

SAINT ANDREW’S CATHOLIC SCHOOL PARENT AND STUDENT HANDBOOK

Saint Andrew’s Catholic School is staffed by qualified lay teachers interested in the total growth of the children through their daily care. The administration and faculty are dedicated to the Christian education of youth, which takes in the whole aggregate of human life in order to elevate, regulate, and perfect it in accordance with the example and teaching of Jesus Christ.

We remember that the child of today is tomorrow’s citizen who must live a supernatural life in Christ and display it in all his/her actions. We strive to help parents form Christians who stand out, question the values of society and often oppose those values with the witness of their lives.

Saint Andrew’s is accredited by the Texas Catholic Conference Accreditation Commission, and is recognized by the Texas Education Agency. The school holds membership in the National Catholic Educational Association, the Texas Independent Schools Consortium, the National Middle School Association, the National Elementary Schools Association, and the Association for Supervision and Curriculum Development.

MISSION STATEMENT

Saint Andrew’s Catholic School exists in order to help families pass on faith and knowledge to the youngest generation of Catholic Christians.

PHILOSOPHY

Our Philosophy stems from our belief that God created not just all of us, but each of us, and in God's own image. From this conviction, it follows that each of us has a personal dignity and worth that must be respected by others and also by ourselves. We are called to do all that we do to the very best of our abilities, and we have the right to have our efforts respected.

The Catholic school is one of the primary educational tools used by the Church in the service of God. Because of the moral obligation of parents to provide for their children's spiritual growth and development, and the extension of that obligation to all the members of the faith community, Saint Andrew's largest single expense is for the operation of Saint Andrew's Catholic School. The school seeks to help the child grow in faith and to fulfill the promise of baptism by becoming believing, trusting, loving and participating members of the Catholic community and of the world. It tries to introduce the child to the splendor and richness of God's revelation and to develop a view of life and a worldview proper to those who know that they are children of God, brothers and sisters of each other, and citizens of two worlds. Parents, in choosing this type of education, necessarily commit themselves to sustain such values at home by word and constant example.

Because of our belief in the worth of each person, the school seeks to help children develop other basic skills in reading, listening, speaking, thinking and reasoning, written expression, and mathematical concepts. Each student is also expected to learn habits of good sportsmanship and fair play, as well as to develop healthy and sound bodies. When used properly, all of these skills will strengthen a sense of self-worth and promote our primary objective and the reason for our life on earth: the service of God and participation in God's Divine Life.

PARENTS' ROLE IN EDUCATION

We, at St. Andrew's Catholic School, consider it a privilege to work with parents in the education of children. We believe that parents are the primary educators of their children. Therefore, it is your right and your duty to become the role models for the development of your child's life---physically, mentally, spiritually, emotionally, and psychologically. Your choice of St. Andrew's Catholic School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Once you have chosen to enter into a partnership with us at St. Andrew Catholic School, we trust you will be loyal to this commitment. During these formative years (Pre-K to 8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowments. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. If there is an incident at school, you as parents need to first speak to the teacher. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation, new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive; however, boundaries and limits provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. For a parent to usurp this responsibility hampers the development of the child.

Together, let us begin this year with a commitment to partnership as we support one another in helping your children to become the best persons they can be.

The purpose of this handbook is to help make Saint Andrew's School a positive learning environment. We want every student and teacher in the school to be happy and comfortable in the place where we spend so much of our day.

This handbook outlines for parents a clear understanding of what is expected, why it is expected, and what the results are when these expectations are not met.

PARENTS AS PARTNERS

As partners in the educational process at St. Andrew Catholic School we ask parents to comply with the following guidelines:

- Set rules, times, and limits so that your child:
 - Gets to bed early on school nights
 - Arrives at school on time and is picked up on time at the end of the day
 - Is dressed according to the school dress code
 - Completes assignments on time
 - Eats breakfast and has lunch money or a nutritional sack lunch every day.
- Actively participate in school activities such as Parent/Teacher Conferences.
- See that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student.
- Call the school on the morning of a child's absence and send the child back to school with a written note when the student returns to school.
- Notify the school office of any changes of address, important phone numbers, and/or e-mail addresses.
- Meet all financial obligations to the school.
- Inform the school of any special situation regarding the student's well-being, safety, and health.
- Complete and return promptly to the school any requested information.
- Read school e-mails, notices, and the school website on a regular basis.
- Support the religious and educational goals of the school.
- Attend Mass with your family.
- Support and cooperate with the discipline policy of the school.
- Treat teachers with respect and courtesy in discussing student problems.

ACADEMIC PROGRAM

The opportunity for a great education is available to everyone here: all one need do is demonstrate a desire for education — by doing the assigned work, arriving on time, attending regularly, using allocated time for intended purposes, and cooperating with the reasonable expectations of those entrusted with directing the educational pursuit.

Curriculum

Preschool: Saint Andrew's Catholic School operates a 3-year old and 4-year old preschool program. The program is developmental rather than academic.

Kindergarten: The kindergarten classes follow a structured program emphasizing religious development, social structure and beginning development in language arts, science and math.

Primary and Intermediate (Grades 1-3): Religion, Math, Language Arts (English, writing, phonics, spelling), Science and Social Studies are taught generally in self-contained classrooms. Reading instruction is leveled based upon developmental progress and skills acquisition.

Grades 4-6: Math, English, Science, Social Studies, Reading, Literature, Art, Music, Spanish, and Physical Education are departmentalized.

Upper Grades (7-8): Math, Spanish, English, Literature, Science, Social Studies, and Physical Education are taught on a departmental level.

Usually the homeroom teacher teaches religion if that teacher is Catholic. If not, teachers trade teaching duties in order that all students have the benefit of a religion class taught by a Catholic teacher.

Geography Bee

Students in grades 4-8 participate in the *Geography Bee*. The winner takes a test to determine eligibility for the State Bee.

Spelling Bee

Students in the 5th -8th grades are eligible to participate in the school-wide spelling bee. Winners from Saint Andrew's School participate in the regional spelling bee. More information about the spelling bee may be obtained from the language arts teachers.

Religion

Religion is the integrating factor in this school. It fuses all other courses into a more coherent whole. Along with a well-coordinated program we try to formulate guided growth in our Christian social living. Religion teachers are either certified as catechists or are engaged in this process.

Priests, principal, accompanist and teachers work together in planning Wednesday and Holy Day liturgies suitable for all grade levels. The children participate in carrying out these liturgies and other prayer experiences.

Church Etiquette

Parents are invited to attend the weekly school Masses. If you wish to attend Mass:

- Sit upstairs in the choir loft
- Do not take flash pictures
- Do not lean over the rail
- Refrain from waving or communicating with the students in any form
- Stay for the whole Mass

A Family Life course mandated by the Catholic Bishops of the United States is taught in grades 1-8. The curriculum used is a means of inspiring reflection on the meaning of life and God's gift of human sexuality, respect for life at all its stages, and strengthening students' appreciation for the family.

Standards for Written Work

Neatness is expected on all written work. Complete headings are required on all papers. The heading will include first and last name, the date with month written out, and the teacher's name. The order will be:

Name	Subject (on very top line)
Date	Teacher's Name

Skip one line before beginning the first line of work.

In grades 3-8 all work must be done on 8 ½" by 11" wide rule white notebook paper. In grades K, 1 and 2 primary ruled tablet paper is used. In grades 4-8 all work, except Math, must be turned in ink (blue or black only). In grades 3-8, cursive writing is expected in all subjects, unless otherwise directed by the teacher.

