

ST. ANDREW CATHOLIC SCHOOL
PARENT STUDENT HANDBOOK
2018-2019

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Mission Statement

**We, the community of St. Andrew Catholic School,
are called by God, as a family
dedicated to Building Faith, Hearts and Minds,
through Catholic traditions, academic excellence and
respect for God's earth and its cultures.**

Vision Statement

**To empower students through academic excellence, inquiry,
global awareness,
and the teachings and traditions of the Catholic faith.**

Belief 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.

History of Saint Andrew Catholic 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 the elementary school was completed. Saint Andrew Catholic School opened with

about 80 students in Kindergarten through 3rd Grade under the leadership of Father Timothy Murphy (Founder), Sister Elizabeth Dunn, and a team of Sinsinawa Dominican Sisters.

- 1993: Phase II was completed, which added classrooms, administrative offices, and cafeteria. Enrollment grew to 389 students in Kindergarten through 7th Grade.
- 1995: Saint Andrew Catholic School was awarded initial accreditation by the Florida Catholic Conference. The first eighth grade class graduated.
- 1998: The first class to have completed Kindergarten through 8th Grade at Saint Andrew Catholic School graduated. The school enrollment surpassed 500 students.
- 1999: Saint Andrew Catholic School celebrated its 10th Anniversary.
- The Sisters moved to the Diocese of Saint Augustine to open a school on Amelia Island. The first lay administrators take leadership; Mrs. Peg Horan became the second principal, and Mrs. Alicia Battista became assistant principal of Saint Andrew Catholic School.
- 2001: The Florida Catholic Conference renewed accreditation for another seven years. Ms. Colette Ott became the second lay assistant principal.
- 2003: Father Mark Heuberger appointed pastor, and the school celebrated its 15th Anniversary with the dedication of a Peace Pole and Peace Gardens.
- 2006: The Voluntary Pre-kindergarten (Age 4) program began.
- 2007: Sinsinawa Dominican Sisters return: Sister Elizabeth Meegan became the third principal of Saint Andrew Catholic School.
- 2008: The outdoor pavilion was added. Accreditation was renewed for another seven years.
- 2009: The 20th Anniversary of Saint Andrew Catholic School was celebrated.
- 2011: The Pre-kindergarten (Age 3) program began.
- 2012: Mr. David Perry became the fourth principal of Saint Andrew Catholic School.
- 2013: Fr. Richard York was appointed as pastor of Saint Andrew Catholic Church.
- 2014: Dr. Judi E. Hughes became the fifth principal, and Dr. Vicki Parks became director for reaccreditation and curricular programs. The Parish celebrated its 50th Anniversary, and the School celebrated its 25th Anniversary. STREAM program initiated school-wide.
- 2015: Rev. Gordon Zanetti appointed as parish administrator. Mrs. Bambi Giles appointed assistant principal. St. Andrew received its *third* accreditation by the Florida Catholic Conference. School begins candidacy for International Baccalaureate: Primary Years Programme.
- 2016/17: Faculty continues development toward IB:PYP certification.

2017/18: Continuation of development toward IB:PYP certification.

SACS 2018-2019 Faculty & Staff Members

Administration

Parish Administrator:	Rev. Gordon Zanetti
Principal:	Dr. Judi E. Hughes
Assistant Principal:	Mrs. Bambi Giles
School Secretary:	Mrs. Kim Butler
Receptionist:	Ms. Marie Casagrande
Records Specialist/Ministry Coordinator:	Mrs. Mary Trobiano
Kitchen Manager:	Mrs. Lisa Smith
Kitchen Aide:	Mrs. Michele Carpino
School and Grounds Maintenance:	Mr. Bennett/Mr. Garcia

Elementary School Teachers

Pre-Kindergarten 3:	Mrs. Suzanne Fleming
Pre-Kindergarten 4:	Mrs. Stephanie Rode
Pre-Kindergarten 4:	Mrs. Melissa Rich
Kindergarten:	Mrs. Susan Loughren
Kindergarten:	Mrs. Carolyn Canzano
First Grade:	Mrs. Crystal Melton
Second Grade:	Mrs. Angela Sarnac
Third Grade:	Mrs. Cristi Haytac
Fourth Grade:	Mrs. Colleen Mattfeld
Fifth Grade:	Mrs. Lisa Olson

Middle School Teachers

Language Arts (6-8)/Resource:	Mrs. Courtney Rigney
Literature (6-8)/Religion (7); Homeroom 6 th Gr.:	Mrs. Julie Dudek
Social Science (6-8)/Religion (8); Homeroom 8 th Gr.:	Mr. Dave Bautista
Math (7 & 8):	Dr. Tom James
Math (6 & 7); Religion (6); Homeroom 6 th Gr.:	Mrs. Danielle Pendleton
Science (6-8); Homeroom 7 th Gr.:	Mr. James Less

Co-curricular Teachers

Art:	Mrs. Diana Villadolid
Counselor:	Mrs. Sharon Zebley
Media Center:	Mrs. Peggy Dunn
Physical Education:	Mr. Scott Jones
Spanish:	Mrs. Laura Baker
Technology:	Mrs. Linda Wasko
Music:	Mr. Julius Davis, Jr.

Teacher Assistants

Mrs. Dhafney Esperance *	Mrs. Claudia Magallanes
	Mrs. Diane McBride
Mrs. Crispin Melloh *	Mrs. Kimberly Murnane

Sunrise Program

Mrs. Diane McBride, Director
Assistants: Mrs. Kimberly Murnane * Mrs. Dhafney Esperance

Sunset Program

Mrs. Deborah Tamulionis, Director
Assistants: Mrs. Nicole Ulm * Mrs. Erika Latorre

II. Admissions

(Private School Policy maintains the right to admit or deny school admission/attendance.)

Admission Priority

Students will be considered for admission to Saint Andrew Catholic 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 Saint Andrew Catholic 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 Saint Andrew Catholic School: During the second semester (usually in February or 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 all other obligations are paid.

Registration of New Students: Parents seeking admission of their children should schedule a tour of the school, and bring copies of academic records (e.g., test scores, report cards, etc.) and other required forms. All records are reviewed, and decisions are made based on space availability, student achievement, and other factors. Completed registration forms must be accompanied by the non-refundable registration fee.

Required Forms: All students must be immunized prior to the start of school. No religious exemptions may be claimed. Student immunizations must meet state requirements for students to attend school. The State of Florida Statute 323.032 and 402.305 Florida Administrative Code Rules 3.011 and 65c-22.006 require all students entering and attending school to present a current Certificate of Exemption of Florida State Form 680 if they do not meet state requirements.

All students entering Florida schools for the first time are required to present the following:
the original birth certificate for verification and copying.

Student immunizations must meet state requirements for students to attend school. *The State of Florida Statute 232.032 and 402.305 Florida Administrative Code Rules 3.011 and 65c-22.006 require all students entering and attending school to present a current Certificate of Exemption of Florida State Form 680, if they do not meet state requirements.* St. Andrew Catholic School does not accept Religious Exemption forms for incoming students. By Florida law, students without proper immunizations will not be allowed to attend school until immunizations are current.

- a health examination form and DH680 immunization record indicating proof of physical exam within the past 365 days, plus all required immunizations (Newly-relocated student forms must be updated in Florida (on Florida forms).

- the original baptismal certificate for verification and copying (if applicable)

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 withdraw from the school.

Pre-kindergarten, Kindergarten, and 1st Grade Registration: The age requirement for Pre-K 3 is three (3) years of age on or before September 1; for Pre-K 4/VPK is four (4) years of age on or before September 1; for Kindergarten, five (5) years of age on or before September 1; and for 1st Grade, six (6) years of age on or before September 1, and having successfully completed Kindergarten.

Withdrawal

If a student must be withdrawn 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) business days advance notice to ensure timely release of records.

Students will be considered for admission to Saint Andrew Catholic School on the basis of academic achievement, conduct, and moral character. Listed below are factors taken into consideration per Diocesan policy. Catholic schools of the Diocese of Venice give priority for admissions to students of families who are registered and participating in a Catholic parish. Other students may be accepted on a space-available basis.

- Siblings of children already enrolled at Saint Andrew Catholic School
- Previous enrollment in a Catholic 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
- Results of standardized tests, previous grades and school records
- Non-Catholics: i.e., children of families of other faiths who desire a Catholic education
- All children applying to Pre-K 3 must be three (3) years of age on or before September

All children applying to Pre-K 4/VPK must be four (4) years of age on or before September 1.

All children applying to Kindergarten must be five (5) years of age on or before September 1.

All children applying to Grade 1 must be six (6) years of age on or before September 1.

At the time of initial enrollment, all new students must present original Birth Certificates, Baptismal Certificate (if applicable), a current record of immunizations, a health examination form, copies of the current report card, and standardized test results. Prior to the start of school, *all* students must have and present up-to-date immunizations through the state of Florida. No religious exemptions may be claimed. Student immunizations must meet state requirements for students to attend school. The State of Florida Statute 323.032 and 402.305 Florida Administrative Code Rules 3.011 and 65c-22.006 require all students entering and attending school to present a current Certificate of Exemption of Florida State Form 680 if they do not meet state requirements.

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 himself or herself, both academically and socially. If during this trial period there are any problems, the student may be asked to withdraw his or her attendance at Saint Andrew Catholic School. The probation period may be extended by administration as needed.

McKay, AAA, SUFS, PLSA/GARDINER, and Parish Tuition Aid (application process) will be accepted/available on an individual basis.

Non-discrimination Policy

Catholic schools of the Diocese of Venice admit students of any race, color, sex, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the schools. The schools of the Diocese of Venice do not discriminate on the basis of race, color, sex, national or ethnic origin in the administration of admission or education policies, athletic or other school administered programs.

While Saint 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 education policies, admission policies, athletic, and other school programs or activities.

Standards

Saint 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 Florida Standards. Teachers are Florida State 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.

