

ST. ANDREW CATHOLIC SCHOOL
PARENT/STUDENT HANDBOOK
2008-2009

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The Mission of St. Andrew Catholic School:

BUILDING IN FAITH...

St. Andrew Catholic School, an educational ministry of St. Andrew parish, exists to integrate the teachings and values of the Roman Catholic Church into a superior educational environment. The school serves pre-kindergarten through eighth grade students from St. Andrew and St. Katherine Drexel Parishes as well as surrounding parishes. The school is open to families of other faiths who accept its' philosophy and mission.

BUILDING IN HEARTS...

St. Andrew Catholic School, founded on the educational philosophy of the Sinsinawa Dominican Sisters, strives to educate the whole child (intellectually, physically, spiritually, morally and socially,) encouraging collaboration within a caring and respectful community. Two emphases of St. Andrew Catholic School are community service and stewardship of God's creation.

BUILDING IN MINDS...

The administration and faculty of St. Andrew Catholic School use challenging and diverse strategies to promote excellence in academics and encourage maximum personal effort to promote each child's talents and interests.

Beliefs Statements:

- Each student is a unique child of God.
- Ongoing evaluation and improvement of the curriculum is crucial to the development of a sound educational program.
- A Catholic school reflects the integration of a Catholic faith and values with learning and life.
- Students experience faith-based traditions as part of their educational formation in Catholic schools.
- A healthy learning environment is everyone's responsibility.
- Students learn in a variety of ways.
- Catholic education is an integral part of the church's mission to proclaim the gospel of Jesus, to build faith communities, to celebrate through worship and to serve others without distinction.
- Christian formation is at the heart of Catholic Education.
- The opportunity for success is an important component of student learning.
- Mutual respect among and between the students and staff creates a wholesome learning environment.

Dear Parents/Guardians, and Students,

With great pleasure and enthusiasm the faculty, staff and I welcome your child(ren) to the 20th year of St. Andrew School. For some of you it is your first year here. For others St. Andrew has been your school for many years. In either case, we are all beginning a unique and unrepeatable year in the life of each of our children. We are committed to making it an outstanding one.

Our theme this year is “Walking with Jesus”. Each of us, adult or child, is on a journey of faith. It is a journey on which our loving Lord both guides us and walks with us. It is our hope that we will become more mindful this year of our life as a journey with Jesus.

This handbook is a guide to school policies and procedures. I hope that it will be a helpful source of information. Not every situation is, of course, going to be covered and it may be amended as the need arises. Because the policies and procedures contained here are binding for all students and parents, please read and discuss this information with your child(ren) and keep it for easy reference during the year.

Let us pray that we may each make progress in our life’s journey this year.

Gratefully,

Elizabeth Meegan, O.P.

SCHOOL FACULTY AND STAFF

PASTOR: Father Mark Heuberger

PRINCIPAL: Sr. Elizabeth Meegan ASSISTANT PRINCIPAL/RESOURCE: Ms. Colette Ott

SCHOOL SECRETARY/CLINIC AIDE: Mrs. Adria Neumann-Demaray

FINANCE DIRECTOR: Mrs. Marie Riggs

OFFICE STAFF: Ms. Marie Casagrande, Mrs. Mary Trobiano

DEVELOPMENT COORDINATOR: Lynn Welsh, O.P.

SCHOOL CAFETERIA: Mrs. Kris Urbanowicz, Mrs. Michelle Carpino, Mrs. Cathy Ranville

BEFORE/AFTER SCHOOL PROGRAM: Mrs. Barbara Sylver, Mrs. Linda Wasko

SCHOOL & GROUNDS MAINTENANCE: Mr. Peter Curcio, Mr. Tony Adorno, Mr. Miguel Cartagena, Mr. Pat Doherty, Mr. Carlos Garcia, Mr. Frank Castiglione

PRE-K 4: Mrs. Elisa Collins Mrs. Janet Omundsen

KINDERGARTEN: Mrs. Anne Marie Marron Mrs. Stephanie Rode

FIRST GRADE: Mrs. Betsy Child Mrs. Colleen Mattfeld

SECOND GRADE: Mrs. Cristi Haytac Mrs. Rise Ritzman

THIRD GRADE: Mrs. Linda Antonuccio Mrs. Debbie Shideler

FOURTH GRADE: Mrs. Julie Dudek Mrs. Terry Roberts

FIFTH GRADE: Mrs. Bambi Giles Mrs. Nichole Moore

SIXTH GRADE: Mrs. Kathryn Kay Mrs. Diane Patzwahl

SEVENTH GRADE: Mrs. Michelle Hankey Miss Kellie Zavada

EIGHTH GRADE: Mr. Dave Bautista Mrs. Sheila Valin

SPANISH: Senora Aileen Gonzales (Gr. 1-8)

ART: Mrs. Diana Villadolid MEDIA CENTER: Mrs. Peggy Dunn

MUSIC: Mrs. Marty Simons PHYS. ED: Mr. Scott Jones, Mrs. Linda Wasko

TECHNOLOGY: Mrs. Linda Wasko GUIDANCE: Mrs. Carrie Daniels, LCSW

TEACHER ASSISTANTS: Mrs. Donna Aluotto, Mrs. Kim Butler, Charlotte Gould, O.P., Mrs. Diane McBride, Mrs. Barbara Sylver

School Board Members: Mr. Rick Shafer, Chairman, Mrs. Virginia Glodik, Mr. Link DiCicco, Mrs. Michelle Trunkett, Mrs. Mardi Allen, Mrs. Patti Holmes, Mrs. Kari Oyer, Mr. Mark Lukasik, Mr. Enrique Diaz

Home & School Association Officers: Mr. Paul Fila & Mr. Clancy McClanahan, Co-Presidents; Mr. Peter Konsewicz, Vice-President; Mrs. Janice Oliva, Treasurer; Mrs. Carolyn Canzano, Recording Secretary; Mrs. Mary Rambow, Mrs. Melissa Rich, & Mrs. Susie Duca, Corresponding Secretaries

Athletic Booster Club Officers: Mr. Mark Gizzi, President Mrs. Lorraine Rizzo, Secretary

Patrons of the Arts Officers: Elections to be held in September.

HISTORY OF ST. ANDREW CHURCH AND SCHOOL

- 1962: Mission church established to serve the growing Catholic population of Cape Coral.
- 1965: Mission church raised to parish status and original church dedicated.
- 1983: Current church dedicated to meet increase in parish population.
- 1989: Phase I of elementary school completed. School opens with about 80 students in Grades K-3, under the leadership of Fr. Timothy Murphy, Sr. Elizabeth Dunn and team of Sinsinawa Dominicans.
- 1993: Phase II adds classrooms, administrative offices, and cafeteria. Enrollment grows to 389 students in Gr. K-7.
- 1995: St. Andrew Catholic School awarded initial accreditation by the Florida Catholic Conference. The school also graduates its first eighth grade class.
- 1998: The first graduating class to have completed Gr. K-8 at St. Andrew School. Our school now has an enrollment of over 500 students.
- 1998-1999: St. Andrew School celebrates its Tenth Anniversary!
- 1999: The founding Sisters move to the Diocese of St. Augustine to open a school on Amelia Island; the first lay administrators take leadership of St. Andrew School.
- 2001: Accreditation renewed for another seven years.
- 2003: Fr. Mark Heuberger appointed Pastor as school celebrates 15th anniversary with dedication of Peace Pole and Peace Gardens.
- 2007: Sinsinawa Dominicans return; Sr. Elizabeth Meegan becomes third Principal of St. Andrew School
- 2008: Outdoor pavilion added.

ADMISSION POLICY

Students will be considered for admission to St. Andrew School on the basis of academic achievement, conduct, and moral character. The following factors are taken into consideration:

- Siblings of children already enrolled at St. Andrew School
- Active Parishioners: i.e., children of families who are registered in a local Catholic parish, bring their children to Mass on Sundays as demonstrated by the use of envelopes, and are active in their parish
- Non-Catholics: i.e., children of families of other faiths who desire a Catholic education.

All children applying to PreK must be:	4 years of age on or before Sept. 1
All children applying to Kindergarten must be:	5 years of age on or before Sept. 1
All children applying to Grade 1 must be:	6 years of age on or before Sept. 1

At the time of initial enrollment, all new students must present Baptismal and Birth Certificates, a record of immunizations, copies of the current report card and standardized test results. Tests in reading, math and writing may be given if deemed necessary to assist with appropriate grade placement decisions.

Each new student will be given a nine-week probation period in which to prove him/herself both academically and socially. If during this trial period there are any problems, the student may be asked to withdraw his/her attendance at St. Andrew School. This period of probation may be extended as needed.

NON-DISCRIMINATION POLICY

While St. Andrew Catholic School exists primarily to serve the needs of Catholic students, we welcome any qualified student who shares our philosophy of education as long as space is available. Our school does not discriminate on the basis of race, color, sex, disability, national or ethnic origin in the administration of educational policies, admission policies, loan programs, athletic and other school program or activities.

STANDARDS

St. Andrew Catholic School has been fully accredited by the Accreditation Committee of the Florida Catholic Conference (FCC) since 1995. Reaccreditation occurs every seven years. Our school policies are in agreement with the policies of the Diocese of Venice. Our curriculum follows the guidelines of the Diocese of Venice, includes and expands upon the Sunshine State Standards. Teachers are certified and well prepared for the subjects they are teaching. Regularly scheduled art, music, computer, media (library and TV production), Spanish, Physical Education, study skills and group guidance classes as well as many extra-curricular opportunities supplement and enhance the academic program.

PARTNERSHIP

CHURCH: The pastor and priests at St. Andrew Parish are available to students and staff, visiting classrooms, speaking on topics in Religion classes, celebrating liturgy and sacraments with the student body, and joining in many school activities and programs. Diocesan leadership is spiritual, in the person of our Bishop, as well as academic. Dr. Kathleen Schwartz, Director of Education, and the staff at the Diocesan Office of Schools assists with planning, certification, in-service and curriculum in all Diocesan schools.

SCHOOL: The Administration, faculty and staff strive to:

- provide a community and curriculum which meets the needs of the whole child
- model and develop respect, service and leadership
- help students integrate religious thought and values in their daily lives
- continue the Dominican tradition of academic excellence

PARENTS: The primary responsibility for the education of the children belongs to parents. This responsibility is shared with the school as a matter of practical necessity. The greatest single factor in building a child's intellectual, cultural, moral and spiritual attitude is the example provided at home. Parents are responsible for:

- supporting school policy, the administration and teachers
- modeling and supporting their children's practice of the Catholic Faith
- encouraging their children to complete all assignments on time
- insisting that their children follow the principles of good behavior and good manners
- discussing problems with the persons concerned and avoiding criticism of teachers and school policy
- following the policies and procedures of the school including those stated in the handbook
- paying all tuition and fees on time
- reimbursing any property destroyed (accidentally or intentionally)
- contributing service hours and supporting fundraisers; building community

VOLUNTEERS: There are many opportunities for parents and other interested adults to become involved in school activities. (See 'Volunteer' section for more details.) Following Diocesan requirements and for the protection of all, a volunteer form, safe environment training, a background check, fingerprint clearance (renewed every 5 years), and the code of conduct for volunteers must be completed before a volunteer can work at our school. For adults (25 yrs of age or older) volunteering to drive children on field trips, a driving clearance (driver's license and auto insurance checked annually) must also be completed.

SCHOOL BOARD

School policy and direction are aided by our School Board, advisory to the pastor and principal. The Board is made up of up to 12 members, appointed by the pastor. The Board functions in the areas of long range planning, policy development, school budget, tuition and financing, and public relations. The Board meets monthly or bi-monthly. Any person may address the School Board by requesting to be put on the agenda at least two weeks before the scheduled meeting. The School Finance Committee is a working committee of the School Board and is made up of appointed volunteers to work specifically in the areas of school finances and fundraising.

HOME AND SCHOOL ASSOCIATION

An active Home/School Association is vital to the life of any school and is involved with the short term (annual) planning and activities of the school. Our parent organization is concerned with providing the administration and faculty of the school with support, encouragement and gratitude for assuming the task of formalized education and providing parents with mutual support and encouragement in their God-given parenting role.

St. Andrew Home/School Association objectives are:

- To promote communication, cooperation and community among school families, faculty, administration, our school board and supporting parishes
- To promote quality Catholic education and to support the school's mission and philosophy
- To coordinate social activities, volunteer involvement, and fundraising events which directly benefit students' educational experiences and help build a faith community
- To enrich families and faculty with information regarding issues affecting Catholic education
- To provide a forum for family and faculty input to benefit the school and students

The Association should be viewed as an organization dedicated to promoting home and school experiences that complement, reinforce and extend each other so that the child will be given the best possible Christian witness and preparation for life.

The discounted membership fee is due by the last Monday in September; full fee required after that date.

Meetings will be held regularly throughout the school year. Parents are expected to attend meetings and help with H/S sponsored activities. Some Home and School activities are the Magazine Sale, Craft Show, A+Take Charge of Education (Target), Secret Santa Shop, and TRIP(Tuition Reduction Incentive Plan.) All proceeds for fund raising efforts must be turned in to the H/S treasury. (School groups, such as Student Council, NJHS, etc. also sponsor fundraising activities during the school year.)

PARENT SUPPORT GROUPS

In addition to the Home & School Association, two other parent groups support student activities: the Athletic Booster Club and the Patrons of the Arts Club. Annual membership is solicited at the beginning of the school year.

ACADEMIC PROGRAM

CLASS SIZE AND ASSIGNMENT

Size: Accreditation standards limit class size to 35 students in Grades 1-8 and 30 students in Kindergarten with a teacher and an aide. Our intent is to keep class size at 24 in Kindergarten and 30 Grades 1-8 as long as this is financially feasible. The principal may exercise the right to make exceptions to this guideline. PK is limited to 18 students as we are a VPK approved site.

Placement: The administration reserves the right to assign students to classes within a particular grade. Teachers collaborate with the principal in the grouping of children and in class assignments, taking into consideration the academic and social needs of individual children and the class as a whole. Parents are expected to respect the professional judgment of the educators. All of our teachers are excellent and committed to help each child grow and develop and would be an appropriate teacher for any of our children.

CURRICULUM

Curriculum Guides: Goals and Objectives that are the framework of our curriculum are developed at the diocesan level by teachers and administrators, using current research, the Florida Sunshine State Standards, our Accreditation Standards, and our religious focus as guides. Curriculum guides are updated on a rotating basis.

Pre-K and Kindergarten: Our Early Childhood Program provides a warm, loving and supportive atmosphere in which children feel a sense of excitement about learning and discovery. Developmentally appropriate child-centered experiences are provided to stimulate curiosity and to develop self-confidence and independence. The children see themselves as God's most important creation and experience the loving goodness of God through prayers, liturgy, the storytelling of scriptures, and adult example. The thinking strategies and learning process of young children are nurtured through learning centers for hands-on learning experiences and problem solving, an academic readiness program, play areas in which children can dream-up and make-believe, times for informal conversation which allow for oral language, poems, songs and finger play, times for one-to-one sharing and for whole group sharing, and activities allowing for body movement and artistic expression. Since there is a wide range of academic readiness and achievement levels at this age, activities and projects are designed with a wide range of available levels of participation, to meet the needs of each child. Students in Kindergarten receive instruction in religion, readiness activities in handwriting, mathematics and reading, as well as art, language arts, health, music, physical education, computer, science, social studies and Spanish.

Grades One through Five: Students at each grade level receive instruction in religion, language arts, health, mathematics, reading, science, and social studies. In addition, instruction in art, music, physical education, computer, Spanish, and library skills is given weekly.

Grades Six through Eight: Students in the Middle School receive instruction in religion, language arts/reading, health, mathematics, science, social studies, art, music, TV production, computer, Spanish, public speaking, study skills, life skills and physical education. Chorus is available. Classes are taught on a departmental basis.

Providing for Individual Differences: A variety of instructional methods are used at St. Andrew School to meet individual student needs. Examples include but are not limited to: individualization, small group instruction, large group instruction, departmentalization, self-contained classes,

team teaching, computerized instruction, cooperative learning, minicourses and Student Resource supports. All grouping arrangements are made in view of the learning needs of individual students.

There are many approaches, techniques, and motivators used by teachers with a class of children. None are perfect and all have advantages and disadvantages. The teacher, using his/her knowledge and experience, chooses what is reasonable and workable with the class. It is understood that another teacher may reach the same goal in a different manner. A project or technique is just one part of the whole picture of the supportive and challenging environment that has been fashioned for the children.

RELIGION PROGRAM

Objectives of the Religion Program: Our objectives are to bring students into contact with the life and personality of Jesus, the Son of God; to deepen the students' knowledge and love of scripture as a revelation of God's love for humankind; to introduce the Commandments and Beatitudes as they apply to contemporary society; to help students participate in the Liturgy and grow in closeness to Christ through meaningful reception of the sacraments; and to motivate the students to choose a life of service to God and to the community through personal deeds of compassion, and the works of justice, mercy and peace. The school program is intended to help children affirm the faith that is already being practiced at home; for this reason, it is important that parents and children attend Mass regularly and are committed to living by Christian values in everyday life.

Religious Instruction and Faith Formation: Catholic Schools are 'magnet schools' for the learning and living of the Catholic Faith and therefore religious values permeate every facet of St. Andrew School. Students participate in a religious activity or religion class daily. The student body celebrates liturgy together each month with students taking various ministry roles. In addition, on designated days, individual classes may participate in parish liturgies, celebration of the Sacraments, or prayer services. Parents are invited to join the students and staff for these celebrations. Service projects, putting faith into action, are also an integral part of our religion program.

Sacraments: In-depth preparation for reception of the sacraments occurs naturally in the religion curriculum. Reconciliation and Eucharist are first celebrated in Second Grade; Confirmation is celebrated in Eighth Grade. Children who have not received sacraments at the usual age and would like to now do so are encouraged to have their parents make arrangements with their parish.

During the school year, students have an opportunity to celebrate the sacrament of Reconciliation during Advent and Lent, and to celebrate weekly Eucharist. Opportunities for other prayer experiences are available in classrooms and when the school body gathers throughout the year.

The following are the Diocesan guidelines for the teaching of human sexuality:

In teaching human sexuality our Catholic Schools and parish catechetical programs follow the principles of the following documents: *Congregation for the Clergy General Directory for Catechesis* by the Vatican, *Educational Guidance in Human Love* by the Vatican Congregation for Catholic Education, *Sharing the Light of Faith*, *National Directory for Catechesis* and *In the Image of God, the Pastoral Statement on Human Sexuality* published by the United States Conference of Catholic Bishops.

All materials and information on human sexuality follow these Diocesan guidelines:

- A. As the primary educators of their children, parents have the fundamental and primary right, and therefore the obligation, to educate their children in issues of sexuality.
- B. Everyone, especially children and youth, have a right to positive education in human sexuality, appropriate to the level of maturity.
- C. Parents have the right to remove their children from any sexuality course. If they believe that as the primary educators they wish to perform that responsibility alone, they have the right to do so. We support parents in that decision.
- D. Parents have the right to preview all materials used in the teaching of human sexuality and to monitor progress of the program.
- E. A holistic approach is taken in sexuality education. That includes the issues of biology, gender formation and psychological development and the dimensions of a relational, familial, cultural and spiritual nature.
- F. The goal of human sexuality education is to assist children, adolescents and adults to develop and internalize positive attitudes and values based on Catholic doctrine and teachings.

Formation in Christian Family Life: Following the directives of our Bishops, all students in the K-8 program participate in a Family Life unit of study which also includes a Catholic approach to HIV. The goals of education in issues of family life and human sexuality include assisting parents in opening lines of communication with their children in this very important area of life, providing the necessary scientific information to the students appropriate for their age, and helping in the formation of Christian conscience in sexual and relationship matters.

Service: Stewardship—the sharing of one’s time, treasure, and talents for the good of others—is important in the life of a Christian. Every student is expected to give service at school and in the community. Particular service projects in our middle school are Safety Patrol, Grounds Clean-up and Cafeteria Clean-up. Many service opportunities are available throughout the year and open to the participation of all children.

RESOURCES

Computers/Technology: Computers, VCR tapes, DVDs, smartboards, audio enhancement systems and other forms of educational technology are available to enhance and aid instruction. Computers are available for whole class use in the Computer Lab and through individual use in the classrooms. Our school has internet access; students are instructed in the appropriate use of the internet and must sign the Technology User Agreement. Violations will result in student loss of internet access or computer use.

Counseling: Our school counselor deals with the normal developmental concerns of children: forming and keeping friendships, school work habits, family concerns, improving behavior at school. Children can work with the counselor in learning strategies such as peaceful conflict resolution, in support programs such as Rainbows, and in class sessions focusing on specific topics. A child or family in need of ongoing family counseling is referred to community resources.

STARS Academic Resource Program: Teaching as Jesus did, and imitating Him in reaching out to those with special needs, the schools in the Diocese of Venice in Florida attempt to respond to the needs of students with learning conflicts. Because our school cannot offer a continuum of services, as financed through the public system under PL 94-142, (The Individuals with Disabilities Education Act), or Section 504 of the Rehabilitation Act, we must limit our admissions to students with average or above average intelligence, who may exhibit learning conflicts. These are students who are able to manage in a mainstream setting with a minimum of strategy training and simple accommodations as

outlined and agreed upon by student, teacher, and parent from our Learning Support Sheets for the respective levels. In some cases, supportive services outside school may be a necessary requirement asked of parents to ensure the success of the student. The success of this model is founded on a three-way support system requiring input from parents, students, and the school.

Field Trips: Field trips are part of the educational experience, an extension of the curriculum. No student, however, has an absolute right to a field trip. Because field trips are privileges, students may be denied participation if they fail to meet academic or behavioral requirements. All costs and fees are paid by parents. Signed parental permission forms are required before a student will be permitted to participate in a field trip. We will accept only the official Diocesan form for field trips. Telephone calls will not be accepted in lieu of proper forms. Parents have a right to refuse to allow their child to participate in a field trip.

Transportation is provided by bus or private cars. Teachers assign students to cars. Each student must have and use a working seatbelt. Parents or relatives who volunteer to drive must be at least 25 years of age and have completed safe environment training, a background check (completed form and cleared fingerprints) and driving clearance (copy of drivers license and auto insurance coverage required). Anyone with 6 points or more on their license and/or a DUI charge will not be approved as a driver. Drivers must follow all the instructions of the teacher, or they cannot be permitted to drive for future field trips. Chaperones must also have completed safe environment training and background clearance.

Government Programs: The following federal programs help support school activities: Title V - Instructional and Audio-Visual supplies; Drug-free Schools Grant - Drug prevention materials; Title II - In-service training for staff.

Homework: Homework is an extension of the learning process begun at school. Its purpose is to promote independent study, encourage individual initiative, provide extra practice needed to perfect fundamental skills, make use of resources outside the school, recognize individual differences, and enrich learning. Homework is considered an essential part of the education at St. Andrew School. Some homework is graded and some is not graded, depending on the purpose of the assignment.

