

St. Andrew Catholic School

3601 North King's Highway
Myrtle Beach, South Carolina 29577

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www.standrewschoolmb.com

2017-2018

PARENT / STUDENT HANDBOOK

PRINCIPAL: Deborah B. Wilfong

ASSISTANT PRINCIPAL: Cheryl Sedota

THIS ASSIGNMENT BOOK BELONGS TO:

NAME: _____

ADDRESS: _____

CITY: _____ ZIP CODE: _____

TELEPHONE: _____

HOMEROOM TEACHER: _____ GRADE: _____

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**WELCOME TO
ST. ANDREW CATHOLIC SCHOOL**

3601 North King's Highway
Myrtle Beach, South Carolina 29577
Phone: (843) 448-6062 – Fax: (843) 626-8644
E-mail: dwilfong@standrewschoolmb.org
www.standrewschoolmb.com

OFFICE HOURS: 7:30 AM – 4:00 PM

SCHOOL HOURS
7:45 AM - 2:45 PM

Excellence in education is when we do everything that we can to make sure they become everything that they can. ~ Carol Tomlinson

August 2017

Dear Parents and Students,

Welcome to St. Andrew Catholic School! In choosing this school you have demonstrated a commitment to the values and philosophy of Catholic education. Here at St. Andrew our mission is to nurture faith, inspire academic excellence, and lead our students in a life of service beyond self. We aim to provide a safe Christian community where every child is known and loved. We take this mission very seriously, so you can be assured we are here to serve you as we join together in educating your child's mind, body and spirit. All of us here at St. Andrew Catholic School look forward to working with you and welcoming you into our school and faith community.

The Parent/Student Handbook outlines the policies of St. Andrew Catholic School. We believe in the creation of a strong partnership between our families and the school, a partnership based on mutual respect with God at its center.

Please read this document carefully and keep it available for future reference. Return the signed Agreement Form by August 25, which states that you intend to abide by the policies of St. Andrew Catholic School during the 2017-18 school year. The faculty and staff of your school look forward to working with each and every one of you to promote academic excellence and spiritual development for our students. Together let us pray that God will open our eyes and hearts to the needs of all his children.

Sincerely,
Deborah B. Wilfong
Principal

2. MISSION STATEMENT

St. Andrew Catholic School nurtures faith, inspires academic excellence, and leads our students in a life of service beyond self within a safe Christian community where every child is known and loved.

3. VISION STATEMENT

St. Andrew Catholic School will be renowned for Catholic identity, academic excellence, leadership, and service. The school will fulfill the mission of Christ by guiding students to achieve their maximum potential in order to make a difference in our Church and community. St. Andrew Catholic School will continue to be recognized as a premier educational facility in the Diocese of Charleston.

4. HONOR CODE

As a student of St. Andrew Catholic School:

I pledge to be an example of Christ to all those around me through both my words and actions.

I pledge to respect and show kindness and consideration to my fellow students and teachers.

I pledge to use honesty in all situations.

I pledge to always work to the best of my ability.

I will put God and honor above all.

I pledge a life of Faith, Love and Learning

5. ACCREDITATION

St. Andrew Catholic School is fully accredited by the Southern Association of Colleges and Schools (SACS) through AdvancED and the Diocese of Charleston. This accreditation is based on an extensive evaluation process that is both external and internal. The reevaluation process is renewed every three to five years. Our school is also a member of the National Catholic Education Association. St. Andrew School has been recognized as a National Blue Ribbon School of Excellence by the U. S. Department of Education.

6. PHILOSOPHY OF EDUