



Saint **A**ndrew Catholic School

2021-2022

-Parent & Student-

Handbook


ACCREDITED
2012



DEAR PARENTS,

It is our privilege and responsibility to share with you the awesome task of educating your child.

We seek to build a faith community in which each child is recognized as special with God-given talents and abilities to be developed and guided so these gifts may be used for the benefit of all. So that all students and parents may benefit from the learning experience, there are established rules and regulations which either directly or indirectly affect the learning situation.

This handbook is intended as a guide to acquaint you with our school, to familiarize you with its established policies, and to encourage your child to follow the rules.

We ask God's blessings on you and your family so that these years spent in Saint Andrew Catholic School will be profitable and stimulating for all.

*Sincerely in Christ,
Principal and Faculty of
Saint Andrew Catholic School*
Revised August 2021

MESSAGE TO PARENTS

In enrolling your child in Saint Andrew Catholic School, you agree to certain important responsibilities. These include:

1. To be a partner with the school in the education of your child
2. To understand and support the religious nature of the school
3. To read all communications from the school and to request clarification when necessary
4. To know who your child's teachers are and to observe parent-teacher conference dates and any special requests for meetings
5. To discuss concerns and problems with the person(s) most directly involved before contacting someone in higher authority
6. To be as actively involved as you can be in the life of the school and to volunteer assistance when possible
7. To promote your school and speak well of it to others
8. To meet your financial obligations in a timely manner and to support the fundraising efforts of the school to the best of your ability.

We welcome you to our school. The entire school community pledges its support to you. May Jesus, the model for our teachers, be our guide in this important ministry of educating your child. Surely, He who said, "Suffer the little children to come unto Me," will bless our efforts in His name.

FOUNDATIONAL DOCUMENTS

PHILOSOPHY OF SAINT ANDREW SCHOOL

Saint Andrew School is a Catholic educational community dedicated to fostering the Christian ideals of love, respect, and service. Our school is structured to help our students develop and mature spiritually, intellectually, emotionally, and physically so they may meet the challenges of our changing world with Christian values and academic excellence.

MISSION STATEMENT

Saint Andrew School is devoted to fostering Christian values and academic excellence in a nurturing environment by providing a quality faith-filled Catholic education.

WE BELIEVE

We, the administration and faculty of Saint Andrew Catholic School, firmly believe:

1. When taught a curriculum infused with the Gospel message, children are nurtured to form a personal relationship with God.
2. Each child is a unique individual with God-given talents and abilities who can and will learn when taught at the appropriate level and given the time needed to succeed.
3. Children learn best in a comfortable, nurturing environment where they feel safe, secure, and valued.
4. The partnership of parents, teachers and the pastor working together greatly enhances a child's spiritual growth and academic success.
5. All children deserve a school and classroom atmosphere that challenges them to develop as lifelong learners with self-respect, self-confidence, and self-discipline.

OBJECTIVES

Motivated by the love of Christ and committed to the pursuit of excellence in Christian education, we strive to achieve the following objectives:

1. To make the message of Jesus known to each student and thereby create within him/her a desire to live a Christian life.
2. To assist every student in developing moral and spiritual values, personal integrity, and a healthy self-concept.
3. To foster in each student a spirit of inquiry and discovery to create a love for learning and a desire to achieve to the best of his/her ability.
4. To enable each student to acquire the fundamental knowledge and basic skills necessary for life's work and to develop an appreciation for the arts.
5. To extend the interest and concern of our students beyond themselves into the total community; thereby, fostering a sense of shared responsibility and a strong desire to be of service to others.
6. To create a school community marked by an atmosphere of mutual respect and concern; a spirit of faith, hope, and love; and a feeling of cooperation and interdependence among administration, teachers, parents, and students.

PROFILE OF GRADUATES

The graduates of Saint Andrew School will be empowered to make meaningful contributions to their community and society as followers of Christ, as well as to continue their lifelong journey of moral growth and fulfillment. They will have a firm understanding of the following areas:

Academic Growth:

- Proficiently uses technology for academic purposes
- Solves real world problems using critical, independent, and creative thinking
- Collaborates effectively through group work
- Communicates effectively through oral and written language
- Continues the exploration of a second language and its culture
- Analyzes, synthesizes, and utilizes research

Spiritual/Moral Growth:

Expresses spirituality through:

- Daily prayers
- Knowledge of scripture
- Embracing Gospel values
- Respect of all God's creation

Knowledge of Basic Catholic Prayers:

- Hail Mary, Our Father, Glory Be, Guardian Angel, Act of Contrition, Apostles' Creed
- Rosary
- Novenas

Mass:

- Attendance
- Parts of Mass
- Participation: Greeters, Altar Servers, Readers, Offertory, Ushers

Christian Values:

- Respects the dignity of every human being
- Practices peaceful resolution to conflict
- Support those in spiritual and financial needs
- Acts honestly, ethically, and responsibly

Social Growth:

- Implements leadership skills in religious, civic, and personal activities
- Works collaboratively, appreciating diversity and how differences affect others
- Engages in acts of kindness and performs acts of service
- Makes decisions based on Catholic values and accepts the consequences of personal choices
- Demonstrates a lifelong commitment to personal growth based on personal Catholic values
- Maintains a relationship with Saint Andrew School and fellow students, and pursues lifelong friendships

Physical Growth:

- Knowledge of healthy nutrition

- Implementation of healthy food choices
- Maintain a balance of physical health and wellness
- Recognize the connection between physical and mental well being
- Recognize, understand, and execute personal safety measures
- Recognize the value of self-worth and avoid self-destructive behaviors

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ACCESS TO RECORDS

Pennsylvania law requires that all school district records be open for inspection by citizens of the Commonwealth. However, the Family Education Rights and Privacy Act limits access to student records. Saint Andrew School has adopted the following policy to insure confidentiality of student records.

1. Parents may request to see their child's records by contacting the principal to arrange an appointment. The principal or a teacher will review the records with the parent.
2. The school may not release records of a minor student to anyone without written parental consent except to:
 - a. school officials, including teachers, who have legitimate educational interest.
 - b. officials of other schools in which the student has enrolled.
3. In the absence of a court order to the contrary, the school will provide a noncustodial parent with access to the academic records and other school related information regarding the child. Requests for copies of records must be made in writing to the school. The school will comply within 45 days of initial request. There is a \$10 processing and mailing fee for copies of records.
4. It is the responsibility of the custodial parent to provide the school with an official copy of any court orders or legal agreements regarding access to educational records.

ACCIDENTS

For minor accidents first aid will be given in school. If there is a more serious injury, every effort will be made to contact the parents, or any authorized person listed on the school emergency card. For this reason, it is essential that the emergency cards given at the beginning of the school year be completed and returned promptly and that any change in information be sent to the school office.

If an emergency exists, the student will be taken to the hospital by ambulance and efforts to contact the family will continue. If no authorized person can be reached, the school will seek the care necessary, and parents will be responsible for any expense incurred.

ADMISSION

Saint Andrew School admits students of any race, color, religion, national origin, sex, age (in accordance with the law), or disability (if, with reasonable accommodation, the disabled person can function in the school environment) to all rights and privileges accorded students in the school. All students are admitted on a 90-day trial basis.

Students entering kindergarten must be five years old before September 1.

The following items must be presented at the time of registration:

1. Birth certificate
2. Baptismal certificate (if child was baptized in another parish)
3. Social Security number
4. Immunization record: Before admission to school **for the first time**, the Health Law of Pennsylvania (Act 66, Section 1303) requires the following for every child:

Minimum immunizations:
-4 doses of diphtheria and tetanus (DTP, Td, DT) The fourth dose must be given after the fourth birthday.

- 4 doses of polio (OPV)
- 2 doses of measles, mumps, and rubella (MMR)
- 3 doses of hepatitis B
- 2 dose of varicella
- a physical exam AND a dental exam completed by your family doctor
- a dental examination completed by your family dentist

*If your child does not have required immunizations for medical or religious reasons, your request for admission must be made in writing to the Superintendent of Diocesan Schools at 4800 Union Deposit Rd. Harrisburg, PA 17111.

Students transferring into Saint Andrew School must provide a current report card, physical, and dental exams.

Saint Andrew School gives preference in admission to parishioners of Saint Andrew Church and siblings of current students, followed by Catholic non-parishioners, and then non-Catholics. Parishioners are those who have registered with the parish and financially support its welfare as evidenced by their church envelopes.

Students seeking re-admission should refer to our 'RE-ADMISSION POLICY.'

ATP POLICY

For those families that have chosen to participate in the Active Tuition Policy, you have made a commitment to us to fulfill the following requirements:

1. 1 Unit of Race & Raffle (MANDATORY)
2. 2 Additional Units (Combination of Race/Raffle, Volunteer, and/or Scrip)

If participating ATP Families do not fulfil the mandatory requirement of selling 50 raffle tickets and provide 10 names and addresses for the Race for Education by the designated date set by principal, the full tuition amount will take effect.

The additional 2 units of ATP must be fulfilled by **the last day of school** or the balance of full tuition will be applied to FACTS.

ATTENDANCE

In accordance with the school law of Pennsylvania, the Diocese of Harrisburg has the following requirements regarding attendance. Regular attendance is expected for all students. All absences are considered illegal or unexcused except the following: illness of the student, death in the family, exceptionally urgent reason that affects the child, or an educational family excursion that has been approved by the school principal.

Parents are expected to call the school office before 8:40 AM when a child will be absent or tardy. This helps ensure the child's safety and assists the office in making an accurate lunch count for the day. An answering machine is available to take messages before 8:30 AM and after 3:15 PM. **FOR EVERY ABSENCE, A WRITTEN STATEMENT CONTAINING THE DATE AND REASON FOR THE ABSENCE SIGNED BY THE PARENT / GUARDIAN IS REQUIRED BY LAW.**

If a written excuse is not received within the three days following the child's return to school, the absence is classified as illegal. Parents will be notified in writing of illegal absences.

If a child has a fever, nausea, swollen glands, severe abdominal pain or a rash, the child must be kept at home. A child who develops any of these conditions at school will be sent home.

AUXILIARY SERVICES

Saint Andrew Catholic School shares in special services provided by the State of Pennsylvania for all nonpublic schools under Act 89. These services include counseling, speech therapy, remedial reading and mathematics, and psychological testing.

BEFORE AND AFTER SCHOOL CARE

Before School Care is available each school day from 7:00 AM until 8:15 AM. When there is a weather-related two-hour delay Before School Care begins at 9:00 AM until 10:15 AM.

After School Care is available from dismissal time, 3:15 PM until 5:30 PM. Children from St. Andrew School can attend the After School Program on an hourly, daily, weekly or on an as needed basis. There is a charge per hour for the program. Students scheduled to go to After School Care are charged from 3:15 until departure. Students not picked up by 3:30 PM are automatically sent to After School Care and signed in at that time.

In After School Care, there is time set aside for the children to do homework, have snacks, and enjoy playtime. For more information, please contact the school office.

BUS SAFETY REGULATIONS

Bus transportation is provided for Saint Andrew School by the Waynesboro Area School District, Greencastle-Antrim School District, Chambersburg School District, and Fairfield School District. For those students enrolling during the school year, information may be obtained through the school office.

Students who ride on school buses are expected to follow the rules established by the local school districts and the bus drivers who serve Saint Andrew School. After sufficient warning and notification of parents, those who fail to follow these rules will forfeit bus privileges for the time designated by the school district.

These regulations are to be followed by each student riding a bus to or from Saint Andrew School.

1. Desirable classroom behavior is expected on buses. Smoking, eating, profanity, and excessively loud talking are not permitted.
2. Students will remain seated while the bus is in motion.
3. Bus drivers are entitled to the same respect as teachers. Students are expected to cooperate and obey their driver's instructions.
4. The school office and parents must grant written permission for students to depart from the bus at other than the student's regular stop.
5. Students are not permitted to change from the assigned school bus - **except in an emergency**, for which a note from parents and signed by the school principal is required.

6. Bus drivers will report rule infractions.
7. Failure to cooperate will result in the loss of the student's riding privilege in addition to disciplinary action.
 - a. First offense - Parents are notified, warning of possible bus suspension
 - b. Second offense - Pupil is suspended from the bus from one day to a maximum of five days
 - c. Third offense - Pupil is suspended from the bus for the remainder of the school year

CALENDAR

Saint Andrew School is in session for 180 days or 900 instructional as required by state law. The school closely follows the calendar established for the Waynesboro Area School District to facilitate the bus transportation provided for our students. There may be a few days that differ from the WASD calendar where parents will need to provide transportation. These dates will be given to parents ahead of time so that arrangements can be made in a timely manner.

CARE OF BOOKS

Each child is responsible for the proper care of his/her books. Book bags must be used for carrying books to and from school. Writing in or on the hardcover books is not permitted. Books lost or damaged must be paid for by the student.

CELL PHONES / ELECTRONIC DEVICES

Cell phones and electronic devices are **not permitted** in school. This includes but not limited to cell phones, smartwatches, kindles, ipads, gaming devices, etc. Personal devices are difficult to monitor and supervise. If a student must have a cell phone for emergency reasons, a note must be provided to both the classroom teacher and building principal. In these situations, the phone must be stored in the student's backpack and turned off during the school day. The school is **NOT** responsible for lost or stolen devices/electronics. **Text messaging is NOT permitted.** Students may not text a parent if feeling ill. The child must report to the office who will contact the parents. Students will receive a consequence if this happens.

Every classroom is well equipped with Chrome Books for educational use. Teachers may require students and parents to sign a contract to use school purchased electronic devices.

ACCEPTABLE USE POLICY

Online communication is critical to our students' learning of 21st Century Skills and tools such as blogging and podcasting offer an authentic, real-world vehicle for student expression. However, such technologies can open up real dangers to students. So, expectations for classroom blogs, wikis, student protected e-mail, and podcast projects or other Web interactive tools is educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response. General Guidelines for Internet Safety follows:

Blogging/Podcasting Terms and Conditions:

- The use of blogs, wikis, podcasts or other web 2.0 tools is an extension of a classroom and school. Therefore, any speech that is considered inappropriate in the classroom is also inappropriate in all uses of blogs, podcasts or other

web 2.0 tool. This includes but is not limited to profanity; racist, sexist, or discriminatory remarks.

- Students using blogs, podcasts or other web tools are expected to act safely by keeping ALL personal information out of their posts.
- A student should NEVER post personal information on the web (including but not limited to, last names personal details including address or phone numbers, or photographs). Do not, under any circumstances, agree to meet someone you have met over the Internet.
- A student should NEVER link non-school sites that are hosted on remote, non-school web servers from your class's blog or wiki. Example: personal Instagram or Facebook pages.
- Any personal blog a student creates in class is directly linked to the class blog which is typically linked to the student profile, and therefore must follow these blogging guidelines. In addition to following the information above about not sharing too much personal information (in the profile or in any posts/comments made), students need to realize that anywhere they use that login it links back to the class blog. Therefore, anywhere that login is used (posting to separate personal blog, commenting on someone else's blog, etc.), the account should be treated as a school blog and follow these guidelines. Comments made on blogs are monitored and will be deleted when inappropriate.
- Never link to web sites from your blog or blog comment without reading the entire article to make sure it is appropriate for a school setting
- Students using such tools agree to not share their usernames or password with anyone besides their teachers and parents and treat blog spaces as classroom spaces. Speech that is inappropriate for class is also inappropriate for a blog.
- Students who do not abide by these terms and conditions may lose their opportunity to take part in the project and be subject to consequences spelled out by the student handbook.
- Students should respect and protect the intellectual property of others by not plagiarizing or infringing on copyrights on any school computer or through the use of web 2.0 tools. (No making illegal copies of music, games or movies)
Internet Safety Rules for Children
- Don't give out information about yourself like your last name, phone number, address or school – without asking your parents first.
- Never e-mail a picture of yourself to strangers.
- Be suspicious of those who want to know too much. There's no rule that says you have to tell them where you live or anything else personal. Trust your instincts. If someone makes you feel uncomfortable, leave.
- Avoid chat rooms or discussion areas that look sketchy or provocative, and don't let people online trick you into thinking of them as real-life friends if you've never met them in person. If somebody says something to you that makes you uncomfortable or if somebody sends you something or you see something that makes you uncomfortable, don't look around or explore: Get your parents instead – they know what to do.
- Making plans to meet your Internet buddies in real life is usually a bad idea. If you decide to do it anyway, have your parents help make the plans and go with you.
- Don't open up e-mails, files or Web pages that you get from people you don't know or trust. The same goes for links or URLs that look suspicious – don't click on them.

- Don't give out your password, except to responsible adults in your family.
- Be honest about your age. Membership rules are there to protect people. If you are too young to sign up, do not attempt to lie about your age.
- Talk with your parents about alternative sites that may be appropriate for you. Teachers are expected to teach Internet Safety protocols to all students on a yearly basis.

CELEBRATIONS

Students who wish to share a birthday treat with classmates may do so if the following procedures are met...

- Parents must contact teacher ahead of time to ensure a class count, an appropriate date and time and also ensure there are no special allergies.
- There must be a treat for every student in the class.
- Parents should drop off treats in the school office and the secretary will contact the teacher to let him/her know it is here.
- All birthday treats must be prepackaged to prevent transmissions of germs and communicable diseases. Store-bought is preferred.
- Birthday treats will be shared with classmates during the lunch or snack period (teacher's decision).
- Failure to follow procedures may result in the treat being sent home.

CHAIN OF COMMUNICATION

Problems, concerns, or complaints should be handled in a timely manner via phone call, zoom meeting, note, or email with those directly involved. **If further resolution is required, the principal should be contacted but only after all other avenues have been pursued.**

CHANGE OF ADDRESS OR TELEPHONE NUMBER

Parents are asked to report any address or telephone number changes to the office as soon as possible. If a family has an unlisted telephone number and would not like it released, that family will notify the school office.

CHRISTIAN PRAYER LIFE

The atmosphere of Saint Andrew School reflects the spirit of a Christian lifestyle. The faculty and students strive to form a faith community in which all practice living according to the teachings of Jesus.

All students participate in school liturgies twice a month, on holy days of obligation, and on special feast days. Students can experience the Father's love and forgiveness periodically in the sacrament of Reconciliation.

Formal prayer is an essential part of each day. Students are encouraged to pray spontaneously for the needs of the world and their own concerns. Prayer services and seasonal devotions are also conducted throughout the year.

CLASS FIELD TRIPS

As part of the educational program of our school, students may be taken on field trips. Such trips may be made only with the parent's written permission. Students who fail to submit a proper permission slip will not be allowed to participate in the field trip. Telephone calls may not be accepted in place of a written permission slip.

Field trips are privileges afforded to students. A student who fails to meet academic or behavioral standards may be denied participation in a field trip. Students not going on the field trip are to report to school at the regular time. Students going on a trip may only be transported on a public, licensed carrier.

CODE OF CONDUCT

To maintain a Christian, academic atmosphere, as a student of Saint Andrew School I will:

- Respect my parents, teachers, school personnel and fellow students.
- Obey the rules of my school, home, and community and the laws of the state and nation.
- Strive to be honest with myself and others.
- Refrain from using profane, vulgar, or abusive language.
- Develop good study habits and work to the best of my ability.
- Maintain high standards of good sportsmanship.
- Take proper care of personal and school property and that of my classmates.
- Observe the school's dress code.
- Refrain from fighting with and annoying other students, cheating, smoking, using drugs, and leaving school without permission.
- Treat others as Jesus would treat me.
- Refrain from chewing gum on school property.

Classroom Manners

- Be on time.
- Upon entering the classroom, go directly and quietly to my assigned seat and prepare for work.
- Perform assignments completely and on time.
- Follow directions.
- Continue to work on assignments should it be necessary for the teacher to leave the room.
- Obtain the owner's permission before borrowing anything.
- Be courteous at all times.
- Share the responsibility for keeping the classroom clean.
- Show respect for all adults who help in the school.

Morning Arrival

- Report to the school auditorium no earlier than 8:15 AM.
- Stay quietly busy at my grade level table.
- Participate in morning prayers and announcements.
- Proceed to the classroom quietly when my grade is called.

Church and School Auditorium

- Walk to and from liturgies and assemblies in an orderly, quiet, respectful manner.
- Be attentive, reverent and prayerful in church.
- Exhibit Christian conduct including politeness and respect for speakers and performers at all times.
- Wait for directions for dismissal.

School-wide Behavior

- Walk on the right side of hallways and stairs.
- Be quiet in the hallways, on the stairs, and in the bathroom.
- Use the steps properly taking one step at a time.

Washroom Facilities

- Use the facilities with care and consideration for others.
- Use the bathroom quickly without loitering.
- Bring no objects that might cause damage to the property.
- Use good lavatory manners: flush, wash and throw away your trash in the trash can.

General Expectations

- Greet all adults and students when you pass them.
- Hold doors for those following you.
- Walk up and down the steps quietly, one step at a time.
- Do not open locked doors to let adults into the building.
- Report serious problems to a trusted adult.

Lunch

- Obtain permission from an adult if I need to leave the cafeteria.
- Stand quietly in line when I am waiting for a hot lunch.
- Use manners when I talk to those who serve in the cafeteria. Remember "Please" and "thank you."
- Sit at my assigned seat.
- Use polite table manners.
- Eat my own food and refrain from trading food with others.
- Remain seated while eating, conversing quietly with my neighbors using my inside voice.
- Clear my eating area and dispose of trash carefully when I finish eating.
- Leave my place clean with the chair pushed in properly when dismissed for recess.
- Obey and respect the parent volunteers at all times.

Recess

- Play fairly with everyone.
- Refrain from fighting, pulling on clothing, and name calling.
- Follow the "Playground Rules" for each piece of playground equipment.
- Refrain from throwing anything other than the balls that have been provided by the school.
- Stop playing and stand at attention when the first bell rings. At the second bell, walk quietly to the proper line and proceed to the classroom in an orderly fashion.

Dismissal

- Walk quietly from the building when my group is dismissed.
- Reenter the building only with the permission of the principal or a teacher.

General Playground Rules for all students

- Students will use equipment safely and correctly.
- Slides- One child may use slides at a time. There is to be no walking up or down slides.
- Balls are not permitted on the playground.
- Monkey Bars- One-way traffic only!
- Rock Wall- Stairs are to climb; tube is for sliding down only.
- Students will conduct specific activities in designated area.
- Balls are to be used only on the blacktop or grass. No students are permitted to leave the grounds to get a ball.
- Mulch is never to be picked up or thrown.

Certain behaviors are serious and must be brought to the immediate attention of the principal and/or head teacher. These include, but are not limited to: cursing, physically fighting, bullying, and willful destruction of play equipment. Minor infractions can be handled by teacher in charge.

CURRICULUM

The required curriculum areas are religion, language arts (reading, writing, listening, speaking, English, spelling, handwriting), mathematics, social studies, science, Spanish, music, art, physical education, library and computer instruction in accordance with the National Common Core Standards and the Diocese of Harrisburg guidelines.

DAILY TIME SCHEDULE

Grades K through 8

8:40 AM- School begins

3:10 PM- Dismissal

Morning arrival: Teacher supervision begins at 8:15 AM Children should not arrive before this time. Students arriving after 8:35 AM are considered tardy.

Dismissal: Parents are not to enter the school building at dismissal. For safety purposes, all students will leave the school building the appropriate supervised door or through the front door of the school. Parents waiting to walk children home should wait by the steps at the back entrance of the school.

Walkers who cross the street must cross at the intersection of Broad and Main Streets and should be accompanied by an adult. A teacher is available to accompany students across the intersection at dismissal.

All car riders must exit through the cafeteria and be picked up in the parking lot behind the school. Children who are transported by car should be picked up between 3:10 PM and 3:30 PM. Students who have not been picked up by 3:35 PM. will be sent to After School Care. Parents are asked **NOT TO LINE UP PRIOR TO 3:05 P.M.**, as it

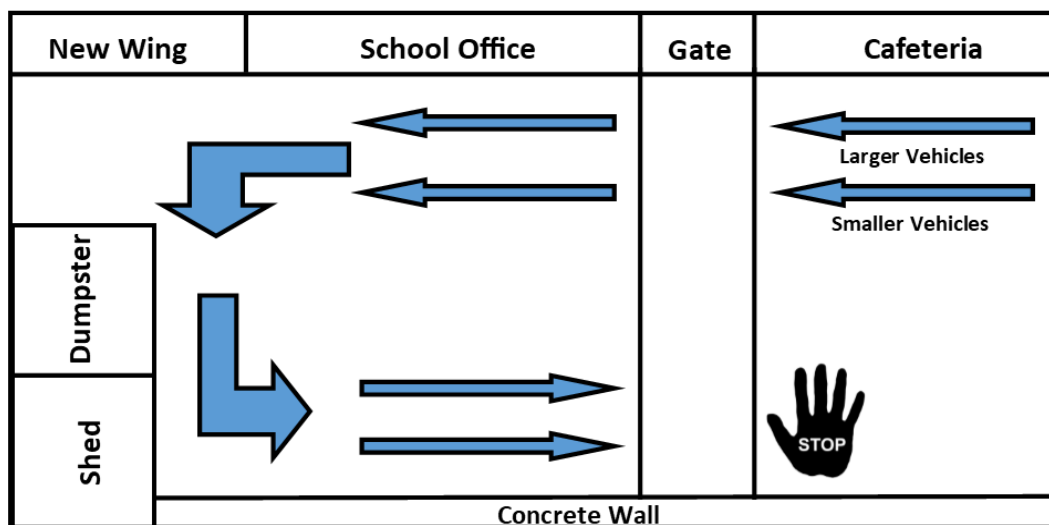
interferes with PE classes outside.

Back parking lot pickup follows a special procedure diagrammed below. The need is to get cars onto the school parking lot and off Broad Street while maintaining the safety of our students. Drivers enter the parking lot forming two lines. Larger vehicles will find that they can turn more easily if they are in the outside lane, closer to the school building. Cars go past the building and turn at the end of the lot as if preparing to leave then stop at the crosswalk. The child's last name should be prominently displayed in the window. Children who are waiting for their ride will be called from the cafeteria and safety patrol members will escort them safely to their car. All drivers will wait for the teacher's direction before moving their vehicle toward the right turn onto North Broad St.

REMEMBER: Do not stop and block the crosswalk. Do not move a vehicle until instructed to by the designated adult on duty. And please do not park in the "no parking" spots along the school or the concrete wall between 2:45 PM and 3:40 PM. because it will interfere with the flow of traffic.

Other: Students are not permitted to leave the school after arrival in the morning or at any other time during the day, except in event of sickness or similar emergency. In such cases, the parent must report to the office to sign the child out. The child will then be called to the office to be dismissed. **NO STUDENT WILL BE ALLOWED TO WAIT OUTSIDE THE SCHOOL BUILDING. CHILDREN MUST BE PICKED UP IN THE OFFICE.**

To be dismissed **early** during the day for reasons other than illness, a written statement from a parent must be sent to school the day of the early dismissal. The student must be signed out in the office before the child is retrieved from the classroom. If someone other than a parent will be picking up the student, this should be included in the note. **Parents are urged to schedule doctor and dental appointments outside of school hours.**



The safety of the children is our primary concern in establishing arrival and dismissal procedures. Due regard for the safety of our students requires that unsupervised children may not remain on school property before or after school. It is understandable that emergencies will arise which affect the timely drop-off or pickup of students. A note or call to the office will allow the school to provide the necessary supervision for students. Your cooperation is appreciated.

DISCIPLE OF THE MONTH

Every month we celebrate First Friday Mass as a community. Each month a student from each grade is chosen who embodies what it means to be *Disciple on the Month*.

A disciple is a follower, one who accepts and assists in spreading the doctrines of another. The disciple of the month is a student who emulates and demonstrates the character of Jesus Christ. The fruits of the spirit are shown through their actions namely: chastity, faithfulness, generosity, gentleness, goodness, joy, kindness, love, modesty, patience, peace, self-control.

The Holy Spirit will prompt them to examine their thoughts, words and actions and compare them with the Word of God.

DISCIPLINE

As an institution for learning founded on Christian principles, Saint Andrew School embraces the philosophy that discipline should be positive and constructive. It is our aim to cultivate our students' goodness as children of God by fostering within them a sense of right and justice with respect and love for everyone. When our students do misbehave, they will be dealt with immediately and with action taken according to the seriousness of the offense. Corporal punishment is never allowed. All policies are mandated through the Diocese of Harrisburg. For details on student discipline policies, please visit www.hbgdiocese.org.

Conflicts are a normal and healthy part of living and growing. We encourage students to handle conflicts with the goal of reconciliation and working together toward a solution.

Teachers have the right and duty to establish procedures to effectively enforce the Student Code of Conduct. In all cases, the rights of the individual student will be seriously considered; but when the individual interferes directly or indirectly with the rights of others, appropriate steps must be taken.

Students are to be referred to the principal for serious infractions. Examples of some of these include violence toward others, vandalism, persistent theft, use of a controlled substance, gross disrespect to school personnel, meaningful threats (verbal & written), etc.

When repeated or serious infractions continue to occur, further action will be necessary. A teacher may assign a student to recess or after school detention. A written notice from the teacher and signed by the principal must be sent home, signed by a parent, and returned. The student then remains in the office or classroom during recess or after school, under the supervision of the staff member. The following list suggests some offenses that may result in a lunch detention:

- **Fighting- including aggressive, malicious behavior**
- **Defacing property**
- **Forging another's signature**

- **Cursing**
- **Cheating**
- **Disrespectful behavior toward a teacher or any other adult**
- **Improper use of school internet**
- **Failure to follow dress code (3rd offense)**
- **Failure to do homework (3rd offense)**
- **Disruptive behavior (3rd offense)**

Suspension and expulsion are major consequences and will only be imposed for serious offenses. Only the principal or pastor can impose a suspension, and only the pastor may expel a student. All suspensions and expulsions will be reported to the Superintendent of Schools with the Diocese of Harrisburg. Decisions for major consequences will be made under the guidance and direction of the Superintendent of Schools.

Before either of these penalties may be imposed, the student must be told what he/she did, which rule he or she broke, and what evidence supports the accusation. In a meeting with the principal and pastor, the student must have an opportunity to explain or refute the charges. Additionally, a student will be required to have a professional evaluation before they are permitted to return to class if he/she poses a threat to themselves and/or someone else. Students serving an out-of-school suspension are responsible for making up any missed work.

The following are categories of misconduct that will result in a penalty of in-school suspension, out-of-school suspension, or expulsion from Saint Andrew School. These categories are general in nature and are not deemed to be all-inclusive.

Matters relating to school & personal property

- Theft
- Misuse of books, materials, equipment, and internet
- Defacing property
- Trespassing (unauthorized presence in the building)
- Willful, malicious destruction of another person's or the school's property; restitution of damages may also be demanded.

Matters pertaining to citizenship

- Violation of state law, local ordinances, approved safety and fire codes, or laws pertaining to civil disobedience
- Possession of weapons or explosives
- Possession, selling, and/or using illegal drugs, tobacco or alcohol
- Engaging in immoral conduct
- Physically threatening and/or abusing a staff member
- Harassment - verbal, physical, sexual, whether in person, in writing, or via the internet
- Violation of compulsory attendance laws

Matters pertaining to the safety of others

- Physical attacks or threats to other students
- Fighting, extortion, persistent disobedience, disrespectfulness, and/or breaking school rules and regulations
- Gross misbehavior- conduct detrimental to the normal functioning of the school or school activities

- Bullying - “when a student is exposed, repeatedly and over time, to negative [words] or actions of one or more other students.” (Olivers,1986 and 1981)

Matters pertaining to technology

- Any on-line harassment, teasing, threatening, bullying, or humiliating of another person, no matter where the incident occurs, which is brought to the attention of anyone in the school, will result in school and possibly legal disciplinary action.

DRESS CODE

BOYS AND GIRLS – Grades K – 8	
K-5 UNIFORM	<p><u>BOYS:</u></p> <ul style="list-style-type: none"> • <u>SLACKS:</u> Navy twill pants year-round. • <u>SHORTS:</u> Navy twill shorts prior to Nov. 1 and after March 31. • <u>SHIRTS:</u> Blue (optional: SAS logo) polo (short & long sleeved), blue button-down collar shirt (short & long sleeved), and blue turtleneck. • <u>SWEATERS:</u> Navy v-neck pullover sweater & navy vest. <p><u>GIRLS:</u></p> <ul style="list-style-type: none"> • <u>SLACKS:</u> Navy twill pants year-round. • <u>SKORTS:</u> Navy skorts prior to Nov. 1 and after March 31. Skort hems no shorter than 2” above the knee. • <u>SKIRTS:</u> Blue plaid 4 kick pleated skirt. Skirt hems no shorter than 2” above the knee. • <u>JUMPERS:</u> Blue plaid split front jumper or blue plaid drop waist jumper. • <u>SHIRTS:</u> Blue (optional: SAS logo) polo (short & long sleeved), blue button-down collar shirt/blouse (short & long sleeved), blue peter pan collar blouse (short & long sleeved) and blue turtleneck. • <u>SWEATERS:</u> Navy v-neck pullover sweater & navy crew neck cardigan sweater.
6-8 UNIFORM	<p><u>BOYS:</u></p> <ul style="list-style-type: none"> • <u>SLACKS:</u> Navy or khaki twill pants year-round. • <u>SHORTS:</u> Navy or khaki twill shorts prior to Nov. 1 and after March 31. • <u>SHIRTS:</u> Ash, cardinal, or navy (optional: SAS logo) polo (short & long sleeved), white button-down collar shirt (short & long sleeved), and navy turtleneck. • <u>SWEATERS:</u> Cardinal or navy v-neck pullover sweater & cardinal or navy vest. <p><u>GIRLS:</u></p> <ul style="list-style-type: none"> • <u>SLACKS:</u> Navy or khaki flat front pants year-round. • <u>SKORTS:</u> Navy skorts prior to Nov. 1 and after March 31. Skort hems no shorter than 2” above the knee. • <u>SKIRTS:</u> Navy or khaki 4 kick pleat skirt or grey 2 panel skort (can be worn year-round). Skirt hems no shorter than 2” above the knee. • <u>SHIRTS:</u> Ash, cardinal, or navy (optional: SAS logo) polo (short & long sleeved), white button-down collar shirt/blouse (short & long sleeved), white ¾ length sleeve blouse and navy turtleneck. • <u>SWEATERS:</u> Cardinal or navy v-neck pullover sweater & cardinal or navy v-neck cardigan.

<p>ACCESSORIES</p>	<p><u>BOYS K-8:</u></p> <ul style="list-style-type: none"> • <u>TIE:</u> Blue plaid tie • <u>SOCKS:</u> Navy or white socks must cover ankle bone. No logos permitted. • <u>BELT:</u> Black or brown belt (no cloth) • <u>SHOES:</u> Black or brown standard, flat, non-marking rubber-soled shoes <p><u>GIRLS K-8:</u></p> <ul style="list-style-type: none"> • <u>HAIR ACCESSORIES:</u> All hair accessories must coordinate with school uniform. • <u>KNEE HIGH SOCKS:</u> Solid navy. Must be worn with skirt or jumper from Nov. 1-March 31. • <u>TIGHTS:</u> Solid navy. Must be worn with skirt or jumper from Nov. 1-March 31. • <u>SOCKS:</u> Navy or white socks must cover ankle bone. No logos permitted. • <u>BELT:</u> Black or brown belt (no cloth) • <u>SHOES:</u> Black or brown standard, flat, non-marking rubber-soled shoes • <u>SHORTS:</u> Lycra athletic style shorts must be worn under skirt or jumper. Lycra shorts must be a dark color.
<p>GYM UNIFORMS</p>	<p><u>ALL STUDENTS K-8:</u></p> <ul style="list-style-type: none"> • Navy t-shirt with SACS logo • Navy shorts with SACS logo. No shorter than 2 inches above the knee. • Navy sweatshirt with SACS logo (scoop neck or hooded) • Navy sweatpants with SACS logo. Must be worn from Nov. 1-March 31. • White athletic socks covering the anklebone • Sneakers (no lights, characters, or wheels) <p><i>*Approved spirit wear may also be worn with the gym uniform- Knights of Faith t-shirt & long-sleeved navy SAS t-shirt</i></p> <p><i>*Sweatshirts (scoop neck or hooded) may also be worn in the classroom with the regular uniform</i></p>
<p>PERSONAL APPEARANCE</p>	<p><u>BOYS K-8:</u></p> <ul style="list-style-type: none"> • <u>HAIR:</u> No unusual “fad” cuts or hair color. Hair must be clean cut and well groomed. Must be worn above the eyebrows and may not hang below the earlobe or rest on the collar in back. • <u>NAILS:</u> Must be clean and trimmed. • <u>JEWELRY:</u> Medical bracelets, wristwatches (no smartwatches), and religious medals on a plain gold or silver chain permitted. No earrings allowed. • <u>BODY:</u> No piercings or permanent/temporary tattoos. Body must be clean of ink and marker. <p><u>GIRLS K-8:</u></p> <ul style="list-style-type: none"> • <u>HAIR:</u> No unusual “fad” cuts or hair color. Hair must be clean cut and well groomed. Accessories must coordinate with uniform. Only school approved headband & scrunchies permitted. • <u>NAILS:</u> Must be clean and trimmed. No false nails or polish permitted. • <u>JEWELRY:</u> Medical bracelets, wristwatches (no smartwatches), and religious medals on a plain gold or silver chain permitted. May wear post earrings only-no hoops. • <u>BODY:</u> No piercings or permanent/temporary tattoos. Body must be clean of ink and marker. Use of makeup (including lip gloss) is not permitted.

DRESS-DOWN DAYS	<p><u>ALL STUDENTS K-8:</u></p> <ul style="list-style-type: none"> • Dress must be modest and in keeping with Diocesan policy. • T-shirts must be in keeping with good taste. Nothing suggestive or offensive permitted. • Shoes must be flat (no heels) and have backs. • SAS does not permit spandex shorts to be worn as shorts alone. They may only be worn underneath dresses or skirts that are no shorter than two inches above the knee. Spandex shorts must be dark in color. • Leggings are only permitted if the top worn falls within three inches of the knee. • Strapless or spaghetti strap tops are not permitted unless a sweater or cardigan is worn over the garment at all times. Shoulders may not be exposed. • Clothing that has been cut, torn, or excessively decorated is not permitted. <p><i>*All students MUST wear school uniform on days when Mass is celebrated <u>and</u> for field trips (unless otherwise directed or instructed).</i></p>
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Uniform Supplier: All uniforms should be purchased from our approved uniform supplier, Flynn O’Hara.

Labeling: Sweaters, sweatshirts, and jackets are to be labeled with the child’s name to prevent mix-ups.

Enforcement: The administration, faculty and staff have the authority to make decisions based on the appropriateness of dress as it conforms to the dress code. It is our expectation that all dress code requirements be followed. If necessities should arise that would require an exception to the dress code guidelines, it is requested that parents / guardians contact the school office for temporary suspension of these guidelines.

Violations: Violations of the dress code will result in a “Dress Code Violation” being sent home. Continued violations may result in a call to the parent / guardian to bring appropriate clothing to school. After three (3) violations, lunch detention will be assigned.

Uniform Swap: Saint Andrew School has a long-standing tradition of a “uniform swap.” At various times during the year, there will be an opportunity to “swap” uniforms with other students to accommodate size changes and to limit the resulting economic impact on families.

EMERGENCY DRILLS

- Fire drills are held periodically through the year to ensure that each student is aware of fire exits and alternate exits. Students are instructed in proper fire drill procedures so they will be prepared to evacuate the building in a quiet, orderly, and efficient manner.
- Tornado drills, lock downs, and offsite drills are also conducted periodically so children will be aware of proper procedures should an actual emergency occur.
- Misbehavior during a drill may result in a call home and/or a lunch detention notice.

EMERGENCY SCHOOL CLOSINGS

For information about school closings or delays, consult the school website. Parents may also opt in to receive a phone/text/email message from our emergency notification system. Local

radio and television stations will broadcast information concerning delays or cancellations as well. Parents are asked not to call the rectory or school. Saint Andrew School is included with the Waynesboro Area School District and may not be announced separately. **See FID for more information pertaining to expectations.**

EXCUSED ABSENCES FOR TRIPS

Vacations and excursions scheduled for days when school is in session are **highly discouraged**. If it is imperative that children be taken out of school for 3 or more days, parents must request **PRIOR** approval from the principal. Neglecting to obtain administrative approval for the trip will result in unexcused absences for missed days. The following procedure should be followed:

At least **TEN DAYS in advance** of the trip, parents will submit a written request using the form provided in this handbook. The form can also be downloaded from the school web site or obtained from the school office. Parents will be asked to define the nature of the activity, its duration, and purpose.

Once the form has been received, the principal will approve or deny the request and notify the parents. The cumulative number of days for educational field trips shall not exceed **five** school days **for the entire school year or they will be considered illegal absences and could be subject to truancy fines.**

FACULTY

The faculty is composed of qualified lay teachers who provide a Catholic education according to diocesan and state regulations.

FINANCIAL OBLIGATIONS

All family financial obligations must be satisfied before the end of each year. This includes tuition, ATP, Extended Care fees, or fees associated with any activity. Students must pay the replacement value for lost or damaged books, Chromebook, kindles, calculators, etc. If financial obligations are not satisfied prior to the start of the following school year, students will not be eligible to return to Saint Andrew.

FLEXIBLE INSTRUCTION DAYS (FID)

The PA Department of Education has granted each school entity in Pennsylvania the option of using a Flexible Instructional Day in place of up to a maximum of five snow days. Students must complete activities assigned by the school. The children will have three days to complete assignments and/or activities. Upon the three-day grace period, parents will be asked to submit evidence (Google Form) that their child has completed the tasks.

Our school must have a minimum of 80% of the student body submit evidence to have the snow day counted as an instructional day which would eliminate the need for making up the missed day.

The principal will provide an FID matrix grid to families in early fall both in paper and electronically. When a weather-related emergency is necessary, the principal will communicate that it is an FID. Activities and assignments will include all elements of our typical day

(academics, service, collaboration, arts, etc.). Teachers will be available by email between 9:00 AM – 3:00 PM.

Once the five Flexible Instructional Days have been exhausted, any further weather-related closing will result in a virtual learning day.

GRADUATION AWARDS

Presidential Awards- The standards for the Presidential Awards are set by the U. S. Department of Education.

The *Presidential Award for Academic Excellence* is given to graduating eighth graders who have maintained at least a B+ (90%) average, scored in the 75th percentile or better on standardized testing in math or reading, and achieved a record that demonstrates high motivation, initiative, integrity, intellectual depth, and leadership qualities.

The *President's Award for Academic Achievement* recognizes graduating eighth graders who have shown outstanding educational growth, improvement, or commitment in their academic subjects but do not meet all the criteria for the Award for Academic Excellence. It is intended to reward students who work hard and give their best effort in school.

American Citizenship Award- This award is bestowed upon an eighth-grade student(s) who participate(s) in school and/or community service, shows a positive attitude toward classmates, school, and community, displays an understanding and appreciation of civic responsibility, possesses strength of character and the courage to do what is right, and promote citizenship with their school or community through other activities. This award is chosen by the school principal with the recommendation of the classroom teachers.

St. Andrew Christian Spirit Award- One eighth grader is selected each year to receive the St. Andrew Christian Spirit Award. This student is chosen by classmates as the student who best exemplifies the fruits of the Holy Spirit - love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control.

GRADUATION/SEPARATION REQUIREMENT

Upon completion of eighth grade, students in the schools of the Diocese of Harrisburg may be presented with one of two documents:

1. **Dipolma**- Indicating satisfactory completion of the prescribed course of study for the elementary schools of the diocese. A student is considered average of "70" in all major subjects.
2. **Certificate**- indicating a completion of the basic requirements prescribed for the elementary schools of the diocese.

Determinations concerning these individual awards should be made by the eighth-grade teacher in conjunction with the school principal, applying the same diocesan norms as those set forth for the promotion and retention of other students.

HEALTH AND SAFETY POLICY

Saint Andrew School receives the weekly services of a school nurse provided by the Waynesboro School District. School health cards for each child are kept on file in the school office. All parents are asked to cooperate in keeping these records accurate and current by completing and returning all forms sent home with the children.

State law requires a physical exam for all students in kindergarten, grade six, and transfer students from outside the state of Pennsylvania.

A hearing test is given to students in kindergarten through third grade annually. Students from other grades are tested if they are new to the school, if they have a known hearing loss, or on the request of a parent or a teacher.

All students receive height, weight and vision checks annually.

A dental exam is required for students in kindergarten through third grade and for all transfer students.

Maturity lessons are offered to fifth grade boys and girls under the supervision and guidance of the school nurse.

Theology of the Body classes are taught to eighth grade students as part of their religion instruction.

HOME-SCHOOL COMMUNICATION

It is important to keep the lines of communication open between the home and the school. At the Parent Information Night at the start of the school year, parents have an opportunity to meet the teachers and are given information about the upcoming school year. It is the responsibility of parents to attend this meeting. Plans for meeting locations will be communicated to the school community.

Parents are encouraged to meet with their child's teacher individually to discuss progress, concerns, and/or goals. Parent conferences are held during the fall. Parents may also schedule a conference with a teacher at any time the need arises. An appointment must be made by either calling the office or sending a note or email to the teacher. In turn, teachers may request conferences as well and will do their best to accommodate a meeting time that is preferable to the parent's schedule. Conferences may be made via zoom or other video conferencing service.

Communications from the school and other important papers are sent home electronically on the weekly e-announcement. In addition, important papers will be posted to a shared Google Drive each Thursday in a special "Thursday Folder." A monthly calendar is posted to the school website to inform parents of upcoming events. Periodic letters from the principal keep parents informed of school news.

HOME SCHOOL ORGANIZATION

The purpose of the Home School Organization is to give parents and teachers an effective means of communicating with each other and to provide the structure wherein parents and teachers can cooperate in the education process. Parent volunteers conduct the activities of the association in keeping with administrative guidelines. All parents are encouraged to participate

in this organization.

Activities sponsored by the HSO include various in-school volunteer programs such as room parents and cafeteria/playground volunteers. The Home School Organization sponsors holiday activities and various fund raisers. Proceeds from these fundraisers directly benefit the school by keeping tuition costs down, providing field trips and school programs, and helping to maintain academic excellence.

HONOR ROLL

Students in grades sixth through eighth are awarded honor roll based upon performance at the end of each trimester. Those receiving honor roll will receive certificates based on the following criteria:

Gold Honor Roll- Students who earn 93% or higher on the report card which includes all core subjects, foreign language, and specials.

Blue Honor Roll- Students who earn an average of 85% or higher on the report card which includes all core subjects, foreign language, and specials.

INSURANCE

An optional insurance plan is offered to the students through the Diocese of Harrisburg. If parents choose not to take the insurance, they are asked to **SIGN AND RETURN** the form from the Diocese verifying that they have been notified of the offer

LIBRARY

All students are entitled and encouraged to use the library and check out books. Students will be expected to pay for books that are lost or damaged beyond reasonable repair. Periodicals and reference books may not be taken home.

LOCKERS

Students in grades sixth through eighth will be assigned a hall locker. Lockers should be kept neat and clean. All lockers should be cleaned out before the final day of school. Students are responsible for providing a lock. Combinations and/or spare keys should be supplied to the homeroom teacher. Students are always advised to keep their personal locker locked. Students are not to share lockers at any time. Students may not change lockers without permission from their homeroom teacher.

Student lockers are owned by Saint Andrew Catholic School and loaned to students for their convenience. The school exercises complete control over lockers and students should not expect privacy regarding items placed in a locker. They are always subject to search. School lockers can be searched without prior notice.

LUNCH PROGRAM

Saint Andrew School offers lunch for purchase five days a week from Keystone Family Kitchen. Milk will be offered all five days as well. Lunch choices must be made each day prior to 8:45 a.m. Lunches and milk orders will be billed on Fridays via the FACTS tuition management

system. Lunches will be prepackaged into individual containers. Prepackaged disposable silverware and condiments will also be provided with bought lunches only.

Our lunch program is intended to provide fresher and healthier local food. Parents who provide their child's lunch are expected to follow similar guidelines to help make certain our standards are met:

- Pack a nutritious lunch from home. Include a thermos, if it would be helpful.
- If necessary, drop off a well-balanced restaurant lunch only if it is meant to be served at room temperature. (subs or salads, e.g.)
- Lunches will not be heated in the microwave.
- It is preferred that all packed items be prepackaged.

Remember that

- Any restaurant lunch meant to be served above room temperature (burgers, nuggets, French fries, pizza) is never allowed.
- No lunch is allowed to contain any carbonated or energy drinks.
- Dropping off lunches must occur **prior to** 11:00 AM. Doing so will ease confusion & congestion in the office and anxiety in the student.
- Due to time and space constraints, the microwave oven and the refrigerator are not available for student use.

MAKE-UP WORK

Schoolwork, tests, and homework assignments that are missed must be made up upon return to school. No school assignments will be given prior to an arranged absence. It is a school policy (K-8) that missed work will be provided **AFTER** the child returns to school, when proper instruction and guidance in new concepts can be given. Instead of actual homework, students are encouraged to read a novel during travel time, work on-line (if possible) on various school-sanctioned websites, and/or keep a journal of experiences to share upon their return.

Upon returning students are responsible for obtaining missing assignments from teachers. Students have two calendar days per one day absent to make-up assignments missed.

MEDICATION

Saint Andrew School personnel are prohibited from providing or administering medication, including aspirin or Tylenol, to pupils except as authorized by parents.

Parents, whenever possible, are asked to arrange medication time intervals to avoid school hours. We realize, however, that the health of some children requires that they receive medication while at school. When medication *absolutely* must be given during school hours, these procedures must be followed.

1. All medicine that is sent to school should be taken to the school office as soon as the student arrives at school. **No medicine of any kind may be kept elsewhere.**
2. Nonprescription medicine including aspirin or Tylenol must be in the original container accompanied by a note from the parent giving permission for the student to take the medication at school. The note **must** include:

- Name of student
 - Name of medication
 - Dosage of medicine
 - Time to be taken
 - Date to be given
 - Parent's signature
3. Doctor-prescribed medication must be accompanied by a note including the above information from the parent giving permission for the student to take the medication in school. In addition, the medicine must be in a properly labeled medicine bottle from a pharmacy or accompanied by an order from a physician. Properly labeled containers should include:
 - Name of student
 - Name of medication
 - Dosage of medication
 - Time to be taken
 - Name of physician prescribing the medication
 4. The student shall be responsible for going to the school office for the medication at the proper time. If the health of the child could be substantially impaired if medication is forgotten or administered early or late, parents should keep the child at home or be personally responsible for administering the medicine at the prescribed time.
 5. When a student has a sore or scratchy throat, he/she may bring cough drops in a plastic bag marked with the child's name and accompanied by a note of parental permission. These will be kept by the teacher and used by the child as needed.

NONCUSTODIAL PARENTS

In compliance with the provisions of the Buckley Amendment, Saint Andrew Catholic School will provide the noncustodial parent access to academic records and to other school information regarding his/her child. Unless there is a court order to the contrary, a noncustodial parent is welcome to schedule a parent-teacher conference to discuss a child's progress and will be provided with a photocopy of the child's report card, if requested in writing. Charges may apply if photocopies are requested to mail. The school has 45 days to comply with requests for records. The custodial parent is required to file a notarized copy of the portion divorce decree that deals with custody arrangements.

PARENTS AS EDUCATORS

Parents are recognized as the primary educators of their children. A partnership between parent and teacher based on frequent communication and mutual respect and support will result in the most productive educational experience for the child. Parents are encouraged to promote a strong work ethic and positive attitude toward school because this will be reflected in the attitude of the child.

PARENTS AS VOLUNTEERS

Volunteers are a vital part of the St. Andrew School community. Some may help during the school day, while others fulfill their obligations by helping the Home & School Organization with fundraising and other projects.

All volunteers are reminded of their obligation to fill a need as specified by the principal or group leader. Any parent wishing to volunteer during school hours must complete the required clearances set by the diocese and sign a confidentiality statement regarding the protection of children in the school.

PERSONAL BELONGINGS

Students are responsible for all personal belongings. Only items pertinent to learning are permitted in book bags, lockers, etc. Electronics, trading cards, toys, etc. should be kept at home. The school is **NOT** responsible for lost or stolen items that are not permitted at school.

PHYSICAL EDUCATION

Each grade will attend a gym class once a week. No child is excused from this class unless a note from the parents or doctor is presented. To ensure the child's safety, sneakers must be worn during the gym period. On the day assigned for gym class, regulation gym uniforms purchased through the school uniform suppliers will be worn to school instead of the regular school uniform. In warmer weather upon an announcement by the principal, students will be permitted to wear the regulation school gym shorts. Students in grades 1, 3, 5, & 7 have PE on Mondays. Students in grade K, 2, 4, 6, & 8 have PE on Fridays.

PRINCIPAL'S RIGHT TO AMEND

The principal retains the right to amend the handbook for just cause. Parents will be notified if/when changes need to be made.

PROMOTION AND RETENTION

Progress through the grades is based on academic achievement as well as age, maturation, and social development. It is expected that most students will meet the requirements of each grade level. However, some children may have trouble mastering the academic requirements and may benefit from retention. The teacher will notify the parent as soon as any serious deficiency has been detected. If the student is still struggling by the end of the second trimester, parents will be informed that retention is being considered.

RE-ADMISSION POLICY

For a student to be eligible for re-admission to Saint Andrew School, the family and student(s) must meet the following criteria:

1. All regular admission documentation is provided.
2. The Exit Survey on file qualifies/disqualifies the family and student for re-admission.
3. In the absence of an Exit Survey, these additional requirements are necessary:
 - a. Student had been in good standing academically and behaviorally prior to his/her un-enrolling.
 - b. Parents must have no outstanding balances in any school account.
 - c. Parents had adhered to the responsibilities of school parents, as listed in the school handbook:

1 - To be a partner with the school in the education of your child

- 2 - To understand and support the religious nature of the school*
- 3 - To read all communications from the school and to request clarification when necessary*
- 4 - To know who your child's teachers are and to observe parent-teacher conference date and any special requests for meetings*
- 5 - To discuss concerns and problems with the person(s) most directly involved before contacting someone in higher authority*
- 6 - To be as actively involved as you can be in the life of the school and to volunteer assistance when possible*
- 7 - To promote your school and speak well of it to others*
- 8 - To meet your financial obligations in a timely manner and to support the fundraising efforts of the school to the best of your ability.*
- 9- To commit to one full academic year without early withdrawal.*

NOTE: Upon re-enrollment, the family is responsible for signing the Re-Admission Agreement. As with other students, those re-admitted are subject to a 90-day trial basis.

REDIKER COMMUNITY PORTAL

The Rediker Community Portal is available to parents/guardians and students. This portal contains school directory information, emergency contacts, report cards, and progress reports. Students and parents/guardians in the middle school will have access to grades. The following guidelines will be implemented:

- A minimum of one grade per week will be posted to the Rediker Grade Book by 3:00 p.m. each Friday.
- Student scores for all graded assignments will be posted within ten calendar days of the assignment due date.
- If multiple assignments are entered at one time (i.e. homework, quizzes, projects, activities, etc.), there will be an appropriate due date entered for each assignment.

RELIGIOUS EDUCATION

All students enrolled in Saint Andrew Catholic School will participate in every aspect of the school's religious education program except for some phases of sacramental preparation. These requirements include attendance at the regularly scheduled classes in religion, fulfillment of course requirements, and attendance at religious functions that are part of the school program.

REPORT CARDS AND GRADING

Report cards are issued three times per school year. Final report cards will be withheld if there are any outstanding balances due. Grades are based on class work, homework, class participation, projects, and other forms of assessment.

Midterm progress reports are issued to inform parents of the child's performance.

Saint Andrew School follows these guidelines from the Diocese of Harrisburg for evaluating student scholarship:

In recent years, a great deal of research has been completed on instruction, assessment, and grading. Best practices of differentiated instruction and assessment have enhanced our teaching. As teachers of the Diocese of Harrisburg, we believe that parents are the primary educators of their children; therefore, our teachers are partners with the family in the educational process. As partners in Catholic education, it is important ongoing communication regarding a student's educational development be accessible throughout the trimester.

The Diocese of Harrisburg's Grade Reporting System is comprised of multiple pieces of information including, but not limited to:

- Information provided in Parent Portal (middle school access only)
- Periodic progress reports
- Portfolio reviews
- Alternative assessments
- Parent conferences
- Standardized tests

The goal of a complete system is to maintain adequate information about a child's growth over time as a student. This formal reporting document is **only one piece** of the complete system which assists in communicating and administrators.

Grade Report

As teachers review the Grade Report, they will see both subject areas (highlighted) and specific goals/standards. Goals/Standards based on the Diocesan Curriculum are listed under each subject area to be assessed. **Christian Values** and **Work Habits** will be listed on all grade reports, using the marking code E, P, or I.

The subject areas to be assessed for each grade are as follows:

Kindergarten and Primary Marking Code (Grades K-3)

Subject Area	E,P, or I
Religion	(K & Primary)
English Language Arts	(K & Primary)
Mathematics	(K & Primary)

E= Exceeds Expectations:

The student learns independently and is able to accomplish new skills acquisition without support of the teacher. **The student is able to apply knowledge to new material and beyond, easily and independently.**

P=Proficient:

The student is able to accomplish skills with support of the teacher and classroom setting. Application of newly learned material is achieved within standard measure of time. **The student easily works with new skills in a group setting but is not yet independent.**

I= In Progress:

The student at this level needs repeated practice over an extended period of time to acquire new skills. **The student is unable to apply new skill, work independently or with a group. The student often requires individual teacher support.**

Please note that even though art, music, physical education, technology, social studies and science are not included in the kindergarten and primary grade report, these subject areas are to be integrated into the ELA and/or math curricula.

**Intermediate Marking Code
(Grades 4-8)**

Subject Area	E,P, or I	A,B,C,D, or F
Religion		(grades 4-8)
English Language Arts		(grades 4-8)
Mathematics		(grades 4-8)
Science		(grades 4-8)
Social Studies		(grades 4-8)
Art	(grades 4-6)	(grades 7 & 8)
Music	(grades 4-6)	(grades 7 & 8)
Physical Education	(grades 4-6)	(grades 7 & 8)
Technology	(grades 4-6)	(grades 7 & 8)

The heading, **Instructional Support** with goals listed below, will also be included on all Grade Reports. The **Marking Code** for this area will be N if no plan is in place and **E, P, or I** indicating the level of made toward the plan's goals.

The Marking Code for all subject areas will be "A, B, C, D, and F" (See chart below for raw progress indicators or use the academic evaluation as indicators to student progress).

Diocesan Grading Scale

Mark:

A	100-93
B	92-85
C	84-75
D	74-40
F	Below 70

Academic Evaluation:

A student earning an "A" in a course demonstrates exceptional mastery of the course objectives in the subject by:

- Preparing all assignments promptly, thoroughly and carefully
- Being quick and resourceful in utilizing suggestions
- Working independently
- Showing consistent interest and initiative
- Demonstrating a high standard of commitment, clarity, and application
- Showing leadership in learning

A student earning a “B” in a course demonstrates proficient mastery of the course objectives in the subject area by:

- Prepares all assignments carefully.
- Is conscientious and dependable.
- Utilizing some suggestions
- Working independently
- Showing sufficient interest and initiative
- Demonstrating standards of commitment
- Using good study habits for routine assignments

A student earning a “C” in a course demonstrates basic mastery of the course objectives in the subject area by:

- Preparing most assignments
- Requiring teacher direction and motivation
- Showing limited ability in following subjects beyond minimum requirements
- Working on study habits

A student earning a “D” in a course demonstrates below basic mastery/needs improvement of the course objectives in the subject area by:

- Not completing required assignments
- Consistently requiring direction and motivation from the teacher
- Not completely minimum requirements
- Lacking study habits

The “D” student needs to be assessed to a full extent and a LEARNING PLAN MUST BE DEVELOPED for the student to succeed.

A student earning an “F” in a course **demonstrates unsatisfactory achievement** of the course objectives in the subject area by:

- Failing to complete required assignments
- Not responding to direction and/or motivation from the teacher
- Showing no evidence of study habits

The “F” student needs to be assessed to a full extent and a LEARNING PLAN MUST BE DEVELOPED for the student to succeed. Furthermore, serious consideration needs to be given by parents and teachers as to the student’s continuance in the regular program of the school.

