have written parental permission. Students must register their vehicle information with the Main Office. Students may park only in the lower parking lot, adjacent to the gym. Motor vehicle privileges will be revoked if a student drives recklessly on campus, leaves campus without permission, or fails to adhere to sign-out and parking procedures. Loss of driving privileges may also be a consequence for other disciplinary infractions.

## **Substance Abuse**

St. Anselm's Abbey School is a smoke-free and vape-free community. Students, faculty, and parents should not bring any form of tobacco or vaping products on campus. Students who possess or use tobacco or vaping products on campus will be subject to disciplinary action.

Any student showing evidence of having used, exchanged, or possessed drugs and/or alcoholic beverages at any time while under the authority of the School is subject to serious disciplinary action, including immediate suspension and possible dismissal.

St. Anselm's recognizes its commitment to the care of the individual student, his family, and to the whole school community. When responding to observations or evidence of drug or alcohol use by a student, we will consider the following in any action taken: the protection of other students; the impact on the school community and the counseling and rehabilitation of the student(s) involved.

St. Anselm's will help the student and his family to enroll in counseling and a rehabilitation program regardless of whatever disciplinary action is taken. Students who are concerned about their own alcohol and/or drug abuse may seek the help of the School's guidance counselor or a faculty member without fear of disciplinary action and with the assurance of assistance and support. A student may also approach the counselor or a faculty member regarding a friend or fellow student who may be experiencing alcohol and/or drug problems without fear of disciplinary action and with the assurance that the matter will be handled discreetly.

## **Disciplinary Responses**

When a student's behavior violates the well-being of another individual, himself, or the school community, the student will be subject to appropriate disciplinary action. The School considers each disciplinary case in its own proper context and strives to balance what is best for the individual with what is best for the community.

Just as it is impossible to list all the potential ways in which a student might violate the School's expectations of him, it is impossible to list all potential

disciplinary responses that may be taken. The following responses are among those most commonly employed by the faculty and administration.

## **Detention with a Teacher**

Detentions may be assigned by teachers and staff to students who violate school rules or fail to meet academic obligations. Detentions may be given on the day of an infraction. Teachers may assign detentions to students during lunch periods or free periods (including 10<sup>th</sup> period) at their discretion. After-school detentions will be coordinated in advance with parents and the Dean of Students.

## **Dismissal from Class**

If a student is asked to leave class, he must report to the Dean's office. If the Dean is unavailable the student should sign the posted sign-in sheet, briefly describe the infraction, and follow their teacher's instruction of either returning to class or sit and wait for the Dean to return.

## **Detention with the Dean of Students**

When a student is assigned a detention with the Dean of Students, he must report to the Dean at the appointed time on the day the detention is assigned. An unexcused absence from detention will automatically result in an additional detention. No extracurricular activity, including sports, constitutes an excuse to defer a detention, a course of action that can be offered solely at the discretion of the Dean of Students.

**Saturday Detention:** Saturday detentions are sometimes called for and will be arranged by the Dean of Students in coordination with the student's family.

## **Suspension/Community Separation**

The Headmaster may suspend or remove a student from the school community in response to a student's behavior. A suspended student may not attend classes or participate in any school activities, nor may he visit the campus. In the case of Community Separation, a student will attend school for the entire day, but will be sequestered from all normal school day classes and activities. Administrative staff will oversee/monitor his separation which will include meeting with select staff to discuss and understand the reasons behind the student's behavior. He may not be re-admitted to school until he and his parent(s) have had a conference with the administration. During suspension/community separation, a student remains responsible for all academic obligations.

## **Disciplinary Notice**

Disciplinary Notice is a formal warning given to a student for repeated and/or serious misconduct. During the period the notice is in place, the student is expected to demonstrate his desire to remain a part of our community by

improved behavior, attitude, and a spirit of cooperation. He also will fulfill any specific guidelines laid down for his probationary period.

## Dismissal

A student may be dismissed for demonstrating an obstinate rejection of his responsibilities toward the School or its directing principles. This includes any behavior on or off Abbey grounds that is damaging to the life and reputation of the St. Anselm's community. The decision to dismiss is made by the Headmaster.

## Disciplinary Infractions and College Applications

For students in high school, their conduct on campus, off campus, and in the digital realm, has a significant and increasing impact on potential college applications and other opportunities.

Perhaps the most significant is Disciplinary History, which must be reported by the College Counseling Office on the Common Application (and possibly other applications) when applying to colleges and universities. Here is the Common Application language for the College Counselor who completes the Secondary School Report:

Has the applicant ever been found responsible for a disciplinary violation at your school from the 9<sup>th</sup> grade (or the international equivalent) forward whether related to academic misconduct or behavioral misconduct, that resulted in a disciplinary action? These actions include, but are not limited to: probation, suspension, removal, dismissal, or expulsion from your institution.

Yes    No    School policy prevents me from responding.

To your knowledge, has the applicant ever been adjudicated guilty or convicted of a misdemeanor or felony?

Yes    No    School policy prevents me from responding.

Note that you are not required to answer "yes" to this question, or provide an explanation, if the criminal adjudication or conviction has been expunged, sealed, annulled, pardoned, destroyed, erased, impounded, or otherwise ordered to be kept confidential by a court

If you answered yes to either of both questions, please attach a separate sheet of paper or use your written recommendation to give the approximate date of each incident and explain the circumstances.

Applicants are expected to immediately notify the institutions to which they are applying should there be any changes to the information requested in this application, including disciplinary history

Check here if you would prefer to discuss this applicant over the phone with each admission office.

I recommend this student:

No basis    With Reservation    Fairly Strongly    Strongly    Enthusiastically

St. Anselm's reports major disciplinary infractions to colleges and universities. Integrity and transparency are key in this policy. At the same time, the School understands that students can make mistakes as part of their personal growth and educational development, particularly in the early years of secondary education (e.g. our Forms III and IV). Consequently, routine discipline is a developmentally appropriate tool to be used without fear of long-term consequences.

Therefore, St. Anselm's shares with colleges only disciplinary information regarding disciplinary probation, suspensions, (including in-school Community Separation) or dismissal. That being the case, there may be situations in which a student is suspended for a day for a less serious offense, one not necessarily considered significant enough to report to colleges. Conversely, a student may commit a first-time offense deemed serious enough to warrant reporting.

Reports of disciplinary action are made by answering "yes" to the appropriate statement(s) on the Secondary School Report and by inviting admissions officers to call the Director of College Counseling for an explanation of the circumstances. Additionally, the counselor and student in question will write a descriptive statement for the college admissions offices.

Please review the section in this Student Handbook on Academic Integrity (page 16) and note that second-time offenders of our policy on academic integrity are typically suspended for at least one day—as such, this type infraction would likely be reported to colleges and universities on the Common Application.

# APPENDICES

## Distance Learning

From time to time, circumstances may require the School to shift instruction to a distance-learning mode, either in full or in a hybrid of distance and in-person learning. Successful distance learning requires hard work, diligence, patience, flexibility, and cooperation. The policies and guidelines set forth throughout this Student Handbook remain in full effect during periods of distance learning. This section details policies and expectations specific to distance learning, as well as long-standing policies that may be particularly relevant during distance learning. The School's approach to distance learning and hybrid learning will continue to evolve, and the policies laid out here may be altered or adapted as deemed appropriate by the administration. Failure to comply with the expectations set forth in this section may result in disciplinary action.

## Expectations of Students

### General Expectations During Distance Learning

- **Routines:** Students are encouraged to find a distraction-free workspace for their daily academic routine. They should have a copy of their course schedule close at hand and keep track of which periods will meet synchronously (either via Zoom or otherwise) and which periods are reserved for asynchronous work.
- **Assignments and Homework:** Students should anticipate a similar workload during distance learning as they would receive during regular in-person instruction. Assignments will be communicated primarily via the Panther Portal site, as well as during synchronous class meetings and via email.
- **Communication:** Students are expected to check their St. Anselm's email accounts regularly (at the beginning, middle and end of each school day, at a minimum) as well as online learning tools including the Panther Portal. Students will be held responsible for information shared via these channels. Students are urged to communicate proactively with teachers regarding any missed classes or assignments, or difficulties they may be having.
- **Digital Citizenship:** Students should review the section of this Handbook on good "Digital Citizenship" (pages 33-34). They should bear in mind that they will be held fully responsible for their actions and words in the virtual environment, and they are expected to show respect for their classmates, teachers, and all cultures and viewpoints.

## Zoom Classes

- **Punctuality:** Students should be logged on and ready to begin class with all necessary materials close at hand before the start of their class period. Teachers may admit students through the “waiting room” feature. Students are encouraged to allow sufficient time to deal with technical issues before class.
- **Dress Code:** Students must wear a collared shirt during Zoom class meetings (button-downs and polos are acceptable). Hats or other headgear are not permitted.
- **Cell Phones and Other Devices:** Except as directed by the teacher, students should have cell phones and other electronic devices put away during class.
- **Camera and Microphone:** Students should have their cameras turned on and be seated upright with appropriate lighting. Microphones should generally be muted except when the student is speaking.
- **Avoiding Distractions:** Students should take care to avoid distracting movements and backgrounds during classes. Eating is not permitted. Students who choose to use the virtual background function should limit their selections to school-provided background images.
- **Recording:** Students may not record any portion of school Zoom meetings, including audio recordings, video recordings, and screen shots, without the express prior permission of the teacher leading the meeting.
- **Participation:** Just as in a classroom setting, students should wait to be called on before speaking. The chat function on Zoom is to be used for practical academic purposes and is not a tool for socializing during class.
- **Following Instructions:** Above all, students should follow the particular instructions and expectations set forth by their individual teachers regarding conduct on Zoom, including the use of Zoom functions such as screen sharing, chat, and annotation, among others.