Campus Safety

All visitors will comply with all required procedures for school entry, i.e., license check, sign-in, etc. Visitors without full background clearance will not be permitted in the building without Admin approval.

Pertaining to *all* visitors, students and school family members: **Weapons**, with or without permit, concealed or otherwise, or **any items resembling a potential weapon**, real or toy, **are not permitted** on St. Andrew Catholic School grounds or at school-related events or trips. Student possession of guns, or other weapons or items, which can be converted to a projectile or explosive/destructive weapon, or can be used or construed as a weapon, is grounds for disciplinary action, including expulsion.

Critical Response Preparedness: Critical response procedures are reviewed and safety drills are conducted

regularly to prepare for emergencies such as fire, severe weather, or life-threatening situations. Plans are developed with local emergency agencies and the Diocese of Venice.

Safety Inspections: Regular safety and health inspections are conducted by local and state agencies to ensure compliance with all applicable codes and rules.

Pets: While parents may believe their pet is friendly and safe around children, the behavior may be very different when lots of children are running around before or after school. Neither parents nor the school would welcome the medical issues and possible litigation should a pet bite a child. Many children and staff also have pet allergies. For the safety of all, no pets are allowed into the school building or the airnasium/playground. Please do not bring pets to the school at any time. Service animals (guide dogs) are permitted.

Partnership

Church: The pastor and priests at Saint 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 Bishop Dewane, as well as academic. Dr. Ben Moore, Superintendent of Catholic Education for the Diocese of Venice, and the staff at the Diocesan School Office assist with planning, certification, in-service, and curriculum in all Diocesan schools.

School: The administration, faculty, and staff strive to:

- promote a culture 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: “Since parents have given children their life, they are bound by the most serious obligation to educate their offspring and therefore must be recognized as the primary and principal educators...Beautiful indeed and of great importance is the vocation of those who aid parents in fulfilling their duties and who, as representatives of the human community, undertake the task of education in schools.” (Gravissimum Educationis) The primary responsibility for the education of the children belongs to parents, and it is our pleasure to partner with you in this endeavor. 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 the practice of the Catholic faith
- encouraging their children to complete all assignments on time
- insisting 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.

****Final decisions on all matters rest with Administration.****

All parents are requested to visit Plusportals often for information and updates:

Volunteers/Visitors: There are many opportunities for parents and other interested adults to become involved in school activities. (See section *XI Volunteers* 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 or have lunch with their student in the Cafeteria. (Plusportals.com/standrewcs) For adults (25 years of age or older) volunteering to drive children on field trips, a driving clearance (driver license and auto insurance checked annually) must also be completed.

School Board

This group consists of administration, parents and community members who serve in supportive advisory capacities regarding issues such as long-range planning and facilities management through working committees in multi-year terms in accordance with the Board By-laws.

Home and School Association

An active Home and 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.

Saint Andrew Home and School Association objectives are:

- To promote communication, cooperation, and community among school families, faculty, administration, our school advisory 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 the child will be given the best possible Christian witness and preparation for life.

Events will be held regularly throughout the school year. Parents are strongly encouraged to attend and assist with HSA-sponsored activities. Some Home and School activities are the annual Craft Show and Holiday Gift Shop. All proceeds for these fund-raising efforts must be turned in to the School Office/Parish Business Manager. (School groups, such as National Junior Honor Society and RotaKids also sponsor fund-raising activities during the school year).

Parent Support Groups

In addition to the Home and School Association, two other parent groups support student activities: the

Athletic Booster Club and the Patrons of the Arts Club. Home and School Association annual family membership is included in the Registration Fee for the first child of each family.

Adopt a Classroom

You are invited to build a relationship and partner in learning with a specific classroom, teacher, or program by providing financial and moral support with a donation of \$400. Split or partial gifts are welcome.

III. Academic Program

Class Size and Assignment

Size: Diocesan guidelines and accreditation standards limit class size to 35 students in Grades 1-8 and 30 students in Kindergarten with a teacher and an aide. The principal may exercise the right to make exceptions to this guideline. Voluntary PreK4 is limited to 20 students per class as we are a VPK-approved site.

Curriculum

Curriculum Guides: SACS follows the curriculum set forth by the Diocese of Venice. Our curriculum includes IB:PYP, STREAM concepts, Catholic religious studies, Language Arts, Mathematics, Reading, Science, Social Studies, Media and technology, foreign language (Spanish), Physical Education, Art, Music, and gospel values. 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 Standards, our Accreditation Standards, and our religious focus as guides. Curriculum guides are updated frequently.

Pre-Kindergarten 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 engage in instructional activities in religion, 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, literature, mathematics, science and health, social studies, art, music, TV production, computer, Spanish,

study skills, life skills, and physical education. Classes are taught on a departmental basis.

Differentiated Instruction: A variety of instructional methods are used at Saint Andrew Catholic 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, mentoring activities, extracurricular clubs, 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 or her knowledge and experience, chooses what is reasonable and workable with the class. Please understand 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.

STREAM: Saint Andrew Catholic School adopted the National Catholic Education Association's (NCEA) STREAM initiative beginning with 2014-2015 school year. There will be a strong curricular focus on each of the components: Science, Technology, Religion, Engineering, Arts, and Math. Goals of STREAM include: the incorporation of Catholic identity throughout the curriculum, fostering 21st century skill application, increasing content literacy, promoting innovation, increasing participation in diverse fields, promoting multiple styles of learning, and utilizing strategic planning across the curriculum*.

International Baccalaureate Exploration Phase: With permission from the Diocese Director of Education, Saint Andrew Catholic School is in the candidacy phase for certification as an International Baccalaureate (IB) school. The IB early years program is not a prescribed curriculum, but a framework which integrates with the STREAM initiative and current curricular foci. While Saint Andrew Catholic School has not yet achieved certification as an IB school, the current students will benefit from the curricular strategies which will be currently being implemented*.

* Neither the IB nor STREAM initiatives divert from, or replace, the Diocese of Venice guidelines regarding curriculum or faith-based teachings.

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 Catholic 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 Saint Andrew Catholic School. Students participate in a religious activity or religion class daily. The student body celebrates liturgy

together each week 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 encouraged 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. Catholic students and their parents/guardians will participate in preparation for the sacraments of First Reconciliation and First Communion. 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 the opportunity 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, has a right to positive education in human sexuality, appropriate to the level of maturity.
- C. Parents have the right to preview all materials used in the teaching of human sexuality, and to monitor progress of the program.
- D. 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.
- E. 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 opportunities/projects in our elementary grades are Safety Patrol and Environmental Club; for middle school, RotaKids and Make A Difference Day. Many service opportunities are available throughout the year and are open to the participation of all children.

Resources

Computers/Technology: Computers, 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 wireless internet access; students are instructed in the appropriate use of the internet. All students and parents must sign the Diocesan Technology Agreement form. 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, and improving behavior at school. Children can work with the counselor and their teacher in learning strategies such as peaceful conflict resolution, in support programs, 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 challenges. 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 challenges. 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 children 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 seat belt. 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 volunteer application and cleared fingerprints) and driving clearance (copy of driver's license and driver's insurance Declarations Page required). Anyone with six (6) points or more on his or her 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. All Florida laws, including those regarding seat belts, along with Diocesan policy must be obeyed. Government Programs: The following federal programs help support school activities:

Title II: in-service training for staff, and Title I: tutorial services for eligible students after school.

Homework: Homework is an extension of the learning process begun at school. The purpose of homework is to promote independent study, encourage individual initiative, provide extra practice needed to master 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 Saint Andrew Catholic 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 his or her 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 may be needed for vocabulary, spelling, or math facts practice, and with reviews before tests.

All assignments are to be neat, legible, spelled correctly, and submitted when due. No assignments should be submitted on spiral notebook paper, torn, or ripped 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: Pre-K through Grade 1 (at the discretion of the teacher), Grade 2 (30 minutes), Grade 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 weekends, with the exception of long-term projects, and some specific subject areas.

Media Center: Saint Andrew Catholic School Media Center Library has a circulation of more than 23,000 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 5th 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.

Our intent is 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 or her child, the parent may request 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/ guardian's concerns. After consideration of the recommendations of the staff

committee, the principal will make the final decision regarding the book in question.

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 B or above are eligible to earn the following academic honors:

- Principal's List: 96% or above overall average in core academic subjects
- First Honors: 92-95% overall average
- Second Honors: 88-91% overall average
- For ALL Academic Honors: E or M in all co-curricular subjects
No grade lower than a 2 in Conduct in all subjects

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 Saint Andrew Catholic 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 Diocese of Venice curricular standards, which are based upon the Florida Standards. 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 Grades 3-8 have grades posted on *PlusPortals*, serving as weekly progress reports for their parents. www.Plusportals.com/standrewcs

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. For grades 3-8, report cards are issued four times a year. For Pre- K through Grade 2, 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)

An Incomplete grade may be issued at the teacher's discretion and will be removed when the missing material is completed and submitted. An Incomplete grade 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, Physical Education, Guidance 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 59% or less is considered an F in co-curricular classes

In Physical Education, 50% of the grade is given for coming to class in appropriate Physical Education uniform, 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 March:

Grades 2, 3, 5, & 7 take TERRA NOVA

Grades 4, 6, & 8 take the TERRA NOVA

In February:

Grades 5 & 8 take the NCEA Assessment of Religion Examination (ACRE)

We are proud to say that Saint Andrew Catholic 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.

Middle School Math: Some eighth graders develop the ability to do higher math sooner than others. St. Andrew Catholic School offers high school Algebra 1 at the honors level for those students who complete seventh grade Pre-Algebra with a grade of 90 or above or achieve a passing score on the Iowa Algebra Aptitude Exam given to all seventh graders. If these students successfully pass the End of Course Exam for Honors Algebra 1 administered by Bishop Verot High School, they will be exempt from taking Algebra 1 in high school. Those students will be placed in either Honors Geometry or Honors Algebra 2 during their freshman year at Bishop Verot High School. Most public high schools will also accept the Bishop Verot End-of-Course exam score. Those students not admitted into the Honors Algebra I class here at St. Andrew will take regular Eighth Grade Algebra, which is what most eighth graders throughout the country take.

All Seventh Grade Students: Bishop Verot High School will administer the Geometry aptitude exam to our seventh graders. Those students passing it will be invited to take high school Geometry next year at Bishop Verot High School. (Parents will transport students to BVHS for First Period; after class, BVHS will transport students back to SACS.)

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.

Academic Difficulty: 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, individual learning supports through the Student Resource Program, and individual testing through consultation with the Student Resource Specialist, public school services, or private psychologist.

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

****Final decisions on all matters rest with Administration.****

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.

Student Support Services

Saint Andrew Catholic School may not always be able to meet the needs of a particular student or family. Our policy is 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 Saint Andrew Catholic 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. (Our policy is to work with special family circumstances, but any adjusted agreements made with families are expected to be fulfilled).

School Counseling Program

The school counselor is available to provide support services to students in small groups and in the classroom.

- The counselor oversees the implementation of the *Duke Talent Search* for both elementary and middle students, the *President's Education Award*, and other programs of recognition.
- Crisis counseling is available as needed.
- Eighth graders participate in high school and career orientation activities adopted by the Florida Department of Education.

IV. Attendance

Regular attendance is a serious parental obligation required by law. 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. Excessive absence may result in mandated summer school or retention.

- >Regular attendance at school is important to ensure continuity of instruction and to develop positive habits and attitudes of responsibility in our children.
- >When an excused absence occurs, tests may be made up within two (2) school days after the student returns.
- >It is the responsibility of the student to arrange a time with the teacher when the test will be made up.

Our school attendance is computerized; therefore, it is essential the following procedure be followed. Every student must return to school with a written note stating the reason for absence.

Reporting Absences

Parents are required to CALL the school office by **8:30 AM** to explain the reason for their child's absence (early messages may be left on the Absence Line. Parents who do not call to report an absence will receive a call from 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.

Excused Absence: Illness, medical/dental appointment, critical family illness, death in the family, court appearance, approved school activity, and special permission for family events (e.g., weddings) may be reasons for excused absences. Please call the school office **before 8:30 AM** to report your child's absence. These absences will be reflected on report cards.

Advanced Notice: If it is known that a student will be absent on a particular date, or dates in the future, a note to the teacher **indicating the reason** for the absence is to be submitted prior to the first date of absence.

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.

Sports: Students who are absent (or leave prior to dismissal time due to illness) from school are not permitted to play in a game that day.

Tardies

Students are expected to be **in their classrooms by the first bell (7:55 AM) at the latest.** Students are

considered tardy if not in their classroom by 7:55 AM 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.

While tardies are sometimes unavoidable, our goal is to reinforce to all students the priority of their education and respect and consideration for the teacher, other students and the learning process. Students who are habitually late to class disrupt the learning of all. Since tardiness interferes with the child's progress in school, and disrupts the classroom, parents are responsible for their children cultivating the habit of *punctuality*.

Tardiness and Half-day Absence: Students who arrive late, but are in their classrooms by 10:00 AM, are marked as tardy. Students arriving in their classroom after 10:00 AM are marked ½ day absent. Students who leave their classroom before 1:00 PM are also marked ½ day absent. Students who are signed out between 1:00 PM and regular dismissal time are marked as early dismissal.

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

Appointments

Please do not make appointments during standardized testing days. Refer to Year-At-A-Glance.

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, guardian, or proxy, should report to the office to sign-out the child, who will then be called to the office.

If a student is to be picked up within 30 minutes of regular dismissal time, a doctor's note must be presented to the teacher/office in the morning. Otherwise, students will not be dismissed during the thirty (30) minutes prior to dismissal.

Arrival

Regular Arrival: Before 7:35 AM, children can enter school through the Cafeteria doors under the breezeway. If parents wish to wait with students before the door opens, they must be seated on the benches along the breezeway. At 7:40 AM, the front doors will be open for student arrival: Children go directly to their classrooms as they arrive at school. **All exterior doors are closed by 7:55 AM.** Parents do not go into the classroom at arrival times. **The 7:55 AM bell reminds students they are to be in the room and seated by 7:55 AM.** Children are not to be left unsupervised outside of school before 7:40 a.m.

Before School Activities: Children reporting early for Sunrise Care, TV News, Choir, or Safety Patrol may enter through the Cafeteria doors.

ANY STUDENT NOT PICKED UP AT DISMISSAL TIME AND WHO IS NOT PARTICIPATING IN AN AFTERSCHOOL SUPERVISED ACTIVITY MUST SIGN INTO THE SUNSET PROGRAM. STUDENTS ARE NOT PERMITTED TO WAIT OUTSIDE OR ELSEWHERE IN THE BUILDING OR ON PROPERTY FOR THEIR TRANSPORTATION.

Sunrise/Sunset Program

Sunrise Care: Before-school care is available and mandatory for all children who arrive before 7:30 AM;

supervision is provided in the school beginning at 6:30 AM.

Sunset Care: All students who are not with a parent, teacher, or coach or club moderator, **must** report to the Sunset Care Program. Supervision is available for children until 6:00 PM. Sunset care is provided on most noon dismissal days. The Kitchen will provide a Grilled Cheese Sandwich lunch to those students signed into the Sunset Program. Students should make it known ahead of time that a lunch will be purchased. Please refer to the Year-At-A-Glance Calendar on Plusportals.com/standrewcs .

Mandatory Tutorial After School for Middle Schoolers: On Monday/Tuesday/Thursdays , Sunset Program students and those remaining after dismissal will be walked to tutorial classrooms. They will remain in Tutorials until 4:00 p.m., at which time they will be escorted to the front door for pick-up. If not picked up at that time, they will be signed into the Sunset Program. If parents arrive late to pick up, they should enter the Cafeteria, and the staff will summon the student from tutorials for pick up from the Cafeteria. Middle school students staying to attend tutorials will not be permitted to leave until it ends at 4:00 p.m. Those students not picked up at that time will be taken to the Cafeteria and signed into the Program. Advance notice will be given when tutorials will not be held as regularly scheduled. After school hours, all parents/guardians picking up must enter through the Cafeteria and speak with the Director, who will contact the tutorial teacher.

Cost: Fees for the Sunrise/Sunset Program are listed on the information sheet provided at the beginning of the school year and are available on *PlusPortals*: www.Plusportals.com/standrewcs A late fee will be charged for each child if the parent/guardian is late after 6:00 PM. Please contact **Deborah Tamulionis, Director, at (239) 284-9565** to let her know if there is an emergency. Full payment is expected when due. Failure to keep current will result in suspension from the program. (Refer to Sunrise/Sunset Program Information Sheet.)

Directors/Assistants: The Sunset Program is managed by school employees. All Sunrise/Sunset Program staff members must meet the Diocese of Venice employment requirements.

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, the **Year At A Glance**, is developed each year, is updated as needed, and is posted on *PlusPortals*. Important dates and events are also posted on the website. Early dismissal days are listed on the reminders will be included in the newsletter from the principal sent via e-mail to all parents. The office should have a *current* family email address, as important notices are sent in addition to the newsletters. (Please be sure that transportation or Sunset Care has been arranged for early dismissal days, or inform the teacher of your child's need to attend Sunset Care. Remember to pack a lunch.)

Dismissal Procedures

FOR THE SAFETY OF OUR CHILDREN, PLEASE READ AND FOLLOW THE CARLINE MAP.

Authorized Pick-up: Children will be released only to parents, and to others authorized by parents. For the protection of your child, if he or she is to go home after school or during the day with someone who is not listed on the authorized pick-up list, we must have written, signed, and dated notification from the parent. The child should know of these arrangements before he or she arrives at school. Relaying numerous phone messages at the end of the day with all the other business occurring 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 early dismissals interrupt classes, prevent the child from finishing class work, or causes needed materials to be left at school. If an early dismissal is necessary, an advance note with the reason for the early departure is required in the morning. Early dismissals, like late arrivals, will be noted on report cards.

Regular Dismissal: Dismissal time is 3:00 PM, except on Wednesdays during September through April when dismissal occurs at 2:00 PM. We provide two ways to pick up your child at dismissal, and the preferred way is utilizing the car line. A diagram of the 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 only and walk through the playground to the airnasium, where they walk behind the gathered students to pick up their child. Parents need to 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 Walgreens on 15th Avenue, or along 27th Street at dismissal. Please cooperate by following the carline map which has been designed with safety in mind. **If a student is to be picked up within 30 minutes of regular dismissal time, a doctor's note must be presented to the teacher/office in the morning. Otherwise, students will not be dismissed during the thirty (30) minutes prior to dismissal.**

“Rainy Day Dismissal” refers to days when students are picked up from their classrooms. Typically, siblings go to the youngest sibling's classroom to await pick up. Rainy day dismissals are held due to inclement weather and when an event is in progress in the parish hall. That additional traffic can impede the carline and be unsafe.

After Dismissal

After Dismissal: No student may remain in the building after regular dismissal time unless he or she is in the Sunset Care Program or supervised by a teacher, moderator, or coach. Students waiting for their parents after our car line dismissal ends will be signed into the Sunset Care Program. Please do not ask your students to leave tutorials early and wait in the lobby for your pick-up. Students may NOT return to the school after leaving the grounds, unless accompanied by a parent. See Middle School Tutorial

Walkers: Children walking or riding bikes to and from school are expected to act as representatives from Saint Andrew Catholic 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.