Grade level expectations and developmental progress will be given consideration of written work. Students will answer all questions with complete sentences unless given different instructions by the teacher. Generally, the answer should include a restatement of the question. One-word answers will be permitted only as directed by the teacher. If an error has been made on the paper, a single line should be neatly drawn through the incorrect work. **No liquid paper or white-out is allowed.**

ADMISSION INFORMATION

Nondiscriminatory Policy

St. Andrew Catholic School admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

The school requires placement screening for developmental readiness for all kindergarten students and first grade students new to Saint Andrew's School.

The school requires placement screening to determine academic readiness for all students new to grades two through eight at Saint Andrew's School.

ADVISORY COUNCIL POLICIES

See *Advisory Council Policies* attachment.

APPOINTMENTS

In order to minimize instructional disruptions, please schedule doctor and dental appointments after school or on early dismissals days whenever possible.

If it is necessary to leave the school for an appointment, you must:

- E-mail or write a note to the teacher as early as possible.
- Sign the student out at the office when he/she leaves the school.
- Sign the student back in at the office if he/she returns to school after an appointment. A pass to return to class will then be issued to the student to give to the teacher.
- On Wednesday Mass days the office will close at 8:45 a.m. to allow the staff to attend Mass. If your child has an appointment please pick them up before 8:45 a.m.

ASSOCIATIONS

An elected School Advisory Council, in its capacity as a policy making body, assists and advises the administration. This body works to ensure the financial and physical well being of the school. Unlike government bodies, it is not responsible for hiring or supervising teachers or disciplining children. Meetings are open, and interested parties are welcome to attend. The meeting dates are listed on the school calendar.

The Home and School Association fosters greater interest, understanding, and cooperation among parents, teachers and students. The fundraising contributions help maintain operating costs and provide teaching aids. Each family sending a child to Saint Andrew's Catholic School is considered a member of the Association, after having paid the dues, and is encouraged to attend sponsored activities.

ATTENDANCE

SCHOOL HOURS

Students are expected to be in the classroom daily by 7:50 a.m. A child is tardy at 7:50 a.m. For the safety of your children, please do not drop students off before 7:30 a.m., as the school does not accept responsibility or provide supervision for children on the grounds before 7:30 a.m. The doors will not be opened until this time.

The school accepts no responsibility for students left at school after 3:30 p.m. All students **MUST** be picked up by 3:20 p.m. on regular dismissal days. Students still on the grounds after 3:20 p.m. will be brought inside to a classroom and may be picked up there until 3:30 p.m. At 3:30 p.m. all students not picked up will be sent to After School Care and will be charged the daily fee by the After School Care provider. Students will be sent to After School Care on early dismissal days 20 minutes after dismissal.

Please **do not** jeopardize your child's safety by instructing them to wait near the Pastoral Center or the Church, as these are unsupervised areas. If you wish your child to wait by the Church, you must provide written permission to the school that you accept all responsibility for the child being unsupervised.

Grades Kindergarten – 3rd are dismissed at 3:00 p.m.

Grades 4 – 8 are dismissed at 3:10 p.m.

Preschool hours are 8:00 a.m. until noon.

ABSENCES

In case of absence, a parent should notify the office before 10 a.m. each day of the student's absence. Notification may be made to Lisa Harrington by email at attendance@standrewsch.org, phone at 817-927-8963 ext. 3401, or by written note.

Books and assignments for a child who is ill may be requested by calling the school office by 10 a.m. on the **third** day of their absence. Students have the responsibility to ask the teacher for assignments that they have missed.

Permission of an administrator is required for a student who has been absent part of the day to participate in extracurricular activities. Students who are absent may not participate that day or evening in practice, games, or activities.

EARLY DISMISSAL OR ILLNESS AT SCHOOL

Parents are required to sign out students leaving the school for any reason.

Students will not be permitted to leave with anyone other than a parent unless there has been written authorization from a parent. The authorization note must also include a phone number for verification. Identification may also be requested.

TARDIES

Tardiness is disruptive to the class as a whole and teaches poor life habits to the child who is perpetually tardy. Excessive absences will be handled through the administration.

A student is considered tardy if not in homeroom by 7:50 a.m. Students who are tardy must have a tardy slip from the office before being admitted to class.

BOOKS

Textbooks are expensive, and students are expected to take great care to see that they are not abused. Though normal wear is expected and reasonable, damage beyond this normal wear will be assessed fines. Book damage fines will be based on the following guidelines: bent corners: \$1.50 each corner; ink marks: \$.50 to \$1.50 each mark; marker: one-half to whole cost of book; minor damage: \$2.00 to \$5.00; major damage: new book cost. **LOST BOOKS WILL BE CHARGED AT REPLACEMENT COSTS.**

CAFETERIA

The cafeteria is an important part of our school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. Purchasing a lunch card may avoid a problem of lost, stolen or misplaced money. Children may bring sack lunches along with drinks and milk from home. Monthly menus will be posted on the website.

Parents and family members are invited to eat lunch with their children, particularly on a special occasion. Please do not bring in fast food (hamburgers, pizza, etc.) for yourself or your child, out of respect for the other students.

CELL PHONE POLICY (see Cell Phone Policy attachment)

Students at SAS are not allowed to have a cell phone on during the school day. Phones must be turned off before entering the building and may be turned on after exiting the building at 3:10 p.m. Student phones need to remain off and in their backpacks throughout the day. If a student is using a cell phone during the restricted hours and/or carrying the phone on their person, an adult will take the phone and bring it to the assistant principal where the parent can retrieve it at the end of the day. **A \$15 fee will also be assessed at the time the phone is picked up.**

CHEATING

Talking at any time during administration of a test, even if the student's paper has been turned in, will result in a grade of zero, no matter the subject of the conversation. Cheating of any kind will always merit both a zero and an infraction.

COMMUNICATIONS

E-mail and the St. Andrew School website (www.standrewsch.org) will be the official means of school communication to parents.

No child or teacher will be called from class during the school day to answer the telephone. All telephone messages will be relayed at a convenient time unless it is an emergency.

CONFISCATION OF ELECTRONIC DEVICES, JEWELRY, ETC.

Students are not to bring any electronic equipment to school without permission from the teacher. All such devices and inappropriate jewelry will be confiscated, labeled and sent to the assistant principal. A parent must claim confiscated items.

DAMAGE TO PROPERTY

Students are responsible for the repair and/or replacement of school property damaged by inappropriate usage.

DANCES

The rules for Saint Andrew's School dances are:

1. Only current Saint Andrew's seventh and eighth grade students are allowed at the dance.
2. All students must stay in the cafeteria or gym at all times. Anyone who leaves the building for any reason must go home. A chaperone will call the parent to come get the child.
3. All students must be dressed in an appropriate manner as students of Saint Andrew's

Catholic School.

4. All language, actions, dancing, etc., should reflect good Christian behavior.
5. No alcoholic beverages are allowed for either students or chaperones. Any student giving evidence (visual or smell) of having had anything alcohol will be sent home immediately.
6. Smoking is not allowed anywhere by anyone.
7. Gum is never allowed anywhere at any time.
8. Chaperones will make periodic checks of the outside area and parking lot.
9. Lights must be left on at all times.
10. Wipe up any spills as they occur. When cleaning up, make sure that all trash is thrown in the dumpster. The cafeteria/gym must be clean before leaving for the night.
11. Parents must come to the cafeteria/gym door to pick up their child. Students will not be able to leave the cafeteria/gym without an adult.

DISCIPLINE

A student's behavior should at all times reflect respect for God, parents, teachers, adults, fellow students, and for the property of others. St. Andrew's School adheres to the discipline principles set forth in the *Love and Logic* method.

DISCIPLINE SLIPS

Discipline slips will be issued for unacceptable behavior. These must be signed by a parent and returned the following school day to the person issuing the slip. Students will be required to call their parent and explain any failure to have the slip signed.

Three discipline slips issued in one semester for unacceptable behavior will equal an infraction.

EVALUATION REQUESTS

At least 2 weeks are ordinarily needed to complete requests for evaluations. Following diocesan policy the evaluation must be mailed or faxed from Saint Andrew's School directly to the designated school or testing authority.

EXTRACURRICULAR ACTIVITIES

Students in grades 6-8 who have no failing grades or Ns at grade checks are eligible to participate in activities such as sports, yearbook, student council and National Junior Honor Society. A student who has a failing grade may not participate, practice or play until the assigned grade has been brought to passing. See Athletes' Contract for exact details regarding athletics.

Students who are under suspension may not participate in extracurricular activities.

Students must be picked up promptly following extracurricular events such as practices and/or games. No unsupervised students may stay on campus or in the gym.

FIELD TRIPS (see Field Trip Permission Form attachment)

Participation in field trips is a privilege, not a right. Students considered by the teacher to be disruptive may be restricted from participating in field trips.

The students must have a *signed* permission slip to be able to participate in a field trip. A copy of the field trip permission slip is available on the website. Telephoned permission will *not* be accepted. Signed faxed permission slips are allowed. The signed permission slip must be at school before the class leaves campus.

Unless otherwise directed, students must wear the complete uniform on field trips.

FIELD TRIP DRIVERS

Parents who wish to drive for field trips must complete a driver information sheet. Driver information sheets are available in the school office or on the website. The Diocese of Fort Worth requires that all volunteer drivers possess a valid driver's license, have proper and current license and vehicle registration, and have the required insurance coverage in effect on any vehicle used to transport students. The minimal, acceptable liability limit for privately owned vehicles is \$100,000/\$300,000. Drivers under the age of 25 will not be permitted to transport children from the school. Also, all drivers must meet the requirements of a volunteer.

1. Safety requires that all supervisory adults be able to give their whole attention to the children in the class.
2. Siblings must not accompany drivers while on field trips.
3. All children must wear a seat belt or be in a booster seat according to current state law. Please see *car seat* section below. When seating a child under the age of 12, please place the child in a seat NOT protected by air bags.
4. Cars going on field trips must stay in caravan; all leave and all return to school at the same time.
5. Drivers will not provide snacks and/or drinks.
6. Drivers must remain with the class for the duration of the field trip unless directed otherwise by the teacher.
7. Drivers helping on field trips are expected to help monitor the behavior of all children in their group.
8. Drivers are not to smoke or engage in cell phone usage when participating in field trips.

Car Seats

Effective: September 1, 2009 the legislation aims to strengthen current child passenger safety protections by providing that children younger than eight years old, unless they are four feet, nine inches in height, are to be properly secured while riding in an operating vehicle in a child passenger safety seat system in accordance with the instructions of the manufacturer of the safety seat system.

Amends Sections 545.412(a) and (b), Transportation Code, as follows:

- (a) Provides that a person commits an offense if the person operates a passenger vehicle, transports a child who is younger than eight, rather than five, years of age, unless the child is taller than four feet, nine inches, rather than less than 36 inches in height, and does not keep the child secured during the operation of the vehicle in a child passenger safety seat system according to the instructions of the manufacturer of the safety seat

system.

- (b) Provides that an offense under this section is a misdemeanor punishable by a fine of not more than \$25, rather than not less than \$100 or more than \$200. Requires a municipality or county, notwithstanding any other law, to remit each fine collected under this section to the comptroller of public accounts for deposit in a separate account in the general revenue fund that is authorized to be appropriated only to the Texas Department of Transportation and used to purchase child passenger safety seat systems and distribute them to low-income families. Provides that Chapter 133 (Criminal and Civil Fees Payable to the Comptroller), Local Government Code, applies to a fine collected under this section.

FINES

All fines must be paid before participating in any end-of-year activity, including field trips, field day, etc. or before receiving report cards.

FIRE, TORNADO, AND SAFETY DRILLS

Fire and tornado drills are scheduled periodically to ensure the safety of everyone at school in the event of such an emergency. Fire drills are signaled by the fire alarm system. Students will proceed to the assigned exit in complete silence. Remain with your class until signaled to return to class.

Failure to comply with emergency regulations may result in disciplinary action.

GRADUATION

Eighth grade students will be asked to participate in the graduation exercises and will receive a certificate provided that:

1. All fees and tuition have been paid by the end of the second Friday in May. In order to participate in any graduation activities, all fees and fines must be paid.
2. The student passes all required courses in the eighth grade. If one course is failed, the student will be permitted to participate in the graduation activities, but will not receive the certificate until the course has been made up in an approved summer school. If more than one course is failed, the student will not be permitted to take part in the graduation activities. The certificate will be issued when the failed courses are made up
3. Any student not eligible to participate in the graduation exercises will also not be eligible to participate in any of the other end-of-the-year activities associated with graduation, such as the class field trip and luncheon.

HEALTH REQUIREMENTS

- (a) A physical examination is required of all students new to the Catholic School System.
- (b) No person may be admitted to any elementary school unless he/she has been immunized according to the current requirements set forth by the Texas State Department of Health.
- (c) No person with evidence of active tuberculosis may be admitted to the school.
- (c) All children participating in extracurricular sports must have a health examination signed by a doctor, dated after June 1 of that year, and show evidence of insurance

- coverage.
- (d) As required by the Texas State Department of Health, all students will be screened for vision, hearing, and Acanthosis Nigricans. Height and weight will also be recorded in grades Preschool 4, Kindergarten, 1st, 3rd, 5th and 7th. Spinal screenings are done in 6th grade only.
 - (e) Catholic School Health Report form must be used for all health exam reporting. Forms are available on the school website.

HOMEWORK AND RESPONSIBILITY

We, at Saint Andrew's Catholic School, are here not only to teach good Christian attitudes, but also to teach good habits in order to make best use of the talents God has given.

Teachers will e-mail weekly assignment sheets for students in grades K-1. Students in grades 2-8 are responsible for copying assignments from the board into the assignment book. It is suggested that parents check student assignment books regularly.

In addition to completing written and reading assignments, a student should study and review daily lessons. Students who need assistance with a subject are encouraged to see the teacher to get help.

Students are responsible for getting work missed due to an absence. Students have the sole responsibility to check with each teacher for class work and homework missed. This is needed *even if a homework sheet is sent home.*

In order for parents to be informed about the status of student assignments, teachers will e-mail parents if the child is not doing his/her work.

Since children learn responsibility only by being responsible for those items that directly affect them, we believe that ***it is important that parents not bring forgotten items, such as homework, books, lunches, etc. to school.*** The consequences for forgetting any of these are not life threatening, but the rewards for becoming a responsible person are lifelong. Conversely, the consequences of not becoming responsible for oneself are serious and also bear lifelong effects. Please allow us to help your child by expecting that he/she become a capable and responsible person: competence in overcoming life's challenges is developed by making mistakes and then learning from them. A child who is saved from the consequences of mistakes gets the implicit message that parents do not believe that he/she is capable, and this becomes a self-fulfilling prophecy.

Student work done by a parent will receive a grade of zero.

HONOR ROLL

Students in grades 6-8 are eligible for the Honor Roll. Students who are on the Honor Roll for the first three quarters receive an academic pin.

A Honor Roll: 3.6 to 4.0 grade point average

B Honor Roll: 3.0 to 3.5 grade point average

(with no failing grades or Ns)

ILLNESS

Saint Andrew's employs a full-time registered nurse. If a child becomes ill at school, parents will be notified to come and take the child home. **Please have current home and emergency numbers and address filed in the school office so contact can be made.**

A child who has been absent due to a fever (100° or more) or flu may not come back to school until he/she has spent 24 hours free of fever. A child must be fever-free for 24 hours *without* any *Tylenol, Advil* or other fever-reducing medication in order to return to class. In addition, a child who has had vomiting or diarrhea in the morning before school may not attend school that day. Conditions may necessitate a student's exclusion from school. Please refer to the school website for detailed information. In case of failure to abide by these guidelines, the parent will be called and the child must be picked up.

Parents are requested to notify the school office if a child becomes ill with a contagious condition. A physician's note will be needed to return to school. Notification will be sent home via email to other parents if students have been exposed to contagious diseases. Please refer to the current health checklist.

INCLEMENT WEATHER

In the event of severe weather:

- Listen to television station Channel 5
- Check your email
- Check the St. Andrew's website

The decision to close or have a late start (10:00 a.m. for students) will be made by 6:30 a.m.

INFRACTION SLIPS

Infraction slips will be issued for serious offenses. Infraction slips must be signed by a parent and returned the following school day to the Assistant Principal's office **before** classes begin. Three infractions in a semester may result in suspension. Repeat offenders may be asked to withdraw from school.

INTERNET TERMS, CONDITIONS AND REGULATIONS

See *Use of Technology and Acceptable Use Policy* attachment.

INVITATIONS FOR PRIVATE PARTIES

For liability reasons invitations for private parties may not be distributed at anytime on school premises. This holds true even if every child in the class is invited.

KEEPING OUR CHILDREN AND YOUTH SAFE

The Diocese has provided school programs for grades K-8 to help children protect themselves against sexual abuse. The activities are age appropriate and led by the classroom teacher.

LATE WORK DUE TO ILLNESS

Work missed due to an absence must be made up within a reasonable time (a maximum of one day for each day absent) unless the work was due the day of the absence.

Tests may be taken outside of class time at the teacher's discretion. Students must be prepared to take tests the day of return to school. Special circumstances may require modification of this policy. Please consult the student's teacher.

Grades 7th and 8th: lost, forgotten, or not turned in homework will receive a zero.

LEGAL AGENT

No parent or student has the authority to sign any agreement or contract for the school. Only the pastor and the principal are legal agents of the bishop in matters of contracts.

LIBRARY

We ask students to comply with the following library rules:

- Two books may be checked out at a time.
- Library privileges will be forfeited if a student abuses the books or is habitually late in returning them.
- A \$.10 fine will be assessed per day per book when overdue that will continue to accumulate to the replacement value of the book.
- When the fines accumulate to \$2.50, the student will not be able to check out books from the library until the fine is paid and the book returned.
- Overdue notices will be emailed to the parents.
- Lost or damaged books must be paid for at replacement cost.
- Report cards will not be issued to students who have not returned overdue books and/or paid their fines.

LOCKERS

Each student is assigned a locker or cubby to store clothing and textbooks. In order to maintain a quiet atmosphere for class, students are allowed to go to their lockers at specified times.

Lockers are school property and may be searched at any time. The school also has the right to search book bags, gym bags, purses etc.

LOVE AND LOGIC

Love and Logic is a behavioral approach developed by Jim Fay and Foster Cline. The school's discipline responses vary according to the circumstances in each situation. Appropriate consequences will be applied according to the Love and Logic process, in order for students to learn the consequences of their choices.

In general, students' behavior should include:

- Respect and prayerful participation during prayer and liturgy
- Politeness and kindness in speech, action, and manner
- Orderly behavior
- Preparedness for class

Behavior at odds with these expectations will be corrected. Students will be held accountable for their choices and responsible for making necessary amends. Concerns about any classroom issues should be addressed with the teacher first.

Every student is responsible to every adult on staff, and every adult is responsible for every student at SAS.

MEDICATIONS

Parents or an authorized adult **must** bring any medication to the school nurse. If a child brings medication to the nurse, the parent will be called and the medication not given.

Parents are requested to notify the school nurse by the first day of school concerning any special medication for their children. No medication of any kind (even over-the-counter) will be dispensed through the school clinic unless the proper diocesan form requesting administration of medication accompanies the medication itself. This includes cough drops, etc. This form is available in the school office and on the school website, and must be signed by a physician (no signature stamps). Antibiotics will not be given at school, by school personnel. If the parent feels the antibiotic must be given during the school day, the parent may come to the school office/clinic and administer it.

Students are **not** permitted to keep **any** medication in their possession, even over-the-counter medications. **All** medication must be turned in to the school nurse and administered only by the school nurse or other authorized faculty. **Students requiring any medication must have a signed authorization from the parent and a physician requesting its administration.**

MONEY AT SCHOOL

We discourage children from bringing substantial amounts of money to school. If there is some need to do so, it should be in a sealed envelope and should be given to the teacher or the office. Tuition or other money should also be in a sealed, well-marked envelope and given to the teacher or school office.

OFFICE HOURS

The office is open on regular dismissal days from 7:30 a.m. to 3:45 p.m. On early dismissal days it will remain open for 20 minutes after dismissal.

ORGANIZATIONS

STUDENT COUNCIL

Students in the 7th and 8th grades participate in Saint Andrew's Student Council. Elections are held each fall to choose representatives from each grade.

NATIONAL JUNIOR HONOR SOCIETY

The NJHS is a nationwide organization whose purpose is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, to develop character, and to encourage citizenship. The selection process of the St. Andrew's chapter of the NJHS is as follows:

- Twice a year (in the Fall and Spring), students who have attained a cumulative grade point average of 3.5 or better for the previous six quarters are invited to apply to become members of the St. Andrew's chapter of the NJHS. Students and parents must clearly understand that an invitation to apply does not guarantee selection.

- A five-member faculty committee, reviews completed applications with equal consideration given to each of the five qualities held in high regard by the Honor Society — scholarship, service, leadership, character, and citizenship. The decision of the faculty committee to accept or reject any student is final, and by NJHS guidelines, not subject to review by the national council.
- Students who do not maintain a 3.2 grade point average will be placed upon probation. Two successive probationary quarters will result in the student being dropped from NJHS.
- The National Junior Honor Society handbook is available in the SAS school library for further information regarding NJHS policies and procedures.

OUT OF SCHOOL ACTIVITIES

No activity (sports, dances, parties) may carry the name of the school or any class within the school unless it is officially sanctioned by the school administration.

PARENT/TEACHER CONFERENCES

Two times a year Parent/Teacher Conferences are scheduled. Students in grades K-8 should attend as these are counted as school days. Please make every effort to attend as scheduled, as it is extremely difficult to reschedule a conference.

Parents are encouraged to make additional appointments with teachers. To do so, telephone the school office (817-924-8917), send the teacher an e-mail message, or write the teacher a note. Please do not attempt to engage teachers in conference before class in the morning, as this time is important for preparation for the day or after school when teachers are responsible for supervising students for a safe dismissal.

PARENTS IN SCHOOL

Because of safety concerns for the children, all parents coming on the school grounds must make their presence known by signing in and out at the office and securing a nametag. This applies even if the parent is very well known to the staff. Adults without tags will be asked to go to the office and obtain one. Unauthorized adults in the building will not be permitted contact with students.

PARKING

In bringing or picking up your children, please observe the following procedure (see map attached):

Front of school — Enter the parking lot by the church end, exit by the school end, TURNING RIGHT ONLY. Do not stop in the street or the area directly in front of school on either side of the street (red zones) to pick up or drop off children.

Back of school — This lot is for faculty/staff only. Please do not pick up or drop off here, *particularly for Kindergarten and Preschool, as the time of their arrival is at the time daily mass is beginning, and the church staff is arriving.*

If someone else is to pick up the child, please make sure that they also understand the traffic flow schema. Many of our most hazardous problems are due to those who either are unaware of the pattern or who decide not to follow the traffic plan.

PERSONAL COMPUTERS

Due to the availability of school owned computers, students are solely responsible for personal property brought to school, including personal computers. Please advise an administrator and the homeroom teacher if your student needs to use a personal computer at school.

PHOTO RELEASE FORM

The Diocese of Fort Worth requires that each student have a Permission to Publish photo release form signed by their parent on file with the school.

PHYSICAL EDUCATION

All classes participate in a physical education program designed for the particular grade level.

Students with physical limitations, whether permanent or temporary, lasting more than two (2) P.E. days must have a **physician's** note stating the circumstances and dates of the limitation. A student who may not participate in P.E. because of illness will not participate in recess or athletics during the duration of the limitation. Students will not be excused from participating in P.E. for minor injuries (bruises, scrapes, scratches, *etc.*).

Grades in P.E. are based upon participation and knowledge of the sport rather than physical ability. Failure to wear the proper P.E. uniform, required for grades 4–8, will result in a lower grade.

PLAYGROUND RULES

1. Students must be in plain view of the teacher or monitor at all times.
2. Football is not allowed except in P.E.
3. No fighting or play fighting is allowed. Play fighting will be given the same consequence as fighting.
4. Students may never throw rocks, pebbles, dirt, or sticks, even if no one is near.
5. Students should not climb on: fences, backstops, soccer goals, lights in the courtyard, fire escape stairs by gym, trees, etc.
6. Students may not leave a fenced-in area to get a ball unless 2 go together and the teacher or monitor is by the fence watching the students.
7. Students should not go near fences or houses that are located near the playground.
8. Anything that looks dangerous to the teacher should be stopped immediately.
9. Once outside the school building, students may not reenter the building unless sent by a teacher or lunch monitor.
10. Students must not play around cars.
11. Students should always use the crosswalks when crossing the street even if the barriers are up.
12. Students should not throw balls against the gym walls or any building.

13. Students should use playground equipment according to its designed purpose.
14. Students should use recess equipment provided by the school rather than bringing personal items.

PROGRESS REPORTS

In grades 3-8 progress reports will be e-mailed twice a quarter (see calendar for dates).

REPORT CARDS

Report cards are issued 4 times a year for grades K-8 at the end of each quarter.

Grading System

Used for grades 3-8

Numerical grade is listed on the report card

A = 100 — 94

B = 93 — 86

C = 85 — 76

D = 75 — 70

F = 69 — 0

Used for special subjects

and by primary grades (1-2):

S = Satisfactory

I = Improvement Needed

N = Not Satisfactory

Pre-K and Kindergarten have their own distinct card.

SCHOOL SUPPLIES

All students are properly supplied with paper, pencils, erasers, pens, etc. at the beginning of the school year. Students/parents are responsible for replenishing these supplies whenever needed.

SPIRIT DAY

New this year, students can wear **jeans, the current SAS spirit shirt and tennis shoes or schools shoes** on Friday*! The spirit shirt, which must be purchased from the SAS Spirit Shop, must be tucked in and worn with the school uniform belt only. Jeans must be plain, with no added decoration (glitz, sparkle, embroidery, etc.). No jean shorts, skirts, or capris are allowed. Shoes must be worn with socks, and no sandals or flips flops will be allowed.

During special SAS events, such as Fall Festival, Wildcat Run, and the Stephen Breen Wildcat Challenge Basketball Tourney, event t-shirts may be worn in place of the spirit shirt. See calendar or listen for school announcements about these special days.

For Friday field trips, teachers may or may not allow spirit day attire determined by the type of field trip. As always, field trip attire will be listed on the field trip permission slip.

**Exceptions to the Friday Spirit Days are noted on the school calendar.*

SUSPENSION OR EXPULSION

Some serious offenses may warrant direct suspension or expulsion (e.g. violent or vulgar behavior or language, rudeness to teachers or others, harassment, endangering another's life, fighting, encouraging a fight, alcohol, drugs, destruction of property, interference with security equipment, etc.). Possession of weapons in a school building is a criminal offense. **Carrying or using a weapon (as defined by the police department) will result in immediate expulsion.**

Sexual harassment of any kind cannot and will not be tolerated under any circumstances. Sexual comments, suggestions, looks, or gestures or any other verbal or physical contact of a sexual nature is never acceptable. Consequences will be determined by the administration.

UNIFORM CODE

See *Uniform Code* attachments.

VISITORS

Permission must first be obtained from the assistant principal at least two days in advance for visitors. Teachers will not permit visitors to class without a notification from the assistant principal. The administration reserves the right to limit the number of visitors on a given school day.

VOLUNTEERS

Parents who feel they can give their time to assist in school are encouraged to volunteer. Before any adult can work with children, the volunteer must complete the diocesan "Called to Protect" (Keeping Our Children and Youth Safe) session, which includes a background check. The diocesan office must approve all paperwork.

NOTICE

St. Andrew's School is required by law to report that asbestos is present as insulation wrapping the pipes under the main building. Since the asbestos insulation is enclosed, it poses no danger and is not required to be removed.

USE OF TECHNOLOGY

Access to the technology resources in the Catholic schools of the Diocese of Fort Worth, including the Internet, shall be made available primarily for instructional and administrative purposes. Access to the school's computers, network, and Internet resources is a privilege, not a right. All users shall have the responsibility to use the equipment and software with care and to comply with the Diocese's Acceptable Use Policy. Teachers may grant students access to the school's technology as deemed appropriate by the teacher. Users of the school's technology shall not purposefully access materials that are considered an Unacceptable Use as defined hereinafter. Individuals making an Unacceptable Use of the school's technology will be subject to disciplinary action, which may include, but not be limited to, termination of employment or expulsion from the school.

ACCEPTABLE USE POLICY

Internet Terms, Conditions, and Regulations

It is the policy of the Catholic schools of the Diocese of Fort Worth to require the Acceptable Use of the Internet and related technologies by all employees, volunteers, patrons, guests, and students as set forth below. Access privileges may be revoked, disciplinary action may be taken, and/or appropriate legal action taken for any Unacceptable Use of the school's technology.

1. **Acceptable Use** – The use of the Internet and related technologies must be in support of education and research and consistent with the educational objectives of the Catholic schools of the Diocese of Fort Worth. Use of other organizations' networks or computing resources must comply with the rules appropriate for the networks.
2. **Unacceptable Use** – The term "Unacceptable Use" as used herein shall include, but not be limited to, the following prohibited acts:
 - A. transmission or the receipt of any material in violation of any U. S. or state regulation including, but is not limited to, copyright material, threatening, violent, or obscene material, or material protected by trade secret;
 - B. use for commercial activities, product advertisement, political lobbying, game playing, unauthorized "chat," or chain letter communication;
 - C. pornography, information on bombs, inappropriate language and communications, and flame letters;
 - D. acts of vandalism, any malicious attempt to harm or destroy data or another user or to damage hardware or software, the uploading or creation of computer viruses, and
 - E. unauthorized Use of another's computer, access accounts, and/or files.
3. **Privileges** – The use of the Internet and related technologies is a **privilege**, not a right, and Unacceptable Use may result in cancellation of the privilege and may subject the individual

to disciplinary action, which may include, but not be limited to termination of employment or, expulsion from the school. Each user who is provided access to Internet and related technologies will participate in a training session with assigned staff person(s) concerning the proper use of the network. The faculty, staff, or parent/guardian may request the administrator or designee to deny, revoke, or suspend a specific user's access to the Internet and related technologies.

- 4. Copyright** – It is the policy of the Catholic schools of the Diocese of Fort Worth that all employees, volunteers, patrons, guests, and students will abide by the federal copyright laws. Employees, volunteers, patrons, guests, and students may, with the school's permission, copy print or non-print acceptable use materials allowed by:

- *Copyright law
- *Fair use guidelines
- *Specific licenses or contractual agreements
- *Other types of permission

Employees, volunteers, patrons, guests, and students who willfully disregard copyright law are in violation of the policy of the Catholic schools of the Diocese of Fort Worth; they do so at their own risk and assume all liability.

5. Other

**Network accounts are to be used only by the authorized owner of the account for the authorized purpose.

**Users shall not intentionally seek information on, obtain copies of, or modify files, other data or passwords belonging to other users, or misrepresent other users on the network.

**Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software or hardware components of a computer or computing system is prohibited.

**Prior approval is required from the school for List serves use by or for Employees, volunteers, patrons, guests, and students.

ELECTRONIC AND/OR DIGITAL COMMUNICATIONS POLICY

Electronic and/or digital communications with students, and staff members should be conducted for educationally appropriate purposes using school sanctioned communications methods. The school sanctioned communications methods are: teacher school web pages such as the school website, Moodle, or School Notes, teacher school email, teacher school phone and educationally focused networking sites such as Churchwerks. The term "Staff member" as used herein shall mean all employees of a school,

Staff members in their normal responsibilities and duties may be required to contact parents

outside of the school day. A staff member is free to contact parents using e-mail, a home phone, personal cell phone or other appropriate electronic or digital devices. Staff members are to contact parents, not students, when they need to disseminate information for the student's benefit. Staff members should not purposely distribute a home phone number or a personal cell phone number to students.

Staff members are not to contact students directly by electronic and/or digital communications. If a staff member contacts a student, other than by school sanctioned communications methods, using electronic devices, including, but not limited to, personal phone or cell phone, email, texting or networking sites, the student shall immediately notify the student's parents about the contact and the student's parents shall immediately report the contact to the principal or to other proper school authorities.

Students are not to contact a staff member, other than by school sanctioned communications methods. If a student contacts a staff member, other than by school sanctioned communications methods, using electronic devices, including, but not limited to, personal phone or cell phone, email, texting or networking sites, the staff member shall immediately report the contact to the principal or to other proper school authority who shall immediately notify the parents of the student concerning the communication by the student to the Staff member.

**UNIFORM CODE
(2009-2010)**

Boys:

Slacks/Shorts:

- Navy blue dress slacks for Grades K–8 from Parker Uniforms
- Navy blue walking shorts for Grades K–8 from Parker Uniforms
- Optional khaki dress slacks for Grades 7 & 8 from Parker Uniforms
- Shorts may be no shorter than 2” from top of knee.

Shirts:

- Button-down collar white or light blue shirts, either in short or long sleeve for Grades K–8 from Parker Uniforms
- Optional light blue knit shirt with SAS on the collar for K–3 from Parker Uniforms
- Optional navy knit shirt with SAS on the collar for Grades 7 & 8 from Parker Uniforms

Sweaters/Sweatshirts:

- Dark red cardigan for Grades K–8 from Parker Uniforms, or
- Dark red V-neck pullover for Grades K–8 from Parker Uniforms, or
- Optional SAS sweatshirt for Grades K–8 will be offered through the SAS Spirit Shop
- No other sweater/sweatshirt or coat may be worn in classroom

Socks:

- Solid navy blue or black socks
- Solid white athletic crew socks
- No trademarks or emblems are allowed.

Belts:

- Solid navy blue, brown, or black belt
- Belts must be worn with slacks or shorts having belt loops. Belts must be visible.

Shoes:

Beginning school year 2009-2010, we will have uniform shoes for SAS. You may purchase the shoes at Parker Uniform or you may purchase elsewhere as long as it is the exact same brand, style, and color as the Parker shoe.

Kindergarten, First, Second and Third Grades:

New Balance Black Achieve tennis shoe: style #KX620BKP

Grades 4-8:

Bass Exeter-Y, #62001 in black or brown, or Skechers Alley Cat, #7111 in dark brown or black
May 2009

Girls:

Jumpers/Skirts/Skort:

- Optional navy blue skort for Grades K–1 from Parker Uniforms
- Plaid jumper for Grades 1–5 from Parker Uniforms
- Plaid skirt for Grades 5–8 from Parker Uniforms
- Jumpers and skirts must be of a tasteful, modest length (**1” from top of knee both in the front and back**).

Slacks/Shorts:

- Navy blue slacks for Grades K–8 from Parker Uniforms
- Navy blue walking shorts for Grades K–8 from Parker Uniforms
- Shorts may be no shorter than 2” from top of knee.

Blouses/Shirts:

- White with pointed collar blouses in short or long sleeves for Grades K–4 from Parker Uniforms
- Optional light blue knit shirt with SAS on the collar for Grades K–3 from Parker Uniforms
- Button-down collar white or light blue blouses, either in short or long sleeves for Grades K–6 from Parker Uniforms
- Three quarter length or cap sleeve white over-blouse is mandatory for Grades 7 & 8 from Parker Uniforms.

Sweaters/Sweatshirts:

- Dark red cardigan sweater for Grades K–8 from Parker Uniforms, or
- Dark red V-neck pullover sweater for Grades K–8 from Parker Uniforms, or
- Optional SAS sweatshirt for Grades K–8 will be offered through the SAS Spirit Shop
- No other sweater/sweatshirt or coat may be worn in classroom.

Socks:

- Solid white or navy socks
- Solid white or navy tights during cold weather
- If socks are worn with tights, they must be the same color.

Belts:

- Solid navy blue, brown, or black belt
- Belts must be worn with slacks or shorts having belt loops. Belts must be visible.

Shoes:

Beginning school year 2009-2010, we will have uniform shoes for SAS. You may purchase the shoes at Parker Uniform or you may purchase elsewhere as long as it is the exact same brand, style, and color as the Parker shoe.

May 2009

Kindergarten, First, Second and Third Grades:

New Balance White Achieve tennis shoe: style #KX622AWP

Grades 4-8:

JJ School Cheerleader III #894336E in white/navy, or

School Uniforms, Classic II, #9528 in navy/white.

Any changes to this uniform code will be made by the administration, and a copy provided in writing to each student.

ADDITIONAL UNIFORM INFORMATION 2009–2010

All students should take pride in the Saint Andrew's uniform and remember that they represent their school when seen in uniform. Students are expected to be dressed in an appropriate manner. If there is a question concerning the acceptability of the attire, it should not be worn. Any faculty member may question whether attire is acceptable and reflects the intent of the dress standard. The administration reserves the right to send home any student who is dressed improperly. In all cases the interpretation remains with the administration. *The uniform code will be strictly enforced.*

Slacks/Shorts:

- Blue slacks/shorts must stay dark navy blue, not faded.

Shirts/Blouses:

- No oversized (shoulder seam below shoulder, cuff below wrist) shirts allowed.
- No trademarks or emblems of any kind are acceptable.
- If long sleeved shirts are worn, the cuff may not extend past the wrist.
- Button-down collar, navy knit, light blue knit and Spirit shirts must be neatly tucked in at all times; must be able to see belt.
- Only solid white undershirts may be worn under the uniform shirt. Sleeves of the undershirt must not be longer than the uniform shirt sleeves.
- When necessary, white, collarless or turtleneck, long sleeve shirts may be worn under shirts. No logos or writing may be visible.
- Shirts must be buttoned except for the top button.

Sweaters/Sweatshirts:

- Sweaters/sweatshirts may not be oversized or faded.
- Sweaters/sweatshirts should not be tied around the waist.

Jumpers/Skirts:

- Girls **MUST** wear shorts with a minimum 3-inch inseam under the jumper or the skirt.

FRIDAY SPIRIT DAYS:

- Students can wear **jeans, the current SAS spirit shirt and tennis shoes or school shoes** on Friday*.
- The spirit shirt, which must be purchased from the SAS Spirit Shop, must be tucked in and worn with the school uniform belt only.
- Jeans must be plain, with no added decoration (glitz, sparkle, embroidery, etc.). No jean shorts, skirts, or capris allowed.
- Shoes must be worn with socks, and no sandals or flips flops will be allowed.
- During special SAS events, such as Fall Festival, Wildcat Run, and the Stephen Breen Wildcat Challenge Basketball Tourney, event t-shirts may be worn in place of the spirit

shirt. See calendar or listen for school announcements about these special days.

- For Friday field trips, teachers may or may not allow spirit day attire determined by the type of field trip. As always, field trip attire will be listed on the field trip permission slip.

**Exceptions to the Friday Spirit Days are noted on the school calendar.*

OUT OF UNIFORM:

- Students may dress out of uniform on their birthdays (or on the school day closest to the actual birthday), special occasions or rewards. On special days such as picture day and other announced occasions, students need to be in uniform.
- Students are expected to dress with due regard for decorum and modesty. **Out of uniform does not mean a “dress down” day.**
- Strictly enforced guidelines regarding shorts/skirt lengths, shoes, socks, jewelry, etc. **STILL APPLY TO OUT OF UNIFORM DRESS.** Nice jeans (no baggy, saggy, ragged or torn), walking shorts, jean shorts — no athletic shorts — are acceptable.
- Shirts and blouses should look nice and neat and be **neatly tucked in at all times**, and the belt or waistband must be seen.
- Grades K–8 may wear tennis shoes for out of uniform. “Flip-flops” or sandals are not to be worn to school for any reason.
- The decision of the principal or assistant principal regarding inappropriate attire is final.

GENERAL UNIFORM INFORMATION:

- Students must enter and leave the school grounds in proper uniform.
- Hair must be worn in a tasteful manner away from the face (including girls’ bangs).
- No tails, colored, streaked, highlighted or unnatural color hair or excessive styles are allowed.
- Boys’ hair should fall neither below the top of the collar nor over the eyebrows.
- Judgment calls will be made by the administration. (Offending students will be sent home until hair is acceptable.)
- Boys must be clean-shaven.
- Fingernail polish, acrylic nails and other makeup are **not allowed**.
- Girls in grades 7/8 may wear *minimal* makeup — no fingernail polish or acrylic nails.
- Watches, one per student may be worn. Alarms on watches may not be sounded during school or church (sounding alarms will result in a confiscated watch).
- One genuinely religious ring and one genuinely religious necklace may be worn. Only one religious arm bracelet (NO ankle bracelets), *etc.* may be worn. Only girls may wear earrings — one set only, and on the earlobe. For safety reasons, the earrings should not be longer than the bottom of the earlobe.
- No tattoos, whether permanent or temporary, are acceptable.

P.E. UNIFORM:

- P. E. Uniforms include SAS white Tee shirt and SAS red shorts available thru a link on the SAS website www.standrewsch.org. Socks and tennis shoes are required for P. E. class. Other requirements are listed under Physical Education section.

Any changes to this uniform code will be made by the administration, and a copy emailed to parents.

**Saint Andrew's Catholic School
Advisory Council
Policies**

#1 ADMISSIONS

In any grade in which applications exceed available openings, admission will be determined and children admitted on the basis of the following priority grouping:

1. Children of full-time faculty members;
2. Returning students;
3. Siblings of returning students;
4. Children of active St. Andrew's families who do not have a child or children in any other grade of the school.
5. Children of an active Catholic family who are members of a parish without a school;
6. Children of an active Catholic family who are members of a parish with a school;
7. Children of non-Catholic families who share our values.

3/22/71, Revised 1/10/94, Reviewed 11/9/98

In keeping with our belief about the dignity and worth of each person, no child shall be admitted to St. Andrew's School in order to avoid integration in the public schools.

3/13/89, Reviewed 11/9/98

#2 REGISTRATION FEES

Registration Fees are not refundable unless the school advises the family that the child is not accepted or the family relocates outside the reasonable attendance area prior to Final Registration. In such a case, the entire fee will be refunded.

Revised 3/22/88, Reviewed 11/9/98

#3 TUITION POLICY

1. Tuition is due on the 1st of each month. There will be a **\$10.00** late charge on tuition payments received after the 10th of the month in which it is due, plus an additional \$10.00 for each succeeding month. Arrangements can be made with the office to pay regularly on a particular day after the 10th of the month, based upon individual need. In this case, no late charge will be due unless the arrangement is not kept. Post-dated checks will be credited only after they have cleared the bank and **will** be subject to late charges unless prior arrangements have been made.
2. If a financial problem arises, the office must be contacted immediately to make special arrangements about the payment of tuition. If the office is contacted prior to the 10th of the month in which payment is due, there will be no late charges if an arrangement to pay on a later date is kept.

3. There will be a **\$15.00** charge for any check that comes back marked insufficient. A returned check must be redeemed with cash or money order. If the school receives two (2) returned checks, all further payments must be made in cash or money order.
4. If an account is habitually late (4 or more times), or if it is more than 45 days delinquent, it will be turned over to the Financial committee for collection and review. It is possible that the remainder of the tuition will be required immediately before the child(ren) may return to school.
5. All accounts (including fundraising) must be paid in full by the 10th of May. Failure to do this **will** result in children not participating in any school activity until these accounts are paid. This would include such activities as the 8th grade class trip, end-of-the-year field trips, field day, and graduation. All payments made after May 10th must be made in cash or by money order.
6. Final reports will not be issued, nor will records be sent on students with outstanding balances.

Effective 1/1/88, Revised 5/11/92, Reviewed 11/9/98

#4 POLICY FOR NON-CATHOLIC STUDENTS

All students attending St. Andrew's School will attend Mass and all other religious functions during the class day and participate in religion classes regardless of religious affiliation.