A definite time should be set aside for homework. A quiet place in the home, free of the usual distractions of TV and other noise, equipped with the tools of study and learning will enhance the child's mastery of the material and growth in knowledge. It is the student's responsibility to use their planner (assignment book) for daily assignments and long-term projects, such as term papers and science investigations. Parents should supervise and encourage but not do homework for the child. Assistance is important for vocabulary, spelling or math facts practice and with reviewing before a test.

All assignments are to be neat, legible, spelled correctly and submitted when due. No assignments should be handed in on spiral notebook paper or other torn paper.

The length of homework assignments depends on the initiative and ability of students and on the type of assignment. Some type of home study should be done daily. A general guideline is: PK-Gr. 1 (at the discretion of the teacher), Gr. 2 (30 minutes), Gr. 3 (40 minutes) and Grades 4-8 (60-90 minutes). If you find your child working an excessively long time on homework, please confer with your child's teacher. Generally, homework is not assigned on week-ends, with the exception of long-term projects and some specific subject areas.

Media Center: St. Andrew School Media Center-Library has a circulation of more than 12,000 volumes of books, periodicals and reference materials available for student and teacher use, as well as a computer center with access to CD-ROM reference materials and to the Internet. Classes through fifth grade participate in a weekly library period during which they are instructed to develop, maintain and expand basic library skills and apply them to a variety of learning tasks on their grade level. Students are taught and encouraged to choose good literature and develop their background of leisure reading experiences.

It is our intent to provide a wide range of learning resources at varying levels of difficulty, with diversity of appeal and the presentation of different points of view to meet the needs of students and teachers. While the selection of learning resources involves recommendations from many people (media specialist, administrators, teachers, parents, students), the responsibility for coordinating the selection of school learning resources and making the recommendation for purchase rests with the principal, media specialist and other professional personnel. The responsibility for selection and evaluation of library/educational resources has been delegated to the school library media specialist.

Review Procedure: If a parent is concerned with the appropriateness of an assigned book for his/her child, the parent may request that another book be substituted for the assigned book. If a parent is concerned about a particular book or resource being available in our classroom or school library, the parent may ask for a reconsideration review. The steps of the review are: 1) the parent reads the entire book to understand the context of the objectionable part; 2) the parent meets with the media specialist and completes a form requesting a review of the book; and 3) a committee of staff members appointed by the principal reviews the book and the parent's concerns. After consideration of the recommendations of the staff committee, the principal will make the final decision regarding the book in question.

Rainbows for All God's Children Program: Group sessions focus on a process of acceptance and healing for those children grieving the loss of a loved one or experiencing divorce in the family. Trained adults work under the supervision of the Guidance Staff to help children work through their grief, provide a place for them to meet new friends who have shared similar experiences, and to come to an acceptance of what has happened in their family. Parental permission is required for a child to participate in this program.

Textbooks: Textbooks in all subjects, including religion, are selected by the principal in consultation with the teachers. They are used as one of many means to meet the objectives of the Curriculum Guides. Textbooks in major subjects are kept as current as possible and updated on a rotating basis. Our registration fee helps cover the cost of purchasing new textbooks.

STUDENT ASSESSMENT AND EVALUATION

Academic Honors: Students in Grades 5-8 whose subject grades are not below "C" are eligible to earn the following academic honors:

Principal's List: 96% or above overall average in all subjects and satisfactory conduct and effort
First Honors: 93-95% overall average and satisfactory conduct and effort
Second Honors: 85-92% overall average and satisfactory conduct and effort

Academic recognition is meant to be motivational and is not included in the permanent academic record. Parents are reminded to keep these honors in perspective and to recognize their child's personal best efforts.

Graduation: Eighth grade students who have successfully completed the program of studies prescribed for them by St. Andrew School and the Diocese of Venice are eligible to graduate and enter high school. Graduation ceremonies are part of a liturgical celebration and are kept dignified and simple.

Monitoring Student Achievement: Student achievement is monitored on the basis of the Curriculum Guide and teacher objectives and incorporated into the teacher's daily lesson plan for instruction. Procedures include teacher's observation of student responses, directed activities, quizzes, tests, participation in discussions, experiments, projects, oral and written reports, assignments and written class work, and portfolios as well as other appropriate means to measure achievement in the particular subject on a given grade level.

Progress Reports: All students in Gr. 3-8 have grades posted on Edline, serving as weekly progress reports for their parents. At mid-term, parents of children in PK – Gr. 2 will receive a progress report.

Report Cards: Report cards provide parents with evidence of their child's growth and development and promote mutual understanding and helpfulness between home and school. Report cards are issued four times a year. PK- Gr. 2 report student progress in skill areas using a code to describe progress and a letter grade in some subjects. Much of a child's achievement in primary grades is influenced by self-confidence, readiness, and maturity. Children of this age need time to grow and develop, to practice and master skills.

Grades 3-8 use percentage grades on report cards:

- A (100-90)
- B (89-80)
- C (79-70)
- D (69-60)
- F (Below 60)

Inc An Incomplete grade may be issued at the teacher's discretion and will be removed when the missing material is completed and handed in. An Incomplete not removed by the end of the following grading period will be changed to the grade earned.

Grades given in Art, Computer, Media Center, Music, PE, Public Speaking, and Spanish are counted for the honor roll in Grades 5-8 and, for all grades, reflect the following student behavior:

- Shows a positive attitude toward learning
- Comes to class prepared
- Participates and shows sincere effort
- Finishes all work and assignments on time and as directed
- A grade of 69% or less is considered an F in co-curricular classes.

In Physical Education, 50% of the grade is given for coming to class dressed out for P.E. and 50% of the grade is given for participation, attitude and sportsmanship.

Standardized Testing: Students participate in the following standardized testing program for schools of the Diocese of Venice:

In October--

Grades 3, 5, & 7 take Iowa Tests of Basic Skills (core battery)

Grades 4, 6, & 8 take the Iowa Tests of Basic Skills (full battery-achievement tests)

In March--

Grade 2 takes the Iowa Tests of Basic Skills (core battery)

Grade 5 and 7 take a Writing Performance Test

We are proud to say that St. Andrew School compared to other schools in our nation, regularly scores in the top 10-20% on standardized tests. More importantly, standardized tests help teachers and parents see strengths as well as weak areas in student achievement and give direction to future work with each student.

Diagnostic Testing: Diagnostic testing by a psychologist or by a counselor may be mandated. Parent permission is required before these tests are given. Parental cooperation with this process will enable us to give help before poor academic, social or emotional habits have become too deeply ingrained.

Student Placement/Promotion and Retention: Assignment of students to specific grade levels and classes is determined by the principal in consultation with the teachers after reviewing the student's academic history and individual learning needs.

Promotion is based on the satisfactory completion of respective grade level work. Administrative placement is an option that may be used by the principal to assign to the next grade level a student who has failed to complete grade level requirements.

When a student is identified as having academic difficulty, the teacher will begin intervention procedures to enable the student to succeed. These include but are not limited to parent conferences, extra practice work at home, peer tutoring in the classroom, in-school or out of school tutoring, intervention of the guidance staff or student advisor, individual learning supports through the Student Resource Program, and individual testing through consultation with the Student Resource Specialist, public school services, or private psychologist.

Summer tutoring with a certified teacher will be required if a student receives a final failing grade (59% or below) in any major subject.

Retention is considered by the administration in individual cases to meet the needs of a student. Guidelines used for retention include ITBS scores below grade level, student's grade point average, inadequate social skills, reading or math below grade level, failing two or more major subjects, excessive absences, and teacher recommendation.

Student Records: Records include official transcripts, attendance, report cards, health records, standardized test results, records of special services and communications regarding major disciplinary actions. Records do not include daily work, papers or routine communication sent through the children to the home of residence.

Parents who wish to inspect their child's permanent record are to make an appointment with the principal. If the parent challenges educational data, a signed copy of the challenge will be included in the student's folder. Parents who wish a copy of their child's records for themselves or to be sent to a

third party must sign a release form. All financial obligations must be met before records will be released.

INABILITY TO SERVE STUDENTS

St. Andrew School may not always be able to meet the needs of a particular student or family. It is our policy to be open with families at the time of initial registration about those student services we can and cannot offer. In addition, families may be required to withdraw their child from St. Andrew School if 1) there is continual lack of progress on the part of the student, despite interventions offered by the school; 2) if the student or family is non-compliant with school rules or requirements; 3) if there is a continual problem with excessive absences or tardies; or 4) if there is a breakdown in meeting the requirements of Church attendance, financial obligations, and/or service hours. (It is our policy to work with special family circumstances, but any adjusted agreements made with families are expected to be fulfilled.)

ADMISSIONS

ADMISSION PRIORITY

Students will be considered for admission to St. Andrew School on the basis of academic ability, conduct, and moral character. The following factors will be taken into consideration:

- Siblings of children already enrolled at St. Andrew School
- Active Parishioners: i.e., children of families who are registered in a local Catholic parish, bring their children to Mass on Sundays as demonstrated by the use of envelopes, and are active in their parish
- Non-Catholics: i.e., children of families of other faiths who desire a Catholic education.

REGISTRATION

Re-registration of Students Already Attending St. Andrew School: During the second semester (usually in Feb/March) families are required to re-register for the upcoming academic year. This includes the payment of a non-refundable registration fee. Re-registrations are not finalized until all current year tuition, fees and other obligations are paid.

Registration of New Students: Parents seeking admission of their children must complete a 'wait list' form for each child. As openings occur in the school, students in our waiting pool are considered for acceptance. Parents are notified of acceptance by the principal and then complete final registration forms.

Required Forms: All students entering Florida schools for the first time are required to present the following:

- the original birth certificate for verification and copying
- a health examination form and immunization record indicating proof of physical exam within the last year and all required immunizations

- the original baptismal certificate for verification and copying

Probation: All transfer students will be on probation for nine (9) school weeks. Should an academic or disciplinary problem become evident by the conclusion of this period, withdrawal procedures will be initiated. This decision rests solely with the principal. Any student in the school may be placed on probation due to serious academic or behavioral reasons. If unsatisfactory situations are not resolved, the student may be asked to leave the school.

PreK, Kindergarten and 1st Grade Registration: The age requirement for PreK is four years of age on or before September 1; for Kindergarten, five years of age on or before September 1; and for First Grade, six years of age on or before September 1 and have successfully completed Kindergarten.

WITHDRAWAL

If it is necessary to withdraw a student during the school year, parents must indicate the date of withdrawal and reason. All accounts must be settled before records can be sent. The school must have at least five (5) days advance notice to ensure timely release of records.

ATTENDANCE

Regular attendance is a serious parental obligation, required by law. Irregular attendance may cause the student to miss important lessons and may result in poor grades and lack of enthusiasm for school. Our school is in session 180 days. A record of attendance, tardiness, and early dismissal is maintained for every student. State law requires that attendance records are retained as part of the permanent records of the school.

ABSENCE

Excused Absence: Illness, medical/dental appointment, critical family illness, death in the family, court appearance, approved school activity and special permission for family events (i.e., wedding) may be reasons for excused absences. Please call the school office before 8:30 a.m. to report your child's absence.

Advanced Notice: If it is known that a student will be absent on a particular date(s) in the future, a note to the teacher indicating the reason for the absence is to be submitted prior to the actual date(s).

Diocesan Policy: Elementary students who exceed 30 days of absence, will not be promoted to the next grade unless arrangements have been made for homebound teaching.

Marking: Students who arrive late but are in their classrooms by 10:00 are marked tardy. Students arriving in their classroom after 10:00 are marked ½ day absent. Students who leave their classroom before 1:00 p.m. are also marked ½ day absent. Students who are signed out between 1:00 and dismissal are marked early dismissal.