Emergency Closing

Saint Andrew Catholic School will be closed for inclement weather based on the Diocese of Venice policy. ***PLEASE Do Not call the school.*** In the event of a school closing when school is already in session, your children will be dismissed when you personally come for them. In order to take the child of a friend or relative, the family password MUST be provided, and there MUST be a note/email from the parent. Saint Andrew Catholic 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 disseminated through designated methods and posted on our school website, www.standrewcs.org, sent via e-mail, and www.Plusportals.com/standrewcs, the site for school families to keep up with school information and events.

Make-up Work - Illness

If a child is absent one or two days, assignments can be made up when he or 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 within the time specified by the teacher, usually one day out, one day to get work in; two days out, two days, etc...

Reporting Absences

Parents are required to CALL the school office by **8:30 AM** to explain the reason for their child's absence (early messages may be left on the Absence Line. Parents who do not call to report an absence will receive a call from 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 absence notes 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 AM - 3:00 PM (2:00 PM on Wednesdays in September through April). Early Dismissal times may be at 12:00 noon. Please refer to the school calendar on PlusPortals. Students may not leave the grounds for family, personal, or school-related errands during the normal school day without being signed out by a parent or guardian whose name appears on the Authorized Pick-Up Form. If an alternate person is picking up, a written note/email **must** be sent to the teacher/office. Children will not be released without a written note.

Vacations

If a situation arises, and a student must be absent for a reason other than illness, a parent or guardian must contact an administrator to discuss the situation. A note to the teacher does **not** suffice. Parents and guardians must realize when these absences occur, it puts the student at a disadvantage because there is a gap in the learning process. This instructional time can never be made up.

Permission: **Absences for family vacations during school 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 cannot presume to have the principal's approval for these excused or unexcused absences unless notification is received from the principal.

Make-up Work for Vacation: Teachers are not required to provide students with miss work prior to the planned absence. Upon returning to school, teachers will provide all make-up work and allow the appropriate time to complete it. Parents are responsible for instruction of material assigned.

Visitors

At times, students whose families are interested in enrolling at Saint Andrew Catholic 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 unless approved by the principal. All visitors must sign in through the school office.

Weapons, with or without permit, concealed or otherwise, or any items resembling a potential weapon, real or toy, or other weapons or items which can be converted to a projectile or explosive/destructive weapon, or can be used or construed as a weapon, **are not permitted** on St. Andrew Catholic School grounds or at school-related events or trips.

V. Communication

Front Office

The front office is open from 7:30 AM until 15 minutes after dismissal time. When school is not in session, the front office is generally closed. Our school has a voicemail system including a phone tree which allows messages to be left for specific staff and departments. Please listen carefully for the menu options. Parents who have time-sensitive messages should not use the message service but continue to call back until a staff member is reached.

Home and School Association Events

The purposes of Home & School Association (HSA) include the fostering of communication and cooperation for the good of the school. Attendance at events is one way of achieving the goal. Home and School Association events are not appropriate times for parent-teacher conferences, which should be arranged for another mutually agreeable time.

Lost and Found

Abandoned jackets, gym uniforms, lunch boxes, etc., are placed on a rack/table in the back of the Cafeteria. More valuable items are kept in the school office. Money/items unclaimed after a few weeks will be donated to St. Vincent de Paul and local charities.

Newsletters and Information

Regular newsletters from the Principal's office are sent via e-mail with important attachments and the monthly calendar to each family. It is important that you open the attachments to these newsletters.

Hard copies of informational sheets are always available in the school office in case your computer is not functioning.

The school also posts the school newsletters, calendars, news, and other **important information/updates on PlusPortals**. www.Plusportals.com/standrewcs (A password is ONLY necessary to view grades, and only for Grades 3-8.) **Please check it regularly.** The Home and School Association, 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. You can expect to receive information on Thursdays with the emailed newsletter. It is important that you open the attachments to the newsletter.

Notification of Changes

A change of address, telephone numbers, or e-mail address should be reported to the school office immediately. Up-to-date records are critical when an emergency situation arises. **For custodial issues/restraining orders, the school will require court-certified copy of custody section of decree or order to implement restrictions.**

Other Parents' Children

It is not appropriate for a parent to approach another parent's child at school to discuss the child's behavior, whether the behavior occurred in or out of school. Parents who wish to discuss an issue with another parent's child need to speak with the child's parents. 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. 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 if necessary, an administrator.

Orientation/Open House

A "Back to School" or "Orientation" night is scheduled for all parents/guardians early in the school year (**See Year At A Glance**) for specific grade-level dates. **Please plan to attend.** This provides an opportunity to visit classrooms, meet the teachers, and learn of the year's goals and expectations. An "Open House" is usually scheduled during Catholic Schools Week. During that Open House 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. Required parent-teacher conferences are scheduled for October and March. Forms requesting time slots for availability are sent home. 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

Holiday Class Parties: These are held at the discretion of the teacher, and especially in lower grades, sometimes with the help of the room liaisons. Parties are generally held the last hour of the day for Christmas, Valentine's Day, and the end of the year. Simple, healthy treats may be provided on special days,

such as the Feast of Saint Andrew, Saint Nicholas Day, Saint 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 or she wishes. A simple, healthy treat may be provided by parents for the child's class at recess, lunchtime, or the end of the day, only if pre-arranged with the teacher. Parents/guardians do not go to classrooms for birthday treats. Children whose birthdays fall on days when 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. Even if sent through the mail, please realize that leaving out a few children may be very hurtful to the ones excluded.

Publications

All publications from Saint Andrew Catholic School group or a parish group, which are sent home via the school, must be reviewed, and pre-approved by the principal. At times, the school 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.

Saint Andrew Catholic School will not distribute business advertisements or information to school families, unless part of an approved school fundraiser.

Residential/Non-residential Parent Information

Residential and custodial information is part of the student's permanent record. The residential parent is responsible 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.

For custodial issues/restraining orders, the school will require court certified copy of custody section of decree or order to implement restrictions.

Conflict Resolution

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 mistakes are normal. If children were perfect, they would not 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. Growth is often achieved through mistakes.
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 also in attendance. If administration has to make a decision in the matter, that decision is final.

Room Parents/Liaisons

Volunteer room liaisons are a blessing to the children and teachers! They serve as coordinators for a particular class and assist in a variety of activities, such as help organize a class party, solicit volunteers, encourage donations to the class basket for the Silent Auction, help in contacting families of students in the class when necessary information must be circulated quickly, and assisting with drivers for field trips. Volunteers for room liaisons are requested at the beginning of the school year, and a meeting is held with administration to outline the duties and guidelines. "Collections for any purpose, i.e., teacher gifts, etc., must have the approval of administration. The gift will be from all the children regardless of how much was or was not contributed.

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 for emergencies, not for forgotten items such as homework, lunches, or Physical Education

clothes, or to make arrangements for after school activities. If a lunch is forgotten, a student may purchase lunch for the usual amount if there is money in his/her account; or if not, \$3.50 should be paid 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 to be used by students in school and/or in the Sunrise/Sunset Care Programs, since they have access to a phone in case of emergency. (See more information on cell phones under **Conduct.**)

Use of Student Names/Pictures

Diocesan Image Release Forms must be signed by parents/guardians at the beginning of each school year before the names or photographs of students will be used/published in the school newsletter, church bulletin, and local newspapers and magazines. The Image Release Form must be completed annually and will be kept on file in the school office.

Visiting Classrooms/Volunteering

Per Diocesan policy, only those who have completed the **Diocesan** background clearance process (including application, fingerprints, and Safe Environment Training) will be permitted into the building when school is in session or during on-site after school meetings. Family and friends picking up may not stay in the building for meetings if they do not have background clearance. *There are no exceptions!*

Please relay this information to family members and friends so they will not have to be turned away.

For the protection of the students, all volunteers and visitors (including parents) are to report to the front office upon entering the campus, state the purpose of their visit, sign in and comply with required security procedures. Families/visitors without diocesan background clearance are **not** permitted to volunteer in the school or have lunch with students. After volunteering in one area, please return to the office if another volunteer project is scheduled elsewhere in the building. Parents/visitors/volunteers 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 Media Center 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 and administration. We request that parents avoid conferences with the teacher during such visits, but rather schedule a conference at a mutually agreeable time. Parents with completed Diocesan background clearance are 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. Families may only “donate” volunteer hours to another family only with the *specific permission* of administration under *exceptional* circumstances. All families must complete the required hours with their own family members; if unable due to a special situation, the family should contact administration to request an exemption for that year.

Security cameras have been installed throughout the building. Multiple screens are monitored from the administrative office. All volunteers must be Diocesan-cleared, and they are to report only to those areas where they are expected. Volunteers should not visit other areas or approach classrooms unless expected by

the teacher.

Appropriate dress is required when students and adults volunteer/chaperone. Please note the Out-of-Uniform Dress Code.

Not all clothing that may be appropriate for home, beach, or playtime is appropriate at school. Clothing length must be no shorter than three (3) inches above the middle of the knee, but not so long as to drag on the floor.

Shoes: Must be *safe* for stairs and playground: closed-toe shoes with backs.

Clothing: Length must be but not so long as to drag on the floor.

Shorts: Bermuda/walking shorts only. **Jewelry:** School dress code. **Clothing not permitted:** “Distressed,” dirty, torn, or too oversized; tight, skimpy, or revealing (i.e., No tight, short shorts, spandex or super-skinny jeans or jeggings; no tight tops, of spandex, or see-through fabric; muscle shirts; tank tops; spaghetti straps; midriff showing when arms raised); no inappropriate pictures, sayings, or logos in poor taste). No athletic, sweat, or yoga pants, “scrubs” or “harem-style” pants.

Shoes not permitted: No boots, high soles/platforms, high heels, flip-flops, slides, uncovered toes, wheels. Hats and colorful hair dyes are permitted ONLY when announced beforehand (i.e., ‘Hat Day’ or Halloween).

ADDENDUM: Diocesan Policy states that adults must not use or possess or be under the influence of any alcoholic beverage or illegal drugs while in the presence of minors at any school function or organizational meeting. This includes, but is not limited to, sporting events, scouting activities, holiday programs, arts performances, etc.

VI. Extracurricular/Enrichment Activities

Many activities are available for students' participation if adult advisors are available. All aspects of school-related activities, whether on or off campus, must comply with Diocesan guidelines. The school office can assist in providing important policies and procedures. Parents willing to sponsor an activity should contact the office *prior to* any communication with students or school families. Please note: Leaders/Moderators must be certain that *all* required Diocesan forms are completed *prior to* any extra-curricular activities. Speakers must be cleared with the Diocese through proper procedures. All communication with parents/guardians and the public must be approved by administration. 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, the information is distributed by the adult advisor of the 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 average, and must display satisfactory conduct, effort and attitudes. Exceptions to this rule are at the discretion of the school administration.

- 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. In-school suspension or out-of-school suspension disqualifies 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 Mrs. Mary Trobiano (MTrobiano@standrewcs.org) in the school office (772-3922) for more information regarding servers' training and scheduling.

Athletic Program

Our Physical Education program builds skills and involves all students in individual and team sports. In addition, the "Saint Andrew Stars" Athletic Program is a competitive sports program that includes soccer, volleyball and basketball. Students who are absent, or leave school due to illness/injury, may not attend/play that day.

Teams: All students in grades 5-8 are invited to try out for competitive teams. Students are chosen for the competitive teams based on skill, effort, interest, and behavior. Intramural sports teams can 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. A participation fee of \$50 per family for team members is required each year. Our Athletic Boosters Club must raise the funds needed for this program. A membership drive for families and businesses is conducted each year.

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.

Students are held to the same standards in the Parent Student Handbook while representing St. Andrew Catholic School during athletics and extra-curricular activities: these are privileges. Athletic Eligibility Contracts and other required forms must be signed by all participants and may be required for other extra-curricular activities as well.

Drama Club (Talent Show)

The "Drama Club" is open to students in grades Kindergarten through 8. It is otherwise known as "Talent Show" is a production-based group that performs throughout the year for various occasions. The *Talent Show* is held at the annual school Festival is our main event. This club gives students the opportunity to express their creativity and learn performance skills while building confidence.

Environmental Preservation Club

The Environmental Preservation Club serves God’s gardens and creatures, inspiring students in grades 2 through 8 to be good stewards of the earth by becoming environmentally responsible citizens and providing its members with hands-on instruction about environmentally-friendly practices in our school, community and world. A participation fee per family is required each year.

Music Programs

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

National Junior Honor Society

Sister Loretta McCook Chapter: Students in Grades 7 and 8 who have a cumulative average of 93% from the first three quarters 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 Grade 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 in high school.

Safety Patrol

Students in 5th Grade give service to the school as Safety Patrol members. Their duties include helping with direction of traffic in the morning drop off. Safety Patrol is a very important part of our school safety program.

Scouting

Saint Andrew Parish sponsors Boy Scouts, Girl Scouts, Cub Scouts, Brownies, and Daisies. Each fall a notice is sent home regarding registration and troop availability. Leaders are always needed and can use the time given as school service hours.

RotaKids

RotaKids is an exciting way for those 12 and under to lead and engage in important, lively activities that will make a positive difference in their school, in their local community and globally. At the same time RotaKids develop the ability and confidence to take up their place in society as responsible, successful, effective citizens both now and in the future. It is sponsored by a local Rotary Club in Cape Coral and moderated by school staff

with a Rotary Club member (alumni parent).

Fee-Based Class Offerings

Karate classes are offered after school on Wednesdays throughout the school year. (Kobayashi Dojo) As advisors are available and at certain times during the school year, courses such as “Robotics” and “Drones” are offered. Information/fees will be sent home prior to the start. Registrations may be limited to particular grade levels and are on a “first-come, first-serve” basis.

VII. 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

Our tuition is near the full cost per student, with no ‘automatic’ subsidy for parishioners or multiple students. The two tuition assistance programs are completely need-based. Families apply first for assistance through state sponsored site, and then through Facts Management (www.FACTSmgmt.com) which evaluates needs and recommends levels of tuition assistance. Parishes then award assistance to qualifying families based on the funds available in that parish.

Tuition Assistance

Please contact the office first for information on the state-managed, need-based scholarship. Step Up For Students.org (corporate tax credits) or FACTS parish tuition assistance may be granted to families who qualify based on financial need. Applications and supporting paperwork must be completed and sent to FACTS by the date designated by the school each year. FACTS reports the financial need and a recommendation to the school, so families should inform the school when they apply. The parish of registration awards aid as their scholarship funds allow and only to those who demonstrate serious financial hardship. All information submitted for review is strictly confidential. An Attestation Form verifying accuracy of financial information will be required.

Tuition assistance is granted only for the current academic year: application must be made for every year that financial aid is needed. Recipients of financial assistance must meet academic and behavior standards, and regular Church attendance is required. Attendance is verified by envelopes placed in the collection basket. These factors must be in place for a family to be eligible for assistance. Also, when financial aid is provided by a parish, *additional* volunteer hours are requested to assist with projects for/around the school to help offset the expenditure. A form will be provided and must be completed to that effect.

Fees

The annual Registration Fee, due at time of Registration, is non-refundable and must be paid on time to insure your child's place. Other school fees may include: the cost of field trips, athletic participation fees, and Graduation Fees. The Graduation Fee for 8th grade students covers the cost of caps and gowns, diplomas, yearbooks, class shirts, and the class trip. An end-of-the-year fee may be imposed for lost or damaged textbooks or library books.

Outstanding Balances

Any outstanding balances, i.e., Hot Lunch, Sunrise/Sunset Program, lost books, Tuition, Registration Fees, 8th Grade Fees and unfulfilled volunteer hours must be paid before your child will receive report cards, or before transcripts are sent if your child is going to a new school.

Festival

Held in mid-January, the Festival helps keep the tuition down and benefits the School Endowment Fund, the interest from which provides tuition assistance. Parent/guardians/families work the various booths for four-hour shifts throughout the weekend. Parents are always needed to chair or co-chair various committees.

Serving on a committee is easy, fun, and a great way to meet other families. All families of full-day students, VPK through Grade 8, are expected to help with a minimum of ten (10) service Festival hours (half-day Pre-K3, a minimum of five (5) Festival hours).

Raffle Tickets: All families 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.

Fundraising

Since fundraising is an important source of income for the school, all parents/guardians are expected to participate in major fundraisers of the school, the parish, and the Home and School Association. Raffle ticket sales and the Festival are our major fundraisers, and all families are expected to help with both. The Home and School Association holds one major fundraiser and several annual events that are "community-building," as well as income-producing. Assistance in serving as a committee chair and volunteering at all fundraisers is greatly appreciated and a good way to meet other parents. Contact the Home and School Association Co-Chairs 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 parish business manager 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 (Sunrise/Sunset Program, Hot Lunch, lost books, 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. Saint Andrew Catholic School requires all families of full-day students to give 30 service hours per family per year. At least ten (10) of these hours must be worked at the Festival. Families registered at a local Catholic parish can report up to eight hours of service given to their own parish—with a letter acknowledging the service from their pastor. A charge of \$30 per hour is charged for hours not completed. We prefer your time rather than payment.

Service Ideas: Hours of service can be given in a number of areas: working in the classrooms, clinic, office, or kitchen/ lunchroom/playground, helping direct the arrival or dismissal lines, chairing fundraisers, working the Festival, donating goods or services to the school, attending Home and School Association 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 liaison, and attending school-sponsored parenting workshops. Attending parent conferences and 'Back to School' orientation nights do not count for volunteer hours.

Parents may not "donate" their extra hours to other families without written consent of the principal.

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. Service hours not fulfilled will be billed at \$30 per hour at the end of the school year.

VIII. 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 sixth grade. The public health nurse assigned to our school comes periodically throughout the year for these screenings and to check immunization and physical exam records. Religious exemptions for immunizations are not permitted. Florida state statutes require students to be current with immunizations.

Diocese of Venice Substance Abuse Policy

The use or possession of illegal drugs, alcoholic beverages, mood-altering substances, drug-related paraphernalia, or the abuse of prescription or non-prescription drugs by any student on school property or while attending or participating in any school-sponsored activity is forbidden and will result in disciplinary action, which may include expulsion. A conviction for drug possession, use or the sale and distribution of drugs, on or off campus, will result in immediate expulsion. The Diocese of Venice is committed to a drug-free environment. To accomplish this goal, schools have the right to implement any of the following measures: 1) Mandatory drug testing before a student may be accepted into the school; 2) Mandatory, random drug testing of students; 3) Drug sweeps, including searches of lockers, possessions and vehicles.

Failure to comply with these procedures may result in expulsion. Results of drug testing and searches will be kept confidential by the school. It is the policy of the Diocese to assist students suffering from drug abuse. To accomplish this, upon reasonable suspicion of student drug use, the schools may take the following measures: 1) Notification of parents/guardians and consultation with school officials; 2) Drug

testing at an independent laboratory; 3) Assessment by a certified drug counselor; 4) Enrollment in and successful completion of a drug treatment program by the student; 5) Random individual drug testing during the school year.

Policy Regarding Child Abuse

According to the law, the school is required to report to the proper authorities any **SUSPECTED** case of child abuse or neglect, even if there is no definite proof.

Inspections & Searches of Personal Effects, Lockers and Desks

The health, safety and welfare of students, faculty, administrators, staff, and volunteer personnel is an extremely important consideration for our school. Accordingly, there will be occasions when a student's personal effects, desk and/or locker will need to be examined to ensure that health, safety, and welfare is maintained. The primary purpose is to ensure that any illegal/contraband or items detrimental to health, safety and welfare are not within school premises. Students will be subject to disciplinary action upon discovery of any contraband during inspection.

Department of Children and Families

If there has been a report of child abuse, the Department of Children and Family Services may send an investigator to interview a child on campus. If this occurs, the Cape Coral Police will be contacted. The school will only permit the DCF to interview a child provided a law enforcement officer is present. Flyers with abuse reporting procedures are posted throughout the school.