3/22/76, Reviewed 11/9/98

#5 PRE-SCHOOL

1. There shall be established a pre-school as part of St. Andrew's School.
2. A child must have reached his or her third or fourth birthday before September 1st of the year they are admitted to pre-school.
3. The pre-school shall be under the control of the St. Andrew's Advisory Council and shall be operated in accordance with established policies.
4. Administration of the school shall be under the control of the duly appointed principal of St. Andrew's School.

Revised 3/13/88, Revised 5/15/95, Revised 11/9/98

#6 DISCIPLINE

Verbal abuse or any kind of disruptive or disrespectful conduct to a teacher by a student or his/her parents will under no circumstances be tolerated. Such behavior will result in the school asking the parents to withdraw their child and/or refusing readmission to school. Any student or his/her parents not willing to follow the rules or the conduct and discipline guidelines contained in the Student Handbook will likewise result in the parents being asked to withdraw their child or children from school.

1/24/77, Reviewed 11/9/98

The principal and the faculty will develop discipline guidelines for the school year at the beginning of each academic year. These guidelines will be explained to the students and the parents in the Student Handbook. In all disciplinary situations, the administrative staff and the faculty will use reasonable and professional judgment and under such circumstances can expect the support of the Advisory Council. Corporal punishment is not to be administered by faculty or staff.

2/25/80, Revised 3/13/89, Reviewed 11/9/98

#7 HEALTH

Possession of alcoholic beverages or drugs (not prescribed by a physician) or the use or possession of tobacco is expressly forbidden on church, school or athletic properties.

2/28/72, Reviewed 11/9/98

Only emergency medications such as that needed for diabetics, asthmatics, etc., may be given at school. The nurse or other school authority may give this only if the school has written directives from the doctor stating the name of the medication, dosage, and time to be given. For recurrent chronic problems, at the doctor's direction, medications for more than one day may be kept on hand.

11/25/75, Reviewed 11/9/98

Only medications in a container, properly labeled and dispensed by a registered pharmacist and/or physician, may be administered at school.

11/26/79, Reviewed 11/9/98

A registered professional nurse shall be employed at St. Andrew's School.

2/22/82, Reviewed 11/9/98

A student will be subject to expulsion from St. Andrew's School if, while on school premises or at other school sponsored functions, the student is found to be in possession of or using and narcotic or other controlled substance not prescribed by a licensed physician. The dispensing or selling of any narcotic or other controlled substance or the use of alcoholic beverages on school premises or at school-sponsored functions will subject the student to expulsion.

9/26/83, Reviewed 11/9/98

#8 HOLY DAYS

When a Holy Day falls on a school day, there will be a special liturgy for all students. The theme of the Holy Day will be emphasized throughout the school day.

10/27/80, Reviewed 11/9/98

#9 POLICY ON FUNDRAISING ACTIVITIES

The following regulations will govern school sponsored money-making projects for St. Andrew's School:

1. In September, any group wishing to raise funds during the school year must present its annual projects with proposed dates to be approved by a committee of 3 members of the current school Council.
2. The corresponding secretary will be chairman of the committee with 2 other Advisory Council members who will serve as the committee.
3. Fall Festival activities do not apply.
4. Projects not approved in September must be presented to the above committee and approved by the Council.

3/26/84, Revised 3/13/89, Revised 5/15/95, Reviewed 11/9/98

#10 FIELD TRIP POLICY

Field trips are considered part of the curriculum. The number, length of time and place will be determined by the meaningfulness of the trip, circumstances and age of the pupils.

Transportation other than carpools may be used. Pupils will be required to pay a fee for transportation and/or admission where this applies.

Private vehicles are required to have operable seat belts for each passenger.

All drivers of private vehicles must show evidence of current liability insurance.

No pupil may attend a Field Trip without a signed waiver from the parent.

Field Trips are a privilege, not a right. If a child has given a teacher reason to believe that he/she may require more than an ordinary amount of supervision, the child may not be permitted to participate in the trip.

10/23/78, Revised 3/13/89, Revised 11/9/98

#11 SUPERVISION OUTSIDE REGULAR SCHOOL HOURS

St. Andrew's School, its faculty and staff, are not responsible for the safety and welfare of children who are present on the school property before the hour of 7:30 a.m. and after the hour of 3:30 p.m. on regular school days.

The sole responsibility for the safety and welfare of the children prior to and after these times must be that of the individual parents or guardians. On days after early dismissal, the faculty is not responsible beyond 20 minutes after dismissal.

1/28/86, Reviewed 11/9/98

#12 ADMISSIONS

Application to St. Andrew's School does not guarantee admission.

11/9/98

Saint Andrew's Catholic School
Parents' Permission, Release and Indemnity for Field Trips
Please read, sign and return this top portion to school.

I request that my child, attend and be permitted to participate in the field trip with class on _____
to _____ Cost _____. The educational purpose of this field trip is _____

To the best of my knowledge he/she is physically fit to engage in such activity and is not suffering from any disease or injury. I agree and do hereby waive and release all claims against Saint Andrew's Catholic School and any teacher, employee, or other person engaged in the activity in question and agree to hold them harmless from any and all liability relating to my son/daughter for any personal injury or illness that may be suffered or any loss of property that may occur to my son/daughter. If an emergency arises and the parents cannot be reached, I authorize any necessary treatment.

(Signature of parent/guardian)

(Date)

Phone number where parent can be reached _____

I can drive on this field trip. Yes _____

No _____

Number of seat belts (including driver's seat belt) _____

When seating a child under the age of 12, please place the child in a seat NOT protected by air bags.

If driving for any school trip, a current and correct Driver information Sheet must be on file in the school office.

All field trips at Saint Andrew's Catholic School are optional. Children whose parents do not give *signed* permission will remain at school under professional supervision with worthwhile activities to do.

Ed Noll, Principal

08-01-09 revised

Please retain this section for your information.

Date of Field Trip _____ Place _____

Class _____

Time: Leave School _____ Return _____

Lunch: _____ Bring sack lunch and boxed drink

_____ Will eat at school as usual

Dress : _____ Long pants/skirts or jumpers

_____ School shorts

Sweaters: _____ Bring or wear (as part of the school uniform)

_____ Wear only if the weather is cool

Special Information _____

**St. Andrew's Catholic School
Cell Phone Policy**

Students at SAS are not allowed to have a cell phone on during the school day. Phones must be turned off before entering the building and may be turned on after exiting the building at 3:10 p.m. Student phones need to remain off and in their backpacks throughout the day. If a student is caught using a cell phone during the restricted hours and/or carrying the phone on their person, an adult will take the phone and bring it to the assistant principal, where the parent can retrieve it at the end of the day. **A \$15 fee will also be assessed at the time the phone is picked up.**

Student's Printed Name: _____

Student's Signature: _____

Parent's Printed Name: _____

Parent's Signature: _____

Student's Cell Phone Number: _____

Date: _____

SAINT ANDREW'S CATHOLIC SCHOOL HANDBOOK
PARENT AND STUDENT SIGNATURE PAGE

Please sign below that you have read and reviewed this handbook. Return to homeroom teacher by **Friday, August 21, 2009**. Continued enrollment in school constitutes acceptance of an intention to comply with the policies as stated.

As a student/parent in Saint Andrew's Catholic School, I recognize my responsibilities and I agree to follow all the regulations that are assigned to me. In completing my obligations, I will follow the example of Jesus.

Student's printed name: _____

Student's signature: _____

Parent's printed name: _____

Parent's signature: _____

Date: _____