Shadowing: Students who make arrangements to shadow a student or visit another school miss a day of class work and will be marked absent.

APPOINTMENTS

Medical and dental appointments should be made outside of school time if possible. A written note is to be presented to the teacher in the morning if the student is to be excused for an appointment later in the school day. The parent, or proxy, should report to the office to sign out the child, who will then be called to the office for early dismissal.

ARRIVAL

Regular Arrival: Before 7:40, children can enter from either drop off line and go to the cafeteria. After 7:40, children go directly to their classrooms as they get to school, using the front doors or the cafeteria doors. Cafeteria doors close at 7:55 a.m. Parents do not go into the classroom at arrival times. The 7:58 bell reminds students they are to be in the room and seated by 8:00 a.m.

Before School Activities: Children reporting early for Before School Care, Wee Deliver, TV News, or morning detention can be dropped off at the cafeteria doors.

BEFORE AND AFTER SCHOOL PROGRAM

Before School: Before-school care is available and mandatory for all children who arrive before 7:30 a.m.; supervision is provided in the school beginning at 7:00 a.m.

After School: All students who are not with a parent, teacher or coach must report to the After School Program. Supervision is available for children until 6:00 p.m. After School care is provided on noon dismissal days; students are to bring a lunch.

Cost: Fees are listed on the registration form. A late fee of \$5.00 will be charged for each 5 minute period the parent is late after 6:00 p.m. Please call the After School Program (772-5202) to let the supervisors know if there is an emergency. Past due bills are sent quarterly, and full payment is expected at that time. Failure to keep current will result in suspension from the program.

Directors: The Before and After School Program is directed by teachers and supervised by adults employed by the school. High school students may be employed as aides.

Rules: Discipline and respect are expected of students in the program. Failure to follow the instructions of the supervisors or inability to follow the group schedules or behavior standards will require withdrawal from the program. Since this is an extended part of our school day, the philosophy and rules of the school apply, including the wearing of the school uniform.

CALENDAR

An official school calendar is developed each year and posted on the website. Monthly calendars are also posted on the website and will contain any changes made. Noon dismissal days will be included on the calendar and reminders will be included in the newsletter emailed to all parents. Please be sure that transportation or extended care has been arranged for these days.

DISMISSAL

Authorized Pick-up: Children will be released only to parents and to others authorized by parents. For the protection of your child, if he/she is to go home after school or during the day with someone other than the usual person, we must have written, signed and dated notification from the parent.

The child should know of these arrangements before he/she arrives at school. Relaying numerous phone messages at the end of the day with all the other business going on in the front office becomes an impossible task and unnecessarily interrupts classes. Emergencies, however, will always be handled in a timely manner.

During School Hours: All children dismissed before the end of the school day will be dismissed through the office after the parent/guardian signs out the child. Dismissal before the end of the day is discouraged as it interrupts class, prevents the child from finishing class and/or preparing properly those books and materials needed at home. If it is necessary, however, an advance note with the reason for early departure is required. Early dismissals, like tardies, will be noted on report cards.

Regular Dismissal: Dismissal time is 3:00, except on Wednesdays, when dismissal occurs at 2:00. We provide two ways to pick up your child at dismissal, and the preferred way is utilizing the car line. A diagram of that procedure is provided to each family at the start of the school year, with additional copies available at the school office. We especially request that parents with strollers, pets or who have difficulty walking use the car line. When there is an important reason to do so, parents may park in the chapel lot and walk through the playground to the school entrance, where they walk behind the gathered students to pick up their child. Parents should inform the student's teacher of the student's departure. No child or adult is permitted to walk THROUGH the car line. Please do not park in the school lot, by the parish office, at Walgreen's on 15th Ave., or along 27th St. at dismissal.

After Dismissal: No student may remain in the building after regular dismissal time unless he/she is in the After School Program or supervised by a teacher or coach. Students waiting for their parents after our car line dismissal ends will be signed into the After-School Program. Students may NOT RETURN to the school after leaving the grounds, unless accompanied by a parent.

Walkers: Children walking or riding bikes to and from school are expected to act as representatives from St. Andrew School. No child is to walk or bike home without an adult escort unless the parent has put a request for permission in writing to the principal. The parent note must include the parent's acceptance of responsibility for the safety of the child(ren) off of school grounds. These children will gather in the office area and be dismissed AFTER the car line is finished.

EMERGENCY CLOSING

Whenever Lee County Schools close due to impending bad weather, St. Andrew School will automatically be closed. Please listen to WINK AM (dial 1240) or other local stations for Lee County's decision to close school. Do not call the school. In the event of a school closing when school is already in session, your children will be dismissed if you personally come for them. In order to take the child of a friend or relative, the family password MUST be provided, or there MUST be a note or a call from the parent. St. Andrew School will re-open after any emergency closing when our buildings and campus are safe and ready to operate, regardless of what other Lee County schools do. Information will be posted on our school website and e-mailed.

LUNCH

Students are not permitted to leave the campus at lunchtime. Fast food/soda are not permitted to be brought for students. (See LUNCH section for additional information about the Lunch Program.) Parents are welcome to bring lunch and eat with their children or help supervise the lunchroom or playground.

MAKE-UP WORK

Illness: If a child is absent one or two days, assignments can be made up when he/she returns to school. If a child is absent for three or more days, parents may request homework by calling the school office in the morning. Homework can be picked up from the office at the end of the day. Assignments must be completed and returned to the teacher(s) within the time specified by the teacher, usually one day out, one day to get work in; two days out—two days, etc.

Vacation: If a family takes a child out of school for a vacation, that is an unexcused absence and the parent/guardian must assume the responsibility for teaching the material the child has missed while away. It is up to the teacher's discretion how and when to assess mastery of the material when the child returns to school.

RAINY DAY DISMISSAL

The main school doors will be opened for all parents at 3:00 p.m.; parents then enter the building through the main doors and pick up their children from the classroom of the youngest sibling. All exits may be used to leave the building.

REPORTING ABSENCE

Parents are required to CALL the school office by 8:30 a.m. to explain the reason for their child's absence (early messages may be left on the answering machine). Parents who do not call in an absence will have to be called by the school. Upon return to school, students are required to give their teacher a written, dated and signed excuse unless one was sent prior to the absence. (State law requires we keep excuses on file for the year.) Please notify the office immediately if the illness is of a contagious nature. In case of a communicable disease, a note from the doctor is required stating that the child is able to return to school.

SCHOOL HOURS

School hours are 8:00 a.m. - 3:00 p.m. Dismissal is at 12:00 noon on early dismissal days. Students may not leave the grounds for family, personal or school-related errands during the normal school day.

TARDINESS

Students are expected to be in their classrooms by the first bell (7:55) at the latest. Since tardiness interferes with the child's progress in school and disrupts the classroom, parents are requested to see that their children cultivate the habit of punctuality. Students are considered tardy if not in their classroom at 8:00 and must get a tardy slip from the office. Students who are tardy more than twice per quarter will be expected to make up missed time. Students in grades 6-8 who are late when changing classes during the day are also considered tardy. On rainy days or when there is a traffic emergency, the office gives extra time for all the children to arrive.

VACATIONS

Permission: Absences for family vacations are strongly discouraged. Absences due to vacations will generally be categorized as unexcused. When special family events must be scheduled during school time, the principal may consider these excused absences. Parents are to give the principal written notification of the child's impending absence. Families requesting permission in writing can

presume to have the principal's approval for these excused or unexcused absences unless contacted by the principal.

Make-up Work: Request assignments from the teacher(s) at least one week before departure. Parents are responsible for instruction of material assigned. Work is to be turned in to the teacher(s) on the day of return and the student is expected to be ready for any tests or quizzes given that day.

VISITORS

At times students whose families are interested in enrolling at St. Andrew School will be invited to spend a few hours in one of our classrooms. Students are not permitted to bring friends or visiting relatives to spend the day at school. All visitors must sign in through the school office.

COMMUNICATION

FRONT OFFICE

The front office is open from 7:40 a.m. until 3:15 p.m. on days school is in session. When school is not in session, the front office is generally closed. Our school has a voice mail message service. We check the message service twice each day. Parents who need to be certain the office has received a message immediately should not use the message service but continue to call back until a receptionist is reached.

HOME & SCHOOL MEETINGS

The purposes of Home & School include the fostering of communication and cooperation for the good of the school. Attendance at meetings is one way of achieving that goal. Much information can be shared at meetings, which are intended primarily for adults, with some special occasions planned for whole families. If children attend a regular meeting, they are expected to sit with their parents. Meeting times are not appropriate times for parent-teacher conferences, which should be arranged for another mutually agreeable time.

LOST & FOUND

Valuable items are kept in the school office. Items unclaimed after a few weeks will be given to local charities.

NEWSLETTERS

The school emails a monthly calendar and weekly newsletters to each family. Home & School, the Athletic Department, and school clubs include information as needed. At times there are forms included or sent home as hard copies which need to be completed and returned to the office. If you desire, hard copies are sent home with the youngest child in each family. Most information is also included on the school web site, **www.standrewcs.org**.

NOTIFICATION OF CHANGES

A change of address, telephone numbers and email address should be reported to the school office immediately. Up-to-date records are critical when an emergency situation arises.

OTHER PARENTS' CHILDREN

It is not appropriate for a parent to approach another parent's child at school to discuss that child's behavior, whether that behavior occurred in or out of school. Parents who wish to discuss an issue with another parent's child are to go through that parent to do so. In the same vein, it is inappropriate for parents who are volunteering or visiting in the school to approach another parent's child who may be in "time out" or waiting by the office and ask them what is going on. No matter how good a friend of the family a parent may be, school incidents are between the child, the child's parents, and the teacher and sometimes the administrators.

OPEN HOUSE

A "Back to School" or "Orientation" night is scheduled for PK-8 parents early in the school year (see calendar). This gives parents an opportunity to visit classrooms, meet the teachers and learn of the year's goals and expectations. Another open house is usually scheduled during Catholic Schools Week. Parents are encouraged to visit their child's class, their child's upcoming grade, and to invite new families who might be interested in our school.

PARENT CONFERENCES

Conferences promote a greater understanding of the needs and growth patterns of the student, as well as strengthen home-school communications. Conferences are required in the fall and again in the spring. In addition, conferences can be scheduled at any time during the year by making an appointment with the teacher. A request can be made in writing or by calling the office. Meetings with teachers in the mornings before school will be restricted unless an appointment has been made.

PARTIES

Class Parties: These are held at the discretion of the teacher and, especially in lower grades, with the help of the room parents. Parties are generally held the last hour of the day at Halloween, Christmas, Valentine's Day and the end of the year. Treats may be provided on special days such as St. Andrew Feast Day, St. Nicholas Day, St. Patrick's Day, and Easter.

Birthdays: Birthdays are announced on our morning TV news broadcast. The birthday student may appear on the news if he/she wishes. A simple healthy treat may be provided by parents for the child's class at recess, lunch time, or the end of the day, if pre-arranged with the teacher. Children whose birthdays fall on days school is not in session are encouraged to celebrate on the closest school day or, for summer birthdays, on their half-birthday.

Party Invitations: Because we stress inclusion of all children in class activities, invitations may not be distributed at school unless all children in the class (or all the girls or all the boys) are being invited.

Birthday Book: One school tradition is a family presentation of a book to the library in honor of the birthday child. Grandparents often like to do this as well. A book plate indicating the student's name will be placed on the inside cover of the book. A list of book suggestions is available from the media specialist.

PUBLICATIONS

All publications from any St. Andrew School or parish group, which go home via the school, must be reviewed and pre-approved by the principal.