Emergency Medical Forms/Authorized Pick Up Form

A child will not be permitted in school without an ***Emergency Medical Form/Authorized Pick-Up Form (2-sided)***. These forms are filled out at the beginning of each school year. In case of injury or illness, we will call the parent/guardian first; however, it is important to list adults who can be called if you cannot be reached. **If there are changes in your contact information – cell/work phone numbers, or your emergency back-up person, etc., let us know immediately** so these important records can be updated.

Fire and Emergency Drills/Training

The safety of your child is our greatest concern. In compliance with Diocesan policy, fire and emergency drills/training will be conducted. Security cameras have been installed throughout the building. Multiple screens are monitored from the administrative office. Security cameras have been installed throughout the building. Multiple screens are monitored from the administrative office.

Critical Response Preparedness: Critical response procedures are reviewed and safety drills are conducted regularly to prepare for emergencies such as fire, severe weather, or life-threatening situations. Plans are developed with local emergency agencies and the Diocese of Venice.

Safety Inspections: Regular safety and health inspections are conducted by local and state agencies to ensure compliance with all applicable codes and rules.

Head Lice

Head lice infestation is a nuisance that 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, etc. Parents will be called to pick up students should lice be found. Students will need to be treated and will be checked at school before permitted to return to class. Children should be instructed not to share hats, headbands, ribbons, scarves, towels or pillowcases. If you suspect head lice, treatment should be started at once. Treatment for **all** family members, personal belongings, and the household environment is important. 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." Should lice be detected or discovered in your child's hair, you will be called to pick up the child(ren). Children treated for lice must be cleared through the school clinic before returning to class.

Illness

PLEASE do not send children who are not feeling well to school. Students with a fever should not be given Fever-reducing medicine and sent to school. Children who are ill or have an elevated temperature should remain at home and stay home until fever-free for 24 hours without medicine before returning to school. If strep throat, pink eye, or other contagious malady is diagnosed, the student must be on an antibiotic for **24 hours** before returning to school. If a student arrives at school or becomes ill during the day, the parent/guardian or emergency contact will be called to pick up the child. In case of contagious disease, consult your family physician for advice on when return to school is advised.

Immunizations

Student immunizations must meet state requirements for students to attend school. *The State of Florida Statute 232.032 and 402.305 Florida Administrative Code Rules 3.011 and 65c-22.006 require all students entering and attending school to present a current Certificate of Exemption of Florida State Form 680, if they do not meet state requirements.* St. Andrew Catholic School does not accept Religious Exemption forms for incoming students. By Florida law, students without proper immunizations will not be allowed to attend school until immunizations are current. **All students entering 7th grade must receive the Hepatitis B series and T-dap. Student may be sent home until immunizations are complete, per the Health Dept. Please refer to Immunization Info Sheet.**

Injury

Our clinic aide 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 or eye 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: The Diocese of Venice policy specifies 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. **Medications must be given to the school office and an appropriate form completed. Prescription medication in the original container requires a specific form provided by the school office (DOV form) which must be completed by the doctor's office and**

the parent. Over the counter medication in its original packaging requires a form to be completed by the parent/guardian only. The student is responsible for coming to the clinic at the appropriate time for the medication. **No medication may be carried by a student at any time.** If physician's orders state that a student *must* carry medication at all times, the school office/teacher must receive a copy of such orders; and the school must be made aware that the student is carrying such a medication.

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

1. Parent/guardian submits the prescription 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/guardian completes written authorization forms (available in the office).
3. A student may self-administer, while in the clinic, certain prescription medication (e.g., epi-pen, inhaler, insulin) unless a doctor's order indicates 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 or her person, *except* in the case of an Epi-pen, or inhaler when prescribed by the doctor to be kept by the student. School must be made aware that the student is carrying such medication. 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. All medications must be transferred to school office staff via an adult.

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 medication. A Parental Authorization Form must be completed and on file in the office. If over-the-counter medication is taken longer than one week, a physician's authorization is required. Diocesan directives must be followed.

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 loco-motor skills, non-loco-motor 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 Physical Education 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 of Venice requires that all students are 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.

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.

This information should be entered on the Emergency Medical Authorization Form provided to parents/guardians before school begins. The form must be completed, notarized and returned to school on or before the first day of school. The Authorized Pick-Up Form is on the *reverse side* of that form and should also be completed before returning the form. Students will not be released without a written not to other than those listed as authorized.

Please Note: Students will not be dismissed between 2:40 and 3:00 p.m. (or 1:40 AND 2:00 p.m. Wednesdays in September through April) or between 11:40 a.m. and 12 noon on half days unless a doctor's appointment note is presented to the teacher in the morning. Interruptions during lessons/instructions are disruptive and interfere with valuable teaching/learning time.

IX. Hot Lunch Program

Overview

Our goal is to provide healthy and affordable lunches daily. If your child is not purchasing a school lunch, he or she must bring a lunch from home. Soda and candy are not permitted, and PLEASE DO NOT BRING ANY FAST FOOD lunches for your child. Pizza may not be brought to school. Lunches packed from home must be able to be eaten without heating or cooking. Students do not have access to microwaves or cooking facilities. Students may buy drinks to have with their home-packed lunches. The snack machine may be used only before or after school hours. **Due to safe health practices, student lunches may not be shared. Ice cream is offered for purchase only on Fridays, and it is available only to grades one through eight. Students will eat the ice cream at their table and may not take ice cream outside.**

PLEASE NOTE: NEITHER "fast food" nor pizza is permitted to be brought/delivered to school.

Healthy foods are always encouraged. Even if lunch is usually brought from home, it is always a good idea to keep a small balance in the hot lunch account just in case a lunch is left at home or in the car.

Our program is managed by staff, but they are dependent on the service of volunteers to help serve and clean up in the kitchen. A monthly menu is posted on PlusPortals, at <https://www.plusportals.com/StAndrewCS>.

We begin serving hot lunch on the first day of school which is a Noon Dismissal (On noon dismissals, the Kitchen will offer for purchase a Grilled Cheese Lunch to students who stay for the Sunset Program You may drop lunch money in the front office or send it with your student: cash in an envelope or a check *with your child's name and grade and "Hot Lunch" memo.*

All money placed on a student accounts cannot be withdrawn for any reason except for school lunch or ala-carte items (i.e., extra slice of pizza on Wednesdays, a drink, or ice cream only available on Friday).

Parents/guardians may restrict the purchase of those items if they wish to do so.

If you would like to volunteer to serve in the Cafeteria, please contact Mrs. Lisa Smith, Kitchen Manager, at (239) 772-3922. Volunteer service assistance is requested approx. between 11:00 AM and 1:30 PM daily, and the service counts toward the required service hours. Please remember that health and safety regulations prohibit infants, toddlers, or students in the kitchen during serving times. Volunteer clearance requirements must be met.

Parent Visitor/Volunteer

Parents are welcome to have lunch with their children; however, fingerprints and background clearance are required before being permitted into the school. With proper background clearance completed, parents may also help supervise the lunchroom and/or playground.

Food and Beverages

Primary grades ordinarily have a morning snack. Snacks and lunches should be nutritional (vegetables, crackers, pretzels, cheese, fruit, nuts, raisins, mini-cupcakes with no frosting, etc...). **NOT PERMITTED: Fast foods, sugary snacks or birthday treats (i.e., cakes/cupcakes with heavy frosting), candy, soda, and gum.** Please **do not** send these to school. Birthday treats will be shared in the school cafeteria at lunchtime.

X. Student Behavior/Code of Conduct

Saint Andrew Catholic 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.

Saint Andrew Catholic 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 maintain 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 or compose a 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
- loss of major privileges - continuing academic or behavioral problems may result in a loss of extracurricular activity, participation in student clubs, after school sports, or field trips.
Field trip fees are non-refundable.
- 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 of school, which is detrimental to the good name or reputation of the school, may also be cause for dismissal
- Note: Corporal punishment is never used at Saint Andrew Catholic School

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

- excessive 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
- bullying including but not limited to cyber-bullying, verbal, physical, and social
- repeated 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, CDs, computer disks, mp3s, hand-held devices, 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; 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
- **weapons, with or without permit, concealed or otherwise, or any items resembling a potential weapon, real or toy, are not permitted on St. Andrew Catholic School grounds or at school-related events or trips.** Possession of guns, or other weapons or items, which can be converted to a projectile or explosive/destructive weapon, or can be used or construed as a weapon, including projects which reflect the use of harming others is not permitted and are grounds for disciplinary action, including expulsion.
- any conduct not listed here, whether inside or outside school, which would seriously interfere with the ongoing educational process or seriously threaten the safety, welfare or morals of others
- conduct that is detrimental to the school or the school's reputation

Students and Parents: Weapons, with or without permit, concealed or otherwise, or any items resembling a potential weapon, real or toy, **are not permitted** on St. Andrew Catholic School grounds or at school-related events or trips. Possession of guns, or other weapons or items that can be converted to a projectile or explosive/destructive weapon, or can be used or construed as a weapon, including projects which reflect the use of harming others are grounds for disciplinary action, including expulsion.

Saint Andrew Catholic 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 Saint Andrew Catholic School.

Parent Cooperation

The Catholic Church and this Catholic school recognize parents/guardians as the primary educators of their children. The education of students at our school is a partnership between parents/guardians and the school. If this partnership is irretrievably broken in the opinion of the administration, the school reserves the right to require the parent to withdraw his or her child, a very serious decision that is not made lightly.

Harassment/Bullying

Based on the teaching of Jesus, the Diocese of Venice schools are committed to an educational environment that is free of any form of harassment. We at Saint Andrew Catholic School believe all employees and students are entitled to work and study in a school environment that is Christ-centered and free of harassment.