## Attendance

Just as in a classroom setting, students are expected to attend every class throughout the school day. If there is an unexpected absence, parents or guardians should contact the Division Head and main office by 7:55 a.m. If an absence is anticipated, an email should be sent from a parent or guardian explaining the circumstances of the absence at least one day in advance to the appropriate Division Head and the main office. Students should also follow up with teachers individually to make arrangements for missed work, preferably in advance, or after the absence when needed.

If a student is unable to attend a synchronous class due to technical difficulties, he should contact the teacher(s) of the impacted class(es) as soon as possible by email. If technical issues persist for multiple days, the student or his parent should notify the Division Head to coordinate make-up work.

## **Academic Integrity**

The distance-learning setting requires an additional layer of independence and trust. Students should review the School's policy on Academic Integrity (page 16) and are expected to follow it in spirit and letter during distance learning. Instances of cheating – including but not limited to plagiarism, copying the work of classmates, allowing others to copy work, and the use of unauthorized resources during assessments – will be taken seriously and dealt with in the same manner as during regular in-person instruction. Unless otherwise stated, all quizzes, tests, and similar assessments should be considered closed-book and should be completed without the assistance of outside resources or help from classmates. Students are strongly encouraged to clarify any questions regarding academic integrity with their teachers in advance.

# Faculty/Staff Directory

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Mrs. Blair Van Selow

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Mr. Abdel Gubartalla

### Form III

Mr. Jonathan Vaile \*  
Ms. Jessie E. Martin

### Form IV

Mr. Bryan Taylor\*  
Mr. Michael Staron

### Form V

Mr. Robert Alspaugh\*  
Dr. Charles Downey

### Form VI

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\* *Lead Advisor*

## Faculty and Staff A-Z

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**Mrs. Kimberly Walhout (2010)**

*Office of Development*

**Fr. Peter Weigand, OSB (1968)**

*President; Science Department;*  
*Social Studies Department*  
M.T.S., Catholic University  
B.D., Catholic University  
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**Abbot James Wiseman, OSB (1969)**

*Religion Department*  
S.T.D., Catholic University  
M.A., Catholic University  
B.A., Georgetown University

**Dr. Herbert Wood (1986)**

*Mathematics Department;*  
*Science Department*  
Ph.D., University of Wisconsin  
B.Ch.E., Catholic University of America

**Ms. Ieva Young (2001)**

*Business Manager*  
B.S., University of Tennessee, Knoxville

# Daily Schedules

## Regular School Day

First Bell	7:50
Announcements	7:55
Period 1	8:00-8:40
Period 2	8:45-9:45
Period 3	9:35-10:15
Period 4	10:20-11:00
Period 5/1st Lunch	11:05-11:45
Break	11:45-12:00
Period 6/2nd Lunch	12:00-12:40
Period 7	12:45-1:25
Period 8	1:30-2:10
Period 9	2:15-2:55
Period 10	3:00-3:30

## Two-Hour Delay

First Bell	9:50
Announcements	9:55
Period 1	10:00-10:30
Period 2	10:35-11:05
Period 3	11:10-11:40
Period 4	11:45-12:15
Period 5/1st Lunch	12:20-1:00
Period 6/2nd Lunch	1:05-1:45
Period 7	1:50-2:20
Period 8	2:25-2:55
Period 9	3:00-3:30

## First Period Assembly (60 minutes)

First Bell	7:50
Assembly	8:00-9:00
Announcements	9:00
Period 1	9:05-9:45
Period 2	9:50-10:25
Period 3	10:30-11:05
Period 4	11:10-11:45
Period 5/1st Lunch	11:50-12:30
Period 6/2nd Lunch	12:35-1:15
Period 7	1:20-2:00
Period 8	2:05-2:45
Period 9	2:50-3:30

## Mid-Morning Assembly (45 minutes)

First Bell	7:50
Announcements	7:55
Period 1	8:00-8:40
Period 2	8:45-9:25
Period 3	9:30-10:10
Period 4	10:15-10:55
Assembly	11:00-11:45
Period 5/1st Lunch	11:50-12:30
Period 6/2nd Lunch	12:35-1:15
Period 7	1:20-2:00
Period 8	2:05-2:45
Period 9	2:50-3:30

## Mid-Morning Assembly (60 minutes)

First Bell	7:50
Announcements	7:55
Period 1	8:00-8:40
Period 2	8:45-9:20
Period 3	9:25-10:00
Period 4	10:05-10:40
Assembly	10:45-11:45
Period 5/1st Lunch	11:50-12:30
Period 6/2nd Lunch	12:35-1:15
Period 7	1:20-2:00
Period 8	2:05-2:45
Period 9	2:50-3:30

## Last Period Assembly (45 minutes)

First Bell	7:50
Announcements	7:55
Period 1	8:00-8:40
Period 2	8:45-9:25
Period 3	9:30-10:10
Period 4	10:15-10:55
Period 5/1st Lunch	11:00-11:40
Period 6/2nd Lunch	11:45-12:25
Period 7	12:30-1:10
Period 8	1:15-1:55
Period 9	2:00-2:40
Assembly	2:45-3:30

**Last Period Assembly (60 Minutes)**

First Bell	7:50
Announcements	7:55
Period 1	8:00-8:40
Period 2	8:45-9:25
Period 3	9:30-10:10
Period 4	10:15-10:55
Period 5/1st Lunch	11:00-11:40
Period 6/2nd Lunch	11:45-12:25
Period 7	12:30-1:05
Period 8	1:10-1:45
Period 9	1:50-2:25
Assembly	2:30-3:30

**Last Period Assembly (80 minutes)**

First Bell	7:50
Announcements	7:55
Period 1	8:00-8:40
Period 2	8:45-9:25
Period 3	9:30-10:05
Period 4	10:10-10:45
Period 5/1st Lunch	10:50-11:25
Period 6/2nd Lunch	11:30-12:05
Period 7	12:10-12:45
Period 8	12:50-1:25
Period 9	1:30-2:05
Assembly	2:10-3:30

# Important Dates

## Fall 2020

<b>August 21</b>	New Faculty/Staff Orientation
<b>August 24 – 25</b>	Faculty/Staff Meetings
<b>August 26 – 31</b>	Student Orientation
<b>August 31</b>	Opening of School Mass
<b>September 1</b>	First Day of Classes
<b>September 7</b>	Labor Day (No Classes)
<b>September 9</b>	Back-to-School Night (Forms A-II)
<b>September 11</b>	House Day
<b>September 16</b>	Back-to-School Night (Forms III-IV)
<b>October 1</b>	Winter Dress Code Begins
<b>October 12</b>	Indigenous Peoples' Day (No Classes)
<b>October 22 -23</b>	Parent-Teacher Conferences (No Classes)
<b>October 24</b>	Fall Scholarship Gala
<b>November 1</b>	Fall Open House
<b>November 11</b>	Veterans Day (No Classes)
<b>November 25 – 27</b>	Thanksgiving Break (No Classes)
<b>November 30</b>	Classes Resume
	Second Trimester Begins (Middle School)
<b>December 14 – 18</b>	Upper School Final Exams
<b>December 21 – January 4</b>	Christmas Break (No Classes)

## Spring 2021

<b>January 4</b>	Faculty In-Service (No Classes)
<b>January 5</b>	Classes Resume
<b>January 18</b>	Second Semester Begins (Upper School)
<b>January 20</b>	Martin Luther King, Jr. Day (No Classes)
<b>January 24</b>	Inauguration Day (No Classes)
<b>February 15</b>	Winter Open House
<b>February 17</b>	Presidents' Day (No Classes)
<b>February 22</b>	Ash Wednesday
<b>February 22</b>	Third Trimester Begins (Middle School)
<b>March 4 -5</b>	Parent-Teacher Conferences (No Classes)
<b>March 29 – April 6</b>	Spring and Easter Break (No Classes)
<b>April 7</b>	Classes Resume
<b>May 3</b>	Spring Dress Code Begins
<b>May 3 – 14</b>	AP Exams (Forms V & VI)
<b>May 24 - 27</b>	Upper Division Course Exams
<b>May 27</b>	Last Day of Classes for Forms A-IV
<b>May 28</b>	Field Day
<b>May 30</b>	Baccalaureate Mass (Form VI)
<b>May 31</b>	Memorial Day (No Classes or Exams)
<b>June 1 – 4</b>	Final Exams (Forms A-IV)
<b>June 4</b>	Form II Transition Service
<b>June 5</b>	Vespers of Graduation (Class of 2021)
<b>June 8 – 9</b>	Faculty Meetings