At times we will distribute fliers regarding events or activities offered in the community for children or families. This does not indicate that we have personal knowledge of the activity or sponsoring individuals. It is the responsibility of parents to investigate the reputation of and appropriateness of the event and adults involved. The school assumes no liability for any injury incurred at these events.

St. Andrew School will not distribute business ads or information to school families unless part of a school fundraiser. A business directory is available to the public on our website. School families are encouraged to advertise their businesses or services in the directory so that school families who wish to support these businesses and services may more easily do so.

RESIDENTIAL/NON-RESIDENTIAL PARENT INFORMATION: Residential and custodial information is part of the student's permanent record. It is the residential parent's responsibility to submit the information and any related court documents to the principal and to keep the school informed of any changes. Both parents are welcome at conferences unless a court document dictates otherwise.

RESOLVING PROBLEMS

Occasionally problems and concerns arise that need to be addressed, discussed and resolved. The following guidelines have proven to lead to successful resolution of problems and concerns:

1. The relationship between the teacher and child is the most important one for the success of the child in school; therefore nothing shall be done to undermine that relationship.
2. Students in grades 4-8 should make the first effort to talk to a teacher about an issue or concern they have. They should set up a time with the teacher to meet and discuss their issue or concern. If, after this discussion, the student or teacher feels the issue is not satisfactorily resolved, the parents may be asked (by their child or the teacher) to make an appointment to talk with the teacher. Parents should encourage their child to talk first with the teacher before becoming involved.
3. If a particular situation causes a parent to become angry or upset, it is important to alleviate the emotional aspects of the situation before making an appointment to speak with the teacher. We all know that no reasonable and rational discussion can occur when feelings and emotions are unusually high.
4. We understand and respect the many demands on a parent's life and will make every effort within reason to establish a meeting time, when needed, that works for both parent and teacher so that there is sufficient time and privacy for discussion. Remember, the teacher's first responsibility is to the students, so arrival and dismissal times are not good times for a serious conference.
5. In meeting with the teacher, explain what you know of the situation and listen also to the teacher's perspective. There are always many sides to the same story. The goal in any discussion between a parent and a teacher is to work together to help the child grow and learn.
6. Understand that children (yours and other's) do make mistakes and that's normal. If children were perfect, they wouldn't need parents or teachers to help them as they grow up. Our main focus is to guide the child in solving his/her own problems.
7. Teachers are open to and welcome your suggestions as input for problem solving. In some instances, the resolution to a particular issue may impact more than just your child, so the teacher may give consideration to your input, but need to broaden the actual resolution to meet the needs

and best interest of the group. Please do not be offended if this occurs. Instead, try and come to a mutual understanding and agreement with the teacher and allow time for the resolution to be tried and evaluated.

8. If a satisfactory agreement is not reached between a parent and a teacher or concerns continue after a period of time that a proposed resolution has been tried and evaluated, the parent may request another meeting with the teacher, with the principal or assistant principal also in attendance. If administration has to make a decision in the matter, that decision is final.

ROOM PARENTS

Volunteer room parents are a blessing to the children and teachers! They serve as coordinators for that particular class and assist in a variety of activities, such as help organize a class party, get drivers for field trips, solicit volunteers for the Prayer Walk and lunch supervision, coordinate the grade level pizza supper, put together the class auction basket for the Festival, and help in contacting families of students in the class when necessary information must be circulated quickly. Volunteers for room parents are requested at the beginning of the school year.

TELEPHONE CALLS

Phone messages for teachers will be accepted during the school day. Teachers will return calls as soon as possible, which could be during the day if they are free, after school or the next day. No teacher or student will be called from class for a telephone call except for emergencies. Students will be permitted to use the office telephone only for emergencies, not for forgotten items such as homework, lunches or P.E. clothes, or to make arrangements for after school activities. (If a lunch is forgotten, a student may charge a peanut butter and jelly lunch for \$3.00 and pay the next day.) In case of athletic events or club meetings canceled during the school day, students will be permitted to use the office phone to notify parents. Cell phones are not needed by students in school or in the After School Program since they have access to a phone in case of emergency. (See more information on cell phones under Conduct)

USE OF STUDENT NAMES/PICTURES

Student names and sometimes pictures will be published in school publications, especially for awards, team or club membership, and class membership (yearbook, weekly newsletter, Church bulletin). On our school website, students' pictures without names or names without pictures may be published. Parents who have concerns about the publication of their child's name or picture in our in-house publications are asked to contact the principal at the beginning of the school year.

In publications more accessible to the general public (newspaper, TV, school website if complete names or names with pictures are contemplated, on our brochure or in school ads) an annual permission form signed by parents is obtained before names and/or pictures of students are included.

VISITING CLASSROOMS/VOLUNTEERING

For the protection of the students, all volunteers and visitors (including parents) are to report to the office upon entering the campus, sign in, and pick up a visitor's badge. Parents are asked not to approach the classrooms during school hours unless they are expected by the teacher. Unexpected interruptions disrupt the learning process. Parents are encouraged to volunteer to assist with a class project, in the library or in the art room and to attend special classroom activities and school open houses. Parents who would like to observe their child in the classroom environment should make arrangements in advance with the teacher. We request that parents avoid conferences with the

teacher during such visits, but rather schedule a conference at a mutually agreeable time. Parents are always welcome to bring a lunch and eat with their children. (Parents volunteering to supervise in the lunchroom are needed for supervision and therefore asked to eat lunch with their child another day.) To keep class disruptions to a minimum, forgotten lunches delivered to school during the morning will be placed on a designated table in the cafeteria for the child to pick up on the way into lunch.

EXTRA-CURRICULAR ACTIVITIES

Many activities are available for students' participation if adult advisors are available. Parents willing to sponsor an activity should contact the office. Extra-curricular activities may include an Art Show, Spelling Bee, Science Fair, National Geography Bee, Math competitions, the D.A.R.E. and other essay contests, School Chorus, Scouts (parish sponsored), Math-a-thon, Odyssey of the Mind, Outside Events, National Jr. Honor Society, Yearbook, Student Council, Environmental Club, various competitive and intramural sports. Many available activities are described in more detail below.

Eligibility: Participation requirements are created to ensure that students maintain their grades while being involved in activities that use their potential study time. Conduct requirements ensure that our school is represented appropriately. Though some activities require higher grades for their members or officers, the eligibility requirements listed here are considered the minimum requirements for participation in extra-curricular activities. When specific or higher standards are required, that information is distributed by the adult advisor of that particular group.

Participation Requirements: Students are to be in attendance at school during the day to attend a school club meeting or function or practice/play with a school team that day. In addition, students are required to maintain at least a 'C' (70%) level in each class and display satisfactory conduct, effort and attitude. These requirements will be monitored by the Activities Review Board, made up of a representative from administration, student services, the teaching staff, and our Athletic Director.

- Academic progress will be evaluated at each mid quarter and at the end of the quarter and warnings will be given as needed. If grades do not improve by the next mid quarter or Report Card, a suspension from the team or activity may be implemented. A student showing improvement will be reinstated.
- Conduct, effort and attitude will be monitored weekly. Continuous satisfactory performance must be shown to continue participation. One behavior detention or two non-behavior detentions disqualify a student from the next scheduled game or event. In school suspension or out of school suspension disqualify a student from games or activities for a full week.
- When suspended from participation, a student may not attend meetings or practice sessions or participate in a game or event until reinstated.

ALTAR SERVERS

Students in Grades 4 and higher may become altar servers. Please contact the parish office for more information regarding servers' training and scheduling (574-4545).

ATHLETIC PROGRAM

Our P.E. program builds skills and involves all students in individual and team sports. In addition, the "St. Andrew Stars" Athletic Program is a competitive sports program that includes soccer, volleyball, basketball, and golf.

Teams: All students of appropriate ages are invited to try out for competition teams. Students are chosen for the competitive teams based on skill, effort, interest and behavior. Pep squad and intramural sports teams will be provided if we have volunteer adult coaches and interested students.

Responsibility: The Athletic Program is under the supervision of the Athletic Director and is self-supporting. Our Athletic Boosters Club raises the funds needed for this program. A membership drive for families and businesses is conducted each year. The spring golf tournament is their major fundraiser.

Late Game/Practice: If a practice or game is scheduled later in the afternoon, the team members must either be supervised by a teacher/coach in a study hall/classroom, sign in to the After School Program and be supervised there, or go home at dismissal time and return on time for the event.

DRAMA CLUB

The Drama Club is open to students in Gr. 5-8. Parent volunteers are needed to assist. A Christmas and a spring performance are planned. This club gives students the opportunity to be creative and learn performance skills. When parent volunteers are available, our Patrons of the Arts Club sponsors after-school drama experiences for children in younger grades.

ENVIRONMENTAL PRESERVATION CLUB

The EPC is open to all students, parents, and interested adults from the school and parish. This organization encourages us all to be educated, thoughtful stewards of all our surroundings. Meeting and work sessions are held on a regular basis during the school year. Members learn more about our school's nationally certified habitat sites and help with pruning, replanting and general maintenance, as well as overseeing several 'clean up' days around our school yard area.

FUTURE EDUCATORS OF AMERICA

The goal of FEA is to interest students in the field of education early in their school experience. FEA is supported by Phi Delta Kappa, a national association in education. FEA monthly meetings and activities promote a positive image of education, disseminate information about the teaching profession, promote appreciation for teachers, and give assistance to teachers in their classrooms. Students in Gr. 5-8 are invited to join. New members are accepted in September and January.

MATH TEAM

Math Team is a club open to all Middle School students who are interested in math enrichment. Members meet after school weekly to work on math games and activities in preparation for the regional Middle School 'MathCounts' competition in February. Currently 4th and 5th graders are invited to participate in the Intermediate grades Math Club.

MUSIC PROGRAMS

Chorus: All interested Gr. 4 - 8 students are invited to join the School Chorus. This group will participate in special programs and community events, the Christmas Program and the Spring Music Program.

NATIONAL JUNIOR HONOR SOCIETY

Sr. Loretta McCook Chapter: Students in Grades 7 and 8 who have a cumulative average of 87% from the first semester of sixth grade are eligible to be considered for membership in the NJHS. Students do not apply for membership, rather membership is granted to those students selected by a faculty council of five teachers appointed by the principal. Criteria for consideration go beyond academics and are distributed by the classroom teachers. Interested students complete a Student Activity Information Form and write an essay to provide additional information to the faculty council. Many students may be eligible but only those students who are seen to go beyond the expected in the areas of academics, leadership, service, character and citizenship beginning in Gr. 6 are chosen for membership. Parents and guardians must understand that no student has a right to be selected for membership in a chapter of the NJHS (Appendix I NJHS Handbook). Once inducted, a member is expected to maintain standards and the NJHS Constitution provides a warning and dismissal procedure for those who do not. Members of the NJHS are not automatically eligible for the NHS in High School, but must be selected again at that level.

SAFETY PATROL

5th and 6th grade students give service to the school as Safety Patrol members. Their duties include helping with direction of traffic in the morning drop off (Grade 6) and afternoon pick-up lines(Grade 5). Safety Patrol is a very important part of our school safety program.

SCOUTING

St. Andrew Parish sponsors Boy Scouts, Girl Scouts, Cub Scouts, Brownies, and Daisies. Each fall a notice is sent home regarding registration and troop availability. Scouts are permitted to wear their scout uniform instead of the school uniform on scout meeting days (no jeans). Leaders are always needed and can use the time given as school volunteer hours.

STUDENT COUNCIL

This organization of elected representatives from the student body provides students with the opportunity to serve the school and community in a positive manner, instills Christian leadership qualities in its members, and contributes to school spirit. Meetings are held on a regular basis during the school year. Elections of officers are usually held in the spring.

FINANCIAL OVERVIEW

COST OF EDUCATION

“The concept of challenging ourselves to address both the needs of those presently being served and those who will one day enter our schools is extremely important. It challenges us to be true stewards of our resources and planners for approaching needs. Catholic schools are not simply something that has been handed to us to use and walk away from. They are a

treasure that we must seek to improve and pass on for the sake of our Church, our country and our world.

One of the ways this is done is by seriously committing ourselves as parents to their financial support. We must challenge ourselves to honestly realize that some of the traditional ways that have been employed to finance our Catholic schools can no longer sustain their viability.”

LINK, a publication of NCEA, February 2005

By 2009, the tuition charged will be the full cost per student, with no ‘automatic’ subsidy for parishioners. Subsidy funds that the parishes once gave to all parish families as well as Endowment Interest and Scholarship Funds – will still be available. In fact, the Bishop challenges us to increase the funds available for tuition assistance.

This tuition assistance will become completely need-based. Families apply for these funds through an outside company (F.A.C.T.S.), that evaluates need and recommends levels of tuition assistance. Parishes then award assistance to qualifying families based on the funds available in that parish.

Tuition arrangements specific for each school year are distributed separately from the Handbook and also found on our website.

TUITION ASSISTANCE

Tuition assistance may be granted to families who qualify based on financial need. Applications and supporting paperwork must be completed and sent to FACTS Tuition Aid Service by March 1 (or date designated by the school) of each year. FACTS reports financial need to the school. The parish then awards additional aid as their scholarship funds allow. All information submitted for review is strictly confidential.

Tuition assistance is granted only for the current academic year. Recipients of financial assistance must meet academic and behavior standards and Church attendance requirements to remain eligible for tuition assistance. Additional volunteer hours are encouraged as a way to pay back for the assistance given by the parish.

FEES

The annual registration fee, due in March, is non-refundable. Other school fees include such things as a the cost of field trips, the Home and School dues (due the last Monday in September), and Graduation Fees.(The Graduation Fees covers the cost of caps and gowns, diplomas, yearbook, class shirt, and the class trip.) An end of the year fee may be imposed for lost or damaged textbooks or library books.

FESTIVAL

Held in mid January, the Festival helps keep the cost of education down and benefits the School Endowment Fund, the interest from which provides tuition assistance. Parent volunteers work the various booths for four-hour shifts throughout the week-end. Parents are always needed to chair or co-chair various committees. It’s easy, fun, and a great way to meet other families. All families are expected to help with a minimum of 8 volunteer Festival hours.

Raffle Tickets: Parents are required to sell a minimum of \$50 worth of raffle tickets. Monies from the sale of the tickets are due the first week of January. Statements will be sent at that time as needed.

Parents of children in Grades 4 and 5 have primary responsibility for preparing and distributing Raffle tickets.

FUND-RAISING

Since fund-raising is an important source of income for the school, all parents are expected to participate in major fund raisers of the school, the parish, and the Home & School Association. Raffle ticket sales and the Festival are our major fund raisers and all families are expected to help with both. The Home & School Association holds one major fund raiser and several annual events that are community building as well as income producing. Help in chairing and working all fund raisers is greatly appreciated and a good way to meet other parents. Contact the Home and School President for more information.

NON-PAYMENT POLICY

To enable the school to meet its financial obligations, tuition and fees must be received in a timely manner. If tuition payments are 30 days in arrears, the child may be unable to continue attending class unless the director of finance has been advised and an alternate payment plan has been worked out. Before official report cards are issued, student records released, or students are accepted for the next school year, all tuition and fees must be paid to date, as well as any money due for any other school activity (Before/After School Program, hot lunch, pictures, etc.).

SERVICE HOURS

Requirement: Involvement of parents is a key element of any school's success and an essential part of building our community. Service given to the school helps all the children and keeps down school costs. St. Andrew School requires all families to give 30 service hours per year. At least eight of these hours must be worked at the Festival. Families registered at a local Catholic parish can report up to 8 hours of service given to their own parish—with a letter acknowledging that service from their pastor. A charge of \$30 per hour is charged for hours not completed.

Service Ideas: Hours of service can be given by such things as volunteering in the classrooms, clinic, office or kitchen/lunchroom/playground, helping direct the arrival or dismissal lines, chairing fund raisers, working the Festival, donating goods or services to the school, attending Home & School meetings, working on a clean-up crew, making reminder phone calls, helping with special events (such as Field Day), coaching a team, driving for field trips, being a scout leader or room parent and attending school sponsored parenting workshops (ex., Love & Logic). Attending parent conferences and 'Back to School' orientation nights do not count for volunteer hours.

Recording Service Hours: A filing system for recording each family's service hours is located in the school office. Each family is asked to enter hours served, including Festival.

HEALTH AND SAFETY

Under the direction of the Lee County Health Department, we have a program to safeguard the health of our students. The program includes weighing and measuring students, vision and hearing screenings and scoliosis screening for selected grades. The public health nurse assigned to our school comes periodically throughout the year for these screenings and to check immunization records.

AIDS

The objectives of the Diocesan AIDS guidelines are to protect the innocence of our children, to safeguard the health of our students, and to show compassion and respect for the victims of the Human Immunodeficiency Virus. All health records and information regarding HIV/AIDS status are confidential.

DCF

If there has been a report of child abuse, the Department of Children and Family Services has the authority to send an investigator to interview a child on campus. If this occurs, the school will contact the parent or guardian of a minor child before allowing DCFS to speak with the child. If DCFS states that it would be detrimental for the parents to be contacted or present, the school will permit the interview provided a member of law enforcement (usually our Resource Officer) is present.

EMERGENCY MEDICAL FORMS

A child will not be permitted in school without an emergency medical form. These forms are filled out at the beginning of each school year. In case of injury or illness we will always call the parent first; however, it is important to list adults who can be called if you cannot be reached. If there are changes in your work phone number or your emergency back-up person, let us know immediately so these important records can be updated.

FIRE AND EMERGENCY DRILLS

The safety of your child is one of our greatest concerns. In compliance with diocesan policy, fire and emergency drills will be conducted on an average of once a month to teach students to respond calmly in the event of an emergency. We practice for a variety of emergency scenarios.

HEAD LICE

Head lice is a nuisance which affects all schools at times. We work very hard to keep our school and students 'lice free' and appreciate your concern and assistance in this matter. It is important for you to check your child's head for lice or nits on a regular basis. Head lice do not carry disease nor does their presence mean your child is dirty. Head lice can be transmitted in a number of ways: borrowing a comb or brush, using someone's hat, ribbons, or scarves, and sharing towels or pillowcases. If you suspect head lice, treatment should be started at once. It is important to treat all family members, personal belongings and the household environment. Notifying the school office enables us to check the children in the same class to prevent further spreading of lice and to disinfect classroom furniture and carpeting if needed.

Students infected with head lice are not admitted to school. In order to attend class, your child must be "nit free." Children treated for lice must be cleared through our clinic before returning to class.

ILLNESS

Children who are ill or have an elevated temperature should remain at home and stay home until fever free for 24 hrs. before returning to school. If strep throat is diagnosed, the student must be on an antibiotic 24 hours before returning to school. If a student becomes ill during the day, the parent or emergency party will be called to pick up the child. In case of contagious disease, consult your family physician.

IMMUNIZATIONS

Students entering PK, K or Gr. 1 and all students from out of state must present a Lee County immunization form and a physical examination form prior to admission in school. Updated immunizations must be completed by students going in to Gr. 7 before those students can be admitted in August.

INJURY

Our clinic aide is first-aid certified and may clean and cover minor scrapes and cuts and/or apply ice to injuries. Creams, sprays or ointments are not used on cuts or scrapes. A parent will be called if the injury appears more serious or if the principal feels that the student should go home. Parents will always be notified if the child has had a head injury. If an injury occurs at school or during a school activity whereby school insurance coverage is required, the request for necessary insurance paperwork must be made within 90 days of the injury.

MEDICATION

Policy: It is the policy of the Diocese that the administration of medication to students during regular school hours and during school-related activities should be discouraged unless absolutely necessary for the critical health and well-being of the student. The student is responsible for coming to the clinic at the appropriate time for the medication.

Regulation: If prescribed medication must be administered at school, we will not do so unless the following requirements are followed:

1. Parent submits the medication in its original container with a label giving doctor's name, name of drug, proper dosage, and time of dispensing. The school will not administer a dosage different from that on the original container without written directions from the doctor.
2. The parent completes written authorization forms (available in the office).
3. A student may self-administer certain prescription medication (e.g. epi-pen, inhaler, insulin) and will be assumed to be capable of doing so, except where the physician's order indicates that staff assistance is required.

Storage: The student may not keep any medication, prescription or otherwise, on his/her person, except in the case of an epi-pen or inhaler when prescribed by the doctor to be kept by the student. All medication will be properly stored at the office under lock and key and must be distributed from the office. No more than a 45-day supply of a medication will be stored at the school at one time.

Non-prescription Medication: Over-the-counter medication must also be in its original container marked with the child's name, and with a measuring device for liquid. A parental authorization form must be on file in the office. If over-the-counter medication is taken longer than one week, a physician's authorization is required.

PHYSICAL EDUCATION

Physical Education contributes to all phases of individual growth and development through movement experiences and physical activities. Some objectives to be realized are the development of locomotor skills, non-locomotor skills, physical game skills, total fitness, safety skills and attitudes, desirable

social standards, ethical concepts, and wholesome recreation for leisure time. Good sportsmanship is always emphasized.

Because our P.E. program encourages habits of healthy living that include physical exercise, students will not be excused from participation in PE class without a note from a parent. A prolonged absence from PE class is permitted only with a doctor's diagnosis and statement.

STUDENT INSURANCE

The diocese requires that all students are to be covered by student insurance that applies when the student is at school, is traveling directly to and from school, and is participating in or attending school activities. This insurance is secondary to any other coverage the family has. The cost of the insurance is included in the registration fee. For an additional fee however, a student can be covered for 24 hours/day. (Forms for 24-hour coverage are available in the school office.)

TEACHER NOTIFICATION

Parents are urged to make all health conditions, especially allergies or chronic or contagious illnesses, known to the teacher during the first week of school and whenever they occur during the school year.

HOT LUNCH PROGRAM

OVERVIEW

Our goal is to provide healthy and affordable lunches daily. If your child is not purchasing a school lunch, he/she must bring a lunch from home. Soda and candy are not permitted at lunch time. Please do not bring any fast food lunches for your child to the cafeteria.

Our program is run by staff but dependent on volunteers to help serve and clean up in the kitchen. At the beginning of the school year, weekly envelopes and monthly calendars are available for your use when you pick up your school packets. Each month a new lunch menu will be sent home and can be found on our web site. Ordering may be done on a weekly, monthly, or yearly basis. **All orders, regardless of weekly, monthly, or yearly are due one week prior to date requesting!**

WEEKLY ORDERING

On your child's first day of school, please return your first envelope completely filled out with your child's full name, room #, and day(s) of the week for which you are requesting a lunch. The program will start the second week of school. Please enclose the correct amount of money (cash/check). Orders are processed only if submitted on time.

MONTHLY ORDERING

If you elect to pay by the month, you will need to make a copy of the lunch calendar or download it off our web site for each child ordering. Please make sure student names and room numbers are at the top of the calendar. Please circle the days your child is requesting lunch. You will need to staple a check/cash to the calendar for processing. Late orders will not be processed until the following week. Credit will be applied to the following month's order.

YEARLY ORDERING

Lunches may be ordered for every scheduled lunch day of the school year, payable the first week of school. The price gives an automatic credit for 10 lunches. No other credits will be given.

FAMILY ORDERING

When paying either weekly, monthly, or yearly, families can opt to pay the full amount with only one check with the younger sibling's order. **It is the family's responsibility to pay on time to avoid any late charges.**

Please Note:

- You will always be paying **one week ahead**.
- Please only enclose monies necessary to purchase the lunch. Any extra monies needed for drinks or extra pizza need to be brought to the register that day!
- **You must notify the school by 9:00 a.m. when you wish to receive a lunch credit for absences that day.**
- All envelopes are due in the front office by 2:45 p.m. Monday (or 9:00 a.m. Tuesday, if Monday was a holiday or your child was absent on Monday).
- Due to printing costs, we hope not to have any outstanding balances/credits over 4 weeks late. After 4 weeks the credits will be deleted.
- Please remember that Health and Safety regulations mandate that there be no infants, toddlers or students in the kitchen during serving times. Our kitchen is supported by volunteers; please lend a hand and call Kris at 772-8801 to volunteer.

CHARGING LUNCHES

Because of the many details in accounting and ordering, it is not possible for children to charge lunch on a regular basis. If lunch is forgotten, a child may charge lunch that day for an additional charge.

FOOD AND BEVERAGES

Primary grades ordinarily have a morning snack. These snacks should be nutritional (vegetables, crackers, pretzels, cheese, fruit, nuts, raisins, etc.). Candy, soda and gum are NOT PERMITTED in school at recess or lunch--these make great treats at home!

LOVE AND LOGIC

Love and Logic is a philosophy of raising and teaching children which allows adults to be happier, empowered, and more skilled in the interactions with children. Love allows children to grow through their mistakes. Logic allows children to live with the consequences of their choices. Love and Logic is a way of working with children that puts parents and teachers in control, teaches children to be responsible, and prepares young people to live in the real world with its many choices and consequences.

Love and Logic offers adults an alternative way to communicate with children. The Love and Logic techniques produce immediate results because the techniques are simple, practical, and easy to learn. The concepts behind Love and Logic place a heavy emphasis on respect and dignity for children and at the same time allows adults to grasp simple and immediate approaches instead of learning difficult counseling procedures.

Teachers and school staff learn and use Love and Logic principles.

In Love and Logic Parent Sessions (on 2 Saturday mornings), parents also learn the specific "how-to's" of successful parenting, not just theoretical concepts. This comprehensive training program provides:

- Instructional videocassettes featuring humorous and thought-provoking instruction with master teachers Jim Fay, Charles Fay, PhD, and Foster W. Cline, M.D.
- Parent handbooks for use in class as well as at home to help practice new techniques you learn.
- Web site available with additional suggestions, free online and other resources to order (videocassettes, audiocassettes and books): www.loveandlogic.com

St. Andrew School offers Love and Logic Parenting Sessions throughout the school year. Our goal is for all families to take this parenting course sometime before their child enters Grade 3. Since the Love & Logic philosophy and approach are used at school, it is essential that parents understand and cooperate with this approach. The benefits to the child when home and school are using the same approach are significant. As an extra bonus, the time spent in the Love and Logic sessions can be counted as parent volunteer hours.

STUDENT BEHAVIOR

CODE OF CONDUCT

St. Andrew School is called to be a community based on the shared acceptance of the message and challenge of the Gospel. Discipline policies and rules flow from this concept of a faith community. The goal of all discipline is self-discipline, creating a wholesome sense of what is appropriate and what is inappropriate behavior. Students are taught to make choices based on what is good for each individual and what is good for the school community. Students are expected to solve problems that their choices may create. In requesting registration at St. Andrew School, both students and parents agree to comply with and support the discipline policies and regulations.

St. Andrew School students are characterized by:

- appreciation for the opportunity of a Catholic education
- reverence during times of prayer and religious activities, participation in the Liturgy, openness and effort in learning their Catholic faith
- an attitude of service to others and an effort to develop Christian leadership
- personal responsibility for learning

- respect for the right of the classroom teacher and fellow classmates to an atmosphere that is conducive to teaching and learning
- cooperation, consideration and respect for others in speech and actions
- respect for and cooperation with teachers, school authorities and other adults who assist
- honesty in speech and in school work
- respect for school and parish property and the personal property of others
- behavior that ensures the safety of all students
- decency and appropriateness of words, actions, notes, dress, etc.
- good study habits that lead to life-long learning; namely, effort, confidence in their ability, regular attendance, punctuality, completeness and quality of assignments and class work
- self-care; e.g., good grooming, personal appearance, cooperation with the dress code

The students are supported and encouraged to develop a mature Christian character by all staff members by:

- personal attention and interest in each student
- discussion with the students about their growth in character, appropriate behavior and self-discipline
- notification of parents when there is a concern about academic achievement, character development, self-control or cooperation with school rules
- parent conferences, as regularly scheduled, as requested by the teacher or the parents or with the guidance counselor or principal
- behavior and/or learning contracts

Students are bound by school policies and regulations whenever they are on school and parish grounds and during all off-campus school-sponsored activities. A student's behavior outside of school may reflect on the school and the school's reputation and will be treated as such. Parent Notice Forms will ordinarily be used to communicate with parents about their child's behavior and its consequences.

Some interventions and consequences that may be used when students make poor choices:

- student is guided to solve the problem and 'give back' to the community in a positive way
- student is given opportunity to apologize, make amends, compose written plan for improvement
- conference with teacher, parents, guidance counselor, administrator
- loss of minor privileges and/or recess

- time-out in the room or the removal of the student from the classroom or activity to another recovery area
- detention as set by the school before or after school, with parent notification
- loss of major privileges -- continuing academic or behavioral problems may result in a loss of extra curricular activity, participation in student clubs, after school sports, or field trips
- in serious cases, suspension in or out of school for a period of time
- in extreme cases, expulsion -- In some cases, the principal and/or pastor may deem an action by a student so severe that it would result in immediate expulsion from school. Conduct, whether inside or outside school, which is detrimental to the school, may also be cause for dismissal.
- Note: Corporal punishment is never used at St. Andrew School.

The following kinds of behaviors may merit detention or ISS if the student cannot solve the problem:

- continual tardiness - both to school or to middle school classes
- disturbing a class or assembly
- disrespect of another person or person's belongings
- not following rules in bathrooms, lunchroom, playground, hallways
- roughhousing
- creating a situation which may cause potential harm or injury to another
- teasing
- dress code violations
- chewing gum on school grounds
- being in a restricted area or leaving campus without permission
- bringing restricted items to school: cell phones, CD's, computer disks, mp3's, game boys, etc.
- failure to report to detention
- three or more missed assignments in a quarter

The following kinds of behaviors may merit ISS, Probation and/or Expulsion :

- deliberate disrespect, defiance or direct disobedience to authority; serious disrespect toward or injury caused to staff or students
- verbal, written, or email assaults, including profanity, harassment, put-downs, or threats
- use of profane and obscene language and gestures, including the use of swear words and all vulgar or sexually explicit language and gestures, disseminating obscene or sexually explicit material, explicit graffiti or notes, spreading sexual rumors/innuendoes
- forging a signature or changing a mark on a report card

- cheating, whether giving or copying answers or homework (an 'F' is automatically assigned)
- continued physical aggravation of other students
- fighting or causing or attempting to cause physical injury to another person except in self defense
- truancy
- stealing, damaging or vandalizing school or church property or the property of others; Student is financially responsible for accidental or intentional damage.
- committing an act deemed to be immoral
- the use, possession, or transmission of illegal drugs, drug paraphernalia, alcohol, tobacco, explosive material, weapons or firearms, or abuse of prescription or non-prescription drugs
- involvement in a gang or gang-related activity
- committing any other action not listed here which would seriously interfere with the ongoing educational process or seriously threaten the safety, welfare or morals of others; conduct, whether inside or outside school, that is detrimental to the school or the school's reputation

St. Andrew School reserves the right to exclude at any time students whose pattern of behavior, conduct, or influence it regards as undesirable or disruptive. Persistent and/or serious violations may warrant notification of the police, mandatory drug testing, immediate suspension, and mandatory conference with parents before the student's return to school. Intervention by trained professionals (psychologist, counselor) may be required as a condition for the student to remain at St. Andrew School. Lack of cooperation on the part of either the student or parents will result in the student's expulsion.

DETENTION

Detention may be held before or after school on the day and times designated by the school. Students will be excused from detention only if they have a prearranged medical or dental appointment that has been verified by the parent or guardian, and MUST be made up at the next scheduled detention date. A skipped detention will result in additional consequences. No child will be kept for detention if the parent notice is not signed and returned. This will count as a skipped detention.

DISCIPLINE NOTIFICATION

Discipline is primarily handled by the classroom or co-curricular teacher. The teacher will communicate with parents by a note, Parent Notice Form, email or phone call when discipline problems arise and the child cannot solve the problem created. If parents or guardians have concerns or questions, the teacher should be the first to know. If the situation is not resolved, the Guidance Counselor or Assistant Principal may be called upon to assist. When serious breaches of discipline occur, teachers will involve administrators immediately.

DUE PROCESS

Appeal Process for Students: The teacher is the judge of what is disruptive in the classroom and other supervisors are the judge of what is disruptive in their areas. If a major consequence was imposed and the student feels he/she was treated unfairly or his/her point of view was not heard, the student is first to make an appointment with the teacher or staff member involved to try to resolve the

issue. If the student feels it is not resolved, he/she may address the issue with the guidance staff, the assistant principal or the principal. A student's right to be heard will be respected if the student acts in a respectful manner. (See also 'Resolving Problems' in the Communications section.)

Suspension and Expulsion: Students will be informed of the behavior in question. The student has the opportunity to refute the charges before the teacher or administrator. Parents are always notified by phone or in writing of suspensions and expulsions. In cases of expulsion, the student or parent can, in writing, request a hearing.

ASSAULT

No teacher or any other adult at St. Andrew School should ever be subject to disrespectful words or actions, to injury or to either verbal or physical assault by any student or parents of any student. Each instance of assault, verbal or physical, must be reported to the principal in writing. The principal is expected to obtain statements from any witnesses to the reported incident and to take such action as is appropriate for the situation.

BOOKS AND PROPERTY

Since books are expensive to purchase and to maintain from year to year, parents are urged to help their children to be responsible for books used. Books are to be kept covered and clearly identified. A fee will be charged for the loss or damage of textbooks and other materials provided for student use during the school year.

St. Andrew School does not assume responsibility for toys, CD players, cameras, radios, and similar items brought to school by a student. Parents are asked to see that these items are kept at home.

CONTRIBUTING TO SCHOOL SPIRIT

Teamwork and the spirit of 'belonging' in our community are important at St. Andrew School. Students are expected to include all their classmates in all possible activities. Service projects and the buddy program help to promote class and school spirit. Student Council, NJHS, & FEA activities, the TV News program and pep rallies help school spirit grow.

DRESS CODE

The school uniform distinguishes the student as a member of the St. Andrew School community and is to be worn with pride and care. Parents are responsible for their children following the dress code. The dress code is updated and published in the spring for the following school year. Please "name tag" all clothing. It is strongly recommended that sunscreen be worn to school daily. Baseball caps, soft visors and sunglasses are also recommended for time spent outdoors.

St. Andrew School Dress Code 2008-2009

- Uniforms and accessories to be purchased from Renegades (12911 Metro Pkwy, Fort Myers)
- General standards for all – neat, clean, simple appearance
- Hair of natural color; boys – clean cut, above eyebrows, above earlobes, and off collar; girls – out of eyes, simple hair accessories to match uniform
- No make-up, colored nail polish or artificial nails, jewelry limited to watch and small metal chain with a religious medal or crucifix; girls may have one pair of small post earrings for pierced ears – no hoops or dangles for safety reasons

- Socks – solid color, (visible, black or white), no lace, logos or colored trim
- Shoes – school shoes or sneakers with non-marking rubber soles; all white or all black only with tied shoelaces matching shoe color; no wheels, light-up or color trim
- Belt – solid color black, brown, khaki or navy to be worn by Gr. 2-8 with uniform bottoms that have belt loops
- School shirts with old logo can still be worn for 08-09 year

Pre-K Khaki pull-on shorts & yellow class shirt

Kindergarten Khaki pull-on shorts & blue class shirt

Gr 1-5 Girls Khaki or plaid skorts / khaki or green shorts or long pants
Yellow, white or green polo with new school logo
White oxford dress shirt w/logo for Mass days

Gr 1-5 Boys Khaki or green shorts or long pants, correctly sized
Yellow, white or green polo with new school logo
White oxford dress shirt w/logo for Mass days

Gr 6-8 Girls Khaki or navy double-flap skort / khaki or navy shorts or long pants
White, navy or green polo with new school logo
Light blue oxford dress shirt w/logo and plaid cross tie for Mass days

Gr 6-8 Boys Khaki or navy shorts or long pants, correctly sized
White, navy or green polo with new school logo
Blue stripe oxford dress shirt w/logo and navy tie for Mass days

Gr 6-8 PE Navy mesh shorts – must have 7” inseam & new school logo
(Green mesh shorts OK for 08-09 year only IF they have 7” inseam)
PE / Athletic shirts (Athletic Booster Club will sell these in August)

Outerwear permitted to be worn in the school:

Navy or green crewneck sweatshirt with new school logo

Solid color white, khaki, navy or forest green sweater with no logo or designs

Uniforms may not be rolled or hemmed

Students should enter school with shirt tails tucked in, shirts buttoned and ties in place (when applicable).

Undershirts or t-shirts must be white only and may not hang below shirt sleeve

The final decision about any item on dress code is at the discretion of administration.

Field trips/Dress Up/Out-of-Uniform Days:

Not all clothing that may be appropriate for home, beach, or playtime is appropriate at school. In school, shoes must be safe for stairs and playground (no boots, high soles, flip-flops, slides, uncovered toes). Clothing length must be longer than fingertip length but not so long as to drag on the floor. Clothing is not permitted when dirty, torn, or too oversized; when tight, skimpy or revealing (i.e., tight shorts or jeans; tops of tight or see-through fabric; spandex; muscle shirts; tank tops; spaghetti straps; midriff showing when arms raised); or when in poor taste (i.e., pictures; sayings or logos in poor taste). Hats and colorful hair dyes are permitted ONLY when announced beforehand (i.e., ‘Hat

Day' or Halloween). IF IN DOUBT ABOUT CLOTHING it is wise for the student to bring a change of clothing to school.

Exceptions from the standard dress code will be made for good reason and must be requested in writing. The decision of Administration about the appropriateness of clothing and accessories will be final.

HARASSMENT

St. Andrew School believes that all employees and students are entitled to work and study in a school environment that is Christ-centered and free of harassment. Harassment of any type will not be tolerated. Examples of harassment include: verbal and written taunting; bullying; other offensive, intimidating, hostile or offensive conduct; jokes, stories, pictures, cartoons, drawings or objects which are offensive, tend to alarm, annoy, abuse or demean an individual or group. Harassment should be reported so students involved can be given assistance and appropriate consequences. Disciplinary action will be appropriate to the age of the child and may include suspension and expulsion.

PEACEFUL CONFLICT RESOLUTION

The Process: Students are taught to take responsibility for solving problems in a peaceful manner—an important Christian value. Our guidance staff and teachers help students talk out their problems, try to understand the other person's point of view, and come to a compromise or solution. Gossiping and the holding of grudges undermine conflict resolution, are particularly damaging to the building of a Christian community and require the commitment of everyone to rise above them.

Parental Support:

- Within certain parameters, children need to learn to work things out with each other. This can pertain across grade levels in some instances, as it does at home between siblings of various ages.

Adults must be cognizant of the following:

1. There are usually two sides to a story and both sides have contributed to a disagreement/behavior.
2. Children tend to exaggerate, especially when they need comfort, and they tend to leave out parts of any story.
3. It makes a difference if an incident is a single event or part of a pattern.
4. Children need to feel that adults have confidence in them to work out most of their own problems.

➤ Our Goals:

1. Children learn to use peaceful conflict resolution and eventually use it without adult intervention.
2. Parents function as sounding board and guide for their children.

- Let child express feelings and tell you about the problem; don't make the problem yours as yet.
 - Ask the child how he/she handled the problem and how successful that was; discuss other options.
 - Reinforce effective ways of handling the problem and help child think of alternative strategies.
3. As needed, teachers, guidance staff, and administration will intervene to help children work through the peaceful conflict resolution procedure.
 4. We also help children develop resiliency and coping skills.

PERSONAL ELECTRONICS

Such items are not to be brought to school without special permission from the principal or teacher: cell phones, pagers, palm pilots, CD players, CD's, computer disks, headphones, hand held electronic games, i-pods.

CELL PHONES

Cell phones are not needed at school. For emergencies, students may use school phones to call their parents. If parents feel a child needs a cell phone due to after-school activities, the student is responsible for following school rules regarding cell phones or will forfeit the phone to the school office until a parent picks up the phone.

Cell phone rules while on school grounds, including after school time:

- Phones must be kept in the locker in the OFF position during school hours.
- No cell phones may be used for picture taking on school grounds.
- No harassment or threatening of persons via the cell phone is permitted.
- Cell phones may not be used for game playing, Internet or e-mail access, gambling or making purchases.
- Cell phones are to be used for contacting parents only, not for calling other students.

PERSONAL GROOMING

Cleanliness is important and the restrooms are the proper place for grooming. Personal items (brushes, combs, barrettes, etc.) played with or used outside of the restroom will be permanently forfeited. A non-aerosol deodorant is permitted to older students for use after P.E., but colognes, hair sprays and other hair or perfumed products are not permitted at school. Colognes and perfumes should not be worn to school.

SEARCH AND SEIZURE

St. Andrew School reserves the right to search lockers, desks, person and personal belongings of a student when it is believed to be necessary for the health, safety, and welfare of other students. If possible, parental notification will be made prior to personal searches. Students are advised that their lockers, desks, backpacks, person, and personal belongings are subject to search for forbidden,

dangerous or illegal substances. Suspicion of drug use may result in mandatory testing within four hours of parent notification.

THREATS

Any and all student threats to inflict any harm to self or others will be taken seriously. Whoever hears the threat should report it immediately to the teacher or administration. The school response will take into account the age of the child. The parents, guidance counselor and resource officer will be notified. The student may be kept in the principal's office under supervision until a parent arrives. The student may be suspended and not permitted back into school until there has been professional intervention, which may include a psychiatric evaluation and receipt by the principal of a written statement from a psychiatrist that the student is not/does not pose a danger to self or others. The parents of all students who were verbally mentioned or listed in writing as potential victims will be notified immediately. Ongoing counseling may be required for the student to be readmitted to school.

AWARDS

The standards and expectations at St. Andrew School are high. Our goal is to help students grow in self-control and Christian attitudes, while remembering that they are children and need time to learn and correct their mistakes. Consequences of unacceptable behavior are not meant to be punishing, but to help students understand implications of their choices.

VOLUNTEERS

REQUIREMENT

Many of the activities at school would not be possible without the help of dedicated volunteers. We owe special thanks to those parents who give many more than the required hours for the good of the school and the children. Each family is required to give a minimum of 30 hours of service to the school each year. This program ensures involvement in the school on the part of parents and grandparents and the services provided help keep tuition reasonable.

Hours of service given by parents are very valuable. Parents will be charged \$30 for every hour of required service not completed. Remember, we need and would rather have your time than your money!

Families who are awarded tuition assistance are asked to give additional hours of service to help pay back the tuition aid given. Families registered in a local Catholic parish can be credited with up to 8 hours of service to their home parish with a letter acknowledging that service from their pastor.

AREAS OF NEED

Volunteer hours can be given in many ways, including the following:

- Active membership in St. Andrew Home and School Association (one hour credit per mtg.)
- Kitchen or Lunchroom helper; lunch recess supervision
- Drivers for children for local field trips (must have background and driver's clearance)
- Scout leaders, Odyssey of the Mind coaches

- Home typing, record keeping, compiling of papers to be sent home
- Baking or cooking for school hospitality events, meetings, class parties (but not birthday treats)
- Giving assistance to school with classroom projects; with arrival or dismissal lines; clinic volunteer; front office volunteer
- Field Day or other school event helpers
- Room parents
- Fundraising or Event chairperson or committee
- Rainbows Program facilitator
- Calligraphy for certificates
- Officer or project chairperson in H&S Association, School Board, Finance Committee, Patron of the Arts or Athletic Booster Clubs
- Helping with painting or cleaning during the summer
- Classroom speaker
- Coach or advisor for student club/activity, assistance with Drama Club
- Yearbook Committee
- Festival worker
- Participant in school sponsored parenting workshops (Love & Logic)

SIGNING IN

For security reasons, when assisting in school please enter the office entrance, sign in, and put on a volunteer badge before reporting to the area in which you are expected (lunchroom, classroom, etc. -- do not enter a classroom unless the teacher has arranged for you to be there). When finished, be sure to sign out in the office.

DRESS CODE

We ask that school volunteers dress appropriately. The students do look up to you and your dress should, therefore, serve as a good example of proper attire.

DIOCESAN REQUIREMENTS

All adults who volunteer at the school must have completed Safe Environment Training, a Diocesan Volunteer Application (including a Code of Conduct form and Attestation of Good Moral Character), and have fingerprint clearance (renewed every five years). In addition, adults who intend to help drive children for field trips must each year provide a copy of his/her Florida driver's license and insurance card to the school office so we can obtain a Motor Vehicle clearance through our insurance company. No one will be permitted to drive who is under 25 years of age or who has accumulated more than 6 points in the last 3 years or who has any charges of DUI on their record. Volunteer files will be established and maintained in the school office. Fingerprinting and driving clearance must be completed by September 15 of each school year. Processing charges will apply. All volunteers are

required to read the Diocesan policy regarding the protection of children which is found on our website.

FINGERPRINTING

The fingerprint process is found in the Back-to-School Packet. If you have any questions, please call the school office at 772-3922 between 10 a.m. and 1 p.m. and ask for Mrs. Trobiano.

DRIVERS

Adults driving for field trips must be 25 years of age or older, use a working seatbelt for each child transported, must be willing to accept children as assigned by the teacher, must follow the instructions of the teacher: directions to the location, approved stops along the way, food or drink for the students, and responsibilities for student behavior. Only those things designated on the field trip permission form may be done. Driver/chaperones who do not follow the teacher's directions will not be permitted to volunteer in this capacity in the future.

Parents must have completed Diocesan requirements (see above) to accompany or chaperone a class. A parent who has completed Safe Environment Training, and has fingerprint clearance but who does not have driving clearance may drive his/her own child but no other children on a field trip. The Diocesan Policy mandates parents must provide proof of motor vehicle insurance. There must be \$300,000 for property and body combined for insurance.

We thank our Volunteers for being an example to our children of how to make a difference in the world! We hope that the children will be inspired to follow their example.

**CATHOLIC SCHOOLS,
BELIEVING THAT EACH STUDENT IS A CHILD OF GOD,
CHALLENGE EACH TO ACHIEVE ACADEMIC EXCELLENCE,
TO EMBRACE THE GOSPEL,
AND TO MAKE A DIFFERENCE
IN THE WORLD.**