Harassment means any behavior toward a student or group of students based, whole or in part, on their gender, race, religion, national origin, ancestry, disability, or any other characteristic which creates an intimidating, hostile, or offensive school environment and which interferes with the students' school/academic performance and experience. Harassment of any type will not be tolerated. Harassment can take many forms:

- >**Physical** (e.g. standing in someone's way, standing too close, bumping into someone or brushing against the person's body on purpose, grabbing, touching, hitting, or pinching)
- >**Verbal** (e.g. threats, insults, rumors, comments about a person's body, sexual jokes, suggestions or remarks, notes, letters or graffiti)
- >**Nonverbal** (e.g. staring at someone's body, sexual pictures or drawings, mimicking or pantomiming in an insulting way, gestures or look)

Sexual Harassment: Catholic teaching recognizes that we are each made in the image and likeness of God, and that we treat each person with dignity and respect. Faculty and students alike should model this teaching. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other inappropriate oral, written or physical conduct of a sexual nature. It may include but is not limited to:

- >Verbal or written harassment or abuse of a sexual nature
- >Pressure for sexual activity
- >Repeated remarks of a sexual nature to a person, accompanied by implied or explicit threats

Harassment should be reported at its earliest point the matter can immediately be remedied, and so students involved can be given assistance and appropriate consequences. Disciplinary action will be appropriate to the age of the student and may include suspension or expulsion. Investigation is to take place immediately and step taken, as may be appropriate, to prevent further violations of this policy while the investigation is taking place.

Retaliation in any form against any employee or student who exercises his/her right to make a complaint under this policy is strictly prohibited, and will itself be cause for appropriate action.

If a violation has occurred, prompt and appropriate formal or informal action shall take place. Appropriate actions may include, but are not limited to: counseling, awareness training, parent-teacher conferences, warning, suspension or expulsion. If the evidence suggests that the harassment at issue is a crime or requires mandatory reporting to the appropriate social service an/or law enforcement agency, appropriate action must be taken.

Diocesan Policy for Off-campus Behavior

Schools in the Diocese of Venice reserve the right to discipline students for engaging in conduct that occurs off campus if the behavior endangers the health or safety of others, adversely affects the education process and/or the reputation of the school, or is in conflict with the moral teachings of the Catholic Church.

Detention consists of two (2) days of missed lunch recess. A skipped detention will result in additional consequences.

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*, e-mail, 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, administration may be called upon to assist. When serious breaches of discipline occur, teachers will involve administrators immediately.

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.

Dispute Resolution

St. Andrew desires to maintain a sense of fairness and a sense of justice in all actions and judgments made by administrators and teachers in dealing with students. Students and parents/guardians are presumed to be aware of the Student Code of Conduct, and parental responsibility and support is expected. Students and parents have a right to be informed of the school rules that have been violated and the specific grounds for disciplinary action.

Assault and Battery

No teacher or any other adult at Saint Andrew Catholic School should ever be subject to disrespectful words or actions, to injury, or to either verbal or physical battery by any student or parents of any student. Any 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//Lockers/Backpacks

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 to textbooks and other materials provided for student use during the school year. Textbooks and learning resources belong to the school. Students should demonstrate care and due protection for these items. A fee will be charged to the family should any destruction or loss of textbooks and school resources occur during the school year. Saint Andrew Catholic School does not assume responsibility for toys, CD players, i-Pods, cell phones, cameras, radios, or similar items brought to school by a student. Parents are asked to see that these items are kept at home.

Lockers and Locks will be issued to students in grades sixth through eighth. Students will be required to keep their lockers clean and to utilize their lockers to transfer books and supplies throughout the assigned times. Students should not be carrying excessive amounts of materials throughout the day as locker times are assigned for such exchanges. Locks are required and are to be kept locked. A combination lock will be provided on a rental basis. No additional locks or lockers should be used by students. Backpacks are to be kept in the locker during the school day. No backpacks should be carried from class to class during the school day.

Contributing to School Spirit

Teamwork and the spirit of 'belonging' in our community are important at Saint Andrew Catholic School. Service projects and the buddy program help to promote class and school spirit. NJHS, the TV News program and assemblies help school spirit grow. Students are expected to include all of their classmates in all possible activities.

Dress Code

The school uniform distinguishes the student as a member of the Saint 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 for the following school year. Please "name tag" all clothing. We strongly recommended that sunscreen be worn to school daily. Baseball caps, soft visors and sunglasses are also recommended for time spent outdoors.

St. Andrew Catholic School Dress Code 2018-19

The purpose of the dress code is to encourage students to focus on the learning process without the distractions of unsuitable dress and grooming. Students are expected to have good personal hygiene/grooming habits and to wear clean, appropriate uniforms, maintaining a simple, orderly appearance at all times. Parents are responsible to be certain students are dressed according to the school Dress Code before entering school.

- Uniforms and accessories **must** be purchased from Lands' End – **landsend.com/school Preferred School Number: 900168683**
- General standards for all – neat, clean, simple appearance
- **Hair:** Natural color. **Boys:** Clean cut, above eyebrows, above earlobes, off collar;
- **Girls:** Hair out of eyes, simple hair accessories to match uniform are avail. At Landsend.
- No novelty headbands: No animal ears, tiaras, etc.
- **No make-up is permitted.** Make-up is defined as cosmetic products used to enhance the complexion or facial features, including but not limited to foundation, powder, bronzer, "bb or cc cream"; cheek blush; lip products other than clear lip balm; mascara/false lashes, eye shadow, liner or brow color. Clear lotion for the purpose of sun protection is allowed. If it is surmised or determined that make-up/temporary tatoo is being worn in school, administration reserves the right to require immediate removal. No colored nail polish or artificial nails; Jewelry is limited to a 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. **Boys/Girls:** No perfume or cologne is permitted.
- **Socks:** Solid color - black or white, visible; No lace, logos or color trim. **NO knee-highs.**
- **For cold weather only: Plain tights** in dark green, navy, tan, or white. **No patterns or other colors are permitted.**
- **Shoes:** School shoes/sneakers with non-marking rubber soles.
- All white or all black or black and white with *tied shoelaces - Available at Lands' End; Shoelaces matching shoe color; No color trim, lights or wheels permitted. (*PreK3-Kindergarten may wear Velcro.)
- **Belts:** Solid color black, brown, khaki or navy to be worn by Gr. 2-8 with uniform bottoms that have belt loops

PreK-3	Khaki pull-on shorts or long pants & <u>dark</u> green logo tee shirt
VPK4	Khaki pull-on shorts or long pants & <u>new</u> yellow logo tee shirt
Kindergarten	Khaki pull-on shorts or long pants & <u>dark</u> blue logo tee shirt

Gr. 1-5 Girls	*Khaki or plaid skort/khaki shorts (no shorter than 3" above middle of knee); long pants Yellow, white or green polo with school logo White or green dry-fit polo with school logo White oxford dress shirt with school logo for Mass days
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- Gr. 1-5 Boys Khaki shorts or long pants, appropriate length and size
 Yellow, white or green polo with school logo
 White or green dry-fit polo with school logo
 White oxford dress shirt with school logo for Mass days
- Gr. 6-8 Girls *Khaki/navy skort/khaki/navy shorts (no shorter than 3” above middle of knee) or long pants (*Please check Junior and Misses size charts for proper fit.*)
 White, navy or green polo with school logo
 White, navy or green dry-fit polo with school logo
 Light blue oxford dress shirt with navy or plaid cross-tie for Mass days
- Gr. 6-8 Boys Khaki or navy shorts or long pants, appropriate length and size
 White, navy or green polo with new school logo
 White, navy or green dry-fit polo with school logo
 Mass days: Blue stripe oxford dress shirt with school logo navy tie
 (*Mass shirts are purchased through the school office only.)
- Gr. 6-8 PE Navy mesh shorts with school logo – No shorter than 3” above middle of knee
 PE logo tee / Athletic shirts/Festival shirts permitted.

For all school athletic tryouts, practices, field trips, etc., where shorts may be worn, no shorter than 3” above the middle of the knee is permitted.

Uniform Fit: Proper, modest fit. *Clothing length must be no shorter than three (3) inches above the middle of the knee. Uniforms may not be rolled or hemmed shorter. Please purchase correct sizing to insure correct length. See Big Girls/Junior/Misses sizing charts on Landsend site. Middle School girls should order from Junior or Misses sizes, depending on height.

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

Undershirts or t-shirts must be white only and may not hang below shirtsleeve.

Outerwear with School Logo and Physical Education Uniforms:

These items are available for purchase from Lands’ End only: PE Uniforms, Sweatpants, Jackets, Sweaters.

Hoodies have been REMOVED from our Lands’ End website. (Hoodies may be worn OUTDOORS only; they are NOT permitted to be worn indoors.) It is suggested that no hoodies be purchased. Only navy, dark green w/SACS logo from Lands’ End Sweaters, Sweatshirts and Sweatpants (or plain no logo in navy, dark green, plain gray or white) will be permitted in 2018-19. No other colors, designs or logos are permitted. No Bishop Verot logos are to be worn in the school. Festival tee-shirts are permitted to be worn for PE class.

Dress Up/Out-of-Uniform Days/Free Dress Pass Days and Field Trips: THIS DOES NOT INCLUDE JEANS unless specified by Administration. Not all clothing that may be appropriate for home, beach, or playtime is appropriate at school. Clothing length must be NO shorter than three (3) inches above the middle of the knee, or long so as to drag on the floor. **CHAPERONES are required to abide by this section of the Dress Code as well. See Field Trip Form: Signature Required.**

Shoes: Must be *safe* for stairs and playground: closed-toe shoes with backs.

Clothing: Length must be but not so long as to drag on the floor. **Shorts: Bermuda/walking shorts only.**

Jean shorts must not be worn unless specifically announced by Admin.

Jewelry: School dress code. **NO Tattoos** - temporary, Henna, Permanent or Otherwise.

Clothing not permitted: “Distressed,” dirty, torn, or too oversized; tight, skimpy, or revealing (i.e., **No tight, short shorts, spandex or super-skinny jeans or jeggings**; no tight tops, of spandex, or see-through fabric;

muscle shirts; tank tops; spaghetti straps; midriff showing when arms raised); no inappropriate pictures, sayings, or logos in poor taste). No athletic, sweat, or yoga pants, “scrubs” or “harem-style” pants.

Shoes not permitted: No boots, platforms, high heels, flip-flops, slides, uncovered toes, wheels. Hats and colorful hair dyes are permitted ONLY when announced ahead of time.

IF IN DOUBT ABOUT CLOTHING, student should bring a change of clothing to school.

Infractions of the dress code will result in parents being called to provide proper clothing.

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.

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. There is a difference if an incident is a single event, or part of a pattern.
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 the child express feelings, and tell you about the problem; do not make the problem your problem.
 - 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/Fidgets/Spinners/Toys/Fitbits

Such items are not to be brought to school without special permission from the principal or teacher including but not limited to: Cell phones, Smart phones, Smart watches, any “smart” devices, headphones, hand-held electronic games, iPods, iPads, or other tablet computers. **No Fitbits are permitted.** However, middle school students (6, 7, 8) have the privilege of bringing phones to school; this privilege may be revoked due to misuse. These phones must be given to the homeroom teacher at the start of the day to hold until the end of the day. Any of the above items found or in use during the school day will be forfeited and kept at the school until a parent/guardian picks up the device at least one week after it is confiscated.

Based on their judgment, the administration of St. Andrew may apply any consequence at any time at their discretion depending on the nature of the infraction.

Cell Phones/Personal Devices

Cell phones are not needed at school. If the need arises, students may use school phones with the permission of a staff member to call their parents. If parents feel a child needs a cell phone due to after-school activities, the student must give the phone to his or her classroom teacher to hold. Students are not to send or receive calls on personal cell phones while at school. Cell phones and other electronic devices MUST be turned off and stored with the homeroom teacher during the school day and then kept in the backpack during the Sunrise/Sunset Programs. The phone is not to be used in school or on school grounds (including the Sunrise/Sunset Care Program, and other school-related events), until the student is in the car with a parent/guardian. The director of the Sunset Program will allow a student to use the school cell phone dedicated to that program.

Any cellular phone or electronic device found during the school day will be forfeited and kept at the school until a parent/guardian picks up the device at least one week after it is confiscated.

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 suggested/permitted for older students to use after Physical Education. Colognes, hair sprays, and other hair or perfumed products are not permitted at school and should not be worn to school.

Search and Seizure

Saint Andrew Catholic School reserves the right to search lockers, desks, persons, 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

All student threats to inflict 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, or 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. Proof of ongoing counseling may be required for the student to be readmitted to school.

XI. Volunteers

Diocesan Requirements

All adults who volunteer at the school must have completed Diocesan fingerprint clearance, Safe Environment Training (includes a Code of Conduct Form), and a Diocesan Volunteer Application (includes an Attestation of Good Moral Character). In addition, adults who intend to drive children for field trips must each year provide a copy of his or her Florida driver license and the “*Declarations Page*” of his or her auto insurance policy to the school office for the purpose of obtaining Motor Vehicle clearance through our insurance company. No one who is under 25 years of age will be permitted to drive, or who has accumulated more than six (6) points in the last three (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 the specified date each school year. All volunteers are required to read the Diocesan policy provided by the school regarding the protection of children.

Addendum – Diocesan policy states that adults must not use or possess or be under the influence of any alcoholic or illegal drugs while in the presence of minors at any school function or organizational meeting. This includes sporting events, scouting activities, holiday programs, fine arts performances, etc.

Fingerprinting

The fingerprint process can be accessed on Plusportals.com/standrewcs (Begin with “3 Steps to Volunteer.”) There are 3 links to documents/informational sheets.

If you have any questions, please contact Mary Trobiano in the school office: Mtrobiano@standrewcs.org or at 772-3922.

Drivers

Drivers must use a working seatbelt for each child transported, must be willing to accept children as assigned by the teacher, and 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 activities designated on the field trip permission form are allowed. Driver/chaperones who do not follow the teacher’s directions will not be permitted to serve in this capacity in the future. All Diocesan policies must be followed without exception.

Parents must have completed Diocesan requirements (see above) to accompany or chaperone a class. A parent who has completed the Volunteer Application, the Safe Environment Training, and has fingerprint clearance, but who does not have driving clearance, may drive his/her own child (no other children) on a field trip. A copy of a valid Florida driver’s license and the “**Declarations Page**” of current and valid insurance-personal auto liability insurance at the **\$100,000/\$300,000 level** must be provided annually in order to drive students, in addition to the driver’s own child(ren). For vehicles traveling with four or more minors, there must be at least two adults in each vehicle at all times - one adult to drive and the other to supervise the participants. Both adults must be in compliance with the Diocesan Safe Environment Policy and be cleared to drive pursuant to Diocesan guidelines.

School Requirements

Many of the activities at school would not be possible without the help of dedicated parents/guardians/families. 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. At least ten (10) of the hours must be worked at the Festival.** This program ensures involvement in the school on the part of parents/guardians 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 eight (8) hours of service to their home parish with a letter acknowledging that service from their pastor.

Areas of Need

Diocesan clearance is necessary for any work done within the school or when students are present.

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

- Active membership in Saint Andrew Home and School Association
- Kitchen or Lunchroom helper; lunch recess supervision
- Drivers for children for local field trips (must have approved fingerprints, background clearance, Safe Environment Training, and driver's clearance)
- Scout leaders
- Home computer work, record keeping, compiling of papers to be sent home
- Baking or cooking for school hospitality events, meetings, class parties (but not snacks/birthday treats)
- Giving assistance to school with classroom projects, with arrival or dismissal lines, clinic volunteer; front office volunteer
- Other school event helpers
- Room parents
- Fundraising or Event chairperson or committee
- Officer/project chair: H&SA, School Board, Finance Committee, Patron of the Arts/Athletic Booster s
- Raffle Committee projects/Craft Show shifts
- Classroom speaker (With Diocesan approval only)
- Coach or advisor for student club/activity, assistance with Drama Club
- Yearbook Committee
- Festival chair or worker (Minimum of 10 service hours per family required at the Festival)
- Participant in school-sponsored parenting workshops

Signing In/Out

For security reasons, when assisting in school, please enter the office entrance only, sign in, and comply with all required procedures before reporting to the area in which you are expected (lunchroom, classroom, etc...).

- **Do not leave your volunteer area and walk through the building.**
- **Do not approach or enter a classroom unless the teacher has arranged for you to be there.**
- **When finished with your assigned service, be sure to sign out on your volunteer card in the office.**

Volunteer Dress Code

We ask that school adult and high school student volunteers dress appropriately. The students do look up to volunteers as role models; your dress should, therefore, serve as a good example of proper attire.

Appropriate dress is required when students and adults volunteer. **Adult and student volunteers must adhere to the *Out-of-Uniform Dress Code*:**

“Not all clothing that may be appropriate for home, beach, or playtime is appropriate at school. Clothing length must be no shorter than three (3) inches above the middle of the knee, but not so long as to drag on the floor.

Shoes: Must be *safe* for stairs and playground: closed-toe shoes with backs.

Clothing: Length must be but not so long as to drag on the floor.

Shorts: Bermuda/walking shorts only.

Jewelry: School dress code.

Clothing not permitted: “Distressed,” dirty, torn, or too oversized; tight, skimpy, or revealing (i.e., No tight, short shorts, spandex or super-skinny jeans or jeggings; no tight tops, of spandex, or see-through fabric; muscle shirts; tank tops; spaghetti straps; midriff showing when arms raised); no inappropriate pictures, sayings, or logos in poor taste). No athletic, sweat, or yoga pants, “scrubs” or “harem-style” pants.

Shoes not permitted: No boots, high soles/platforms, high heels, flip-flops, slides, uncovered toes, wheels.

Hats and colorful hair dyes are permitted **ONLY** when announced beforehand (i.e., ‘Hat Day’ or Halloween).”

Field trip dress is to follow Out-of-Uniform guidelines. Chaperones/Parents must not permit changes of clothing at the field trip destination.

Use of School Name and/or Logo

- **Any use of the school's logo, or any resemblance to it, must be specifically authorized by the school's principal on a case-by-case, function, or time-duration basis, and the logo/colors/fonts cannot vary from the Style and Identity Guide without explicit authorization from the school's principal, whether goods or services are free of charge, to be paid by the school, or to be paid by a volunteer.**
- No verbal commitments to purchase should be made (and will not be honored) with any vendor without express written authorization from the school's principal.
- All "print" for advertisements, public circulation, and other uses must be signed off **as approved by the school's principal or anyone charged by the principal with the task of reviewing and approving such materials.**
- It is the responsibility of the volunteer to allow for enough time for the school to authorize, review, and approve as required by the school, in order to meet release deadlines and assure the release of material that is of the highest quality. The school principal should be contacted regarding the amount of time needed for such procedures. This applies to all material posted on the Internet or otherwise published, both photographic and graphic, as well as written and/or textual.
- Volunteers must make it clear to vendors that they are not paid by the school and are not authorized to purchase, order, or impose goods or services without the signature of the school's principal on a case-by- case basis, whether the school is paying or not.

- **No volunteers shall initiate or solicit of their own accord any businesses to create or participate in fundraisers to benefit the school, nor distribute any such related materials without the express written consent of the school principal. The materials include, but are not limited to, fliers and solicitation letters. All solicitation letters will be uniform for each event. Notices and informational sheets for school families or the public must be approved by the principal. Areas for distribution of such notices include the school newsletter, church bulletin, businesses, or magazines/newspapers.**

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,
EMBRACE GOSPEL VALUES,
AND MAKE A DIFFERENCE IN THE WORLD.**

8/3/18