SACRAMENTAL PREPARATION

Students celebrate the Sacrament of Reconciliation and receive Jesus in the Eucharist for the first time in second grade. A parent involvement program is used for the sacramental preparation of the students. The diocese mandates that parents of children in sacramental programs attend doctrinal update meetings and those students have two years of religious education. The parish director of religious education will provide second grade parents with sacramental dates and meetings.

SCHOOL BOARD

The school board is an advisory board responsible to the principal and pastor of Saint Andrew Parish and to the Diocese of Harrisburg. According to Called to Govern, the purpose of the board is to provide support for the principal and to recommend policies for the school.

SCHOOL PICTURES AND YEARBOOK

School pictures are taken in the fall and spring of each year. Fall pictures require students to wear their uniforms. Purchase of these pictures is optional. A school yearbook containing class pictures and candid photos will be available for purchase at the end of the school year.

SCHOOL SUPPLIES

Parents will be notified of the materials a student will need at the end of each year to take advantage of summer bargains.

STANDARDIZED TESTING

Standardized tests provide important information concerning student progress and the effectiveness of the instructional program. The following assessments are administered to our students:

The Renaissance STAR test (K-8) and Acadience Benchmarks (K-6) will be administered during each trimester to track progression or regression throughout the school year (Gr. K-8). The data from these benchmarks will be used to identify which students are or may be at risk for reading and/or math difficulties. It is the school's responsibility to communicate the results to parents in a timely manner and ensure that instructional support is provided both in and out of the classroom.

The Algebra Keystone, which assesses proficiency at the end of a course, are administered to seventh and/or eighth grade students who have completed the course of study in Algebra I. The results help to determine placement in future math courses both at St. Andrew and as each child enters high school. Parents receive an official copy of their child's results. Those who may not pass the Algebra Keystone on the first attempt may be given a second opportunity to study and retake the assessment. These opportunities will be communicated to students and parents in a timely fashion.

The DIAL-3 is a norm-referenced screening instrument meant to identify academic readiness and mental maturity of students entering Kindergarten. Results are reviewed by the classroom teacher prior to the start of the school year. Additionally, parents are provided with a report listing their child's strengths and weaknesses as well as ideas/tips to work on over the summer before entering kindergarten.

STUDENTS WITH HIV/AIDS OR RELATED DISEASES

Students who are HIV infected or have AIDS or other related diseases and desire to attend a diocesan elementary or secondary school will not be denied admission to or discriminated against solely because of their medical condition.

However, the school does reserve the right to dismiss a student or curtail a student's activities (curricular, co/extracurricular). This will be conducted on a case-by-case basis by the principal in

consultation with the student's attending physician if it is determined that a student presents a substantial risk to himself/herself or others.

If, for reasons of health or safety, a student can no longer continue to attend classes, arrangements for alternative instruction will be determined by the principal and the parents/guardians.

Parents/guardians are expected to inform the principal if or when their child has HIV/AIDS or related diseases in order that the school principal can provide for the protection of the child and other individuals in the school.

This school follows the Universal Precautions to Prevent the Spread of Infectious Diseases to reduce the risk of employees, volunteers, and students.

STUDY AND HOMEWORK

A reasonable amount of time each evening should be spent in preparing for class. Homework is a helpful educational tool that reinforces the study skills presented in class, teaches the student to work independently, and gives the student time to complete projects that require individual and creative effort. Basic to all successful homework is the attitude of parents. When parents show an interest and concern, the child will also show interest. Supervision and guidance of homework are encouraged, especially in the lower grades. Parents should also assist students by providing a quiet time and a workplace suitable for study. **All homework will be posted on Google Classroom, email, planner, or other form of communication provided by the classroom teacher.**

The amount of homework given is left to the discretion of the teacher. The following time allotments are suggested.

Grades K-2	20 minutes
Grades 3-4	30-40 minutes
Grades 5-6	50-60 minutes
Grades 7-8	70-80 minutes

TARDINESS

Tardiness is disruptive to the academic atmosphere AND the educational progress of the class. This issue is also contrary to responsible work habits later in life. Our morning begins with prayer at 8:35 AM and academics immediately after. Therefore, children arriving after 8:35 AM are considered tardy. Tardy students are required to enter school through the office and must be signed in by a parent/guardian. Children arriving later than 10:00 AM or leaving before 2:00 PM are considered absent for one half day. Bus riders are exempt since our school cannot dictate nor control arrival times.

At times, tardiness is inevitable (appointment, illness, car trouble, sleeping in, traffic, etc.). For that reason, a child is permitted 50 minutes of unexcused tardiness per year. Be advised, however, after that grace period has expired, tardiness will be labeled either EXCUSED or UNEXCUSED by the principal. Upon the student earning three occurrences of tardiness, the principal may report the student to the district truancy officer.

TELEPHONE

Students and teachers cannot be summoned for incoming phone calls during class time. Messages will be relayed by someone in the school office. Teachers will return phone calls in a timely manner.

The use of the telephone by students is restricted to urgent situations and requires the permission of the principal.

TUITION POLICY

Each year the pastor, principal, financial coordinator, and the school board determines the cost of educating a student attending Saint Andrew Catholic School. Tuition rates are set prior to the end of January and are communicated electronically to parents.

1. A tuition contract must be signed by parents/guardians each school year. Tuition is handled with the utmost confidentiality.
2. Every family must register on the FACTS tuition management system for billing of tuition and other incidental expenses (i.e. lunch, milk, school supplies, etc.)
3. Tuition may be paid in full, annually or in ten monthly payments: July through April. Payments are due the tenth of each month. Payments must be made regularly and on time or a late fee will be added. Saint Andrew Catholic School reserves the right to immediately terminate educational services to families who are three or more months late in payment.
4. School tuition provides most of the operating funds to pay salaries and ensure normal operation and functioning of the school. Families who do not fulfil financial obligations will not be able to return for the following school year and will have their account forwarded for further collection efforts. Parents will be responsible for all collections fee (currently 30% of the unpaid balance), legal fees, filing fees, service costs and discernments incurred as a result of the collection efforts.
5. A \$100 placement fee is charged annually (end of January) for each family. This fee is non-refundable and deducted directly from your annual tuition in July. If you fail to return your intent to return by the due date, you will automatically default to enrolling for the next school year. The placement fee is billed to families via the FACTS tuition management system. Parents will be notified ahead of time before the expense is billed to their account.
6. Families who make the commitment to attend Saint Andrew for the next school year are 50% tuition committed by May 1st and 100% tuition committed by July 1st. Following July 1, parents/guardians are obligated to pay the entire annual tuition if the student(s) voluntarily leaves or is expelled prior to the end of the school year. Exemptions will be made for family relocation, identified special education needs, extended student illness, economic hardship, and any other reason deemed appropriate by the principal, director of admissions & enrollment management, and Pastor. Please contact the director of admissions and enrollment management immediately if you experience any financial difficulties concerning tuition.

VIRTUAL LEARNING

Although virtual learning will not be offered on a full-time basis, there may be special circumstances that arise that require a whole class or the study body to participate in virtual learning days. Some reasons may include a group quarantine where the entire class logs on from home and receives live instruction from the classroom teacher. Virtual learning may also

take effect once we have exhausted our (5) Flexible Instructional Days for weather related closings.

No matter the size of group, we understand the hardships of expecting students to sit in front of the screen for a long period of time. For that reason, we will do our best to combine live instruction with independent work away from the computers.

When a virtual learning day has been announced for either a classroom or the whole school, this schedule will be followed...

- 8:40 AM- Log in to Google Classroom for Morning Prayers
- 8:45 AM- 12:00 PM- Live Instruction
- 1:00 PM- 3:00 PM- Independent Assignments

VISITORS

Parents and other interested persons are welcome to visit our school. Calling the school ahead to schedule an appointment will insure a more satisfactory visit for all parties. All visitors are asked to report to the school office upon arrival to obtain a visitor's pass. Permission must be obtained from the principal to observe a class in session.

Parents or other visitors are not to go directly to the classrooms to summon a student or confer with a teacher. **If it is necessary to deliver forgotten items, parents/visitors should report to the school office FIRST.** If a meeting is requested with a teacher, an appointment must be arranged outside of the teacher's instructional time.

***COVID-19 (2021-22)**

All parents and students will abide by the guidelines set forth in the Reopening Plan and have signed in agreement to follow these regulations. Failure to do so could result in removal from the educational environment.



ACKNOWLEDGEMENT OF HANDBOOK RECEIPT

I have gone online to www.saintandrewschool.org and read the student/parent handbook completely listed under the “Families” tab. Please sign and return this page to the school office, where it will be kept on file in case of issues and/or questions. My signature and date below signify that I understand its contents and will abide by them.

Student Name _____

Student Signature _____

Parent Signature _____

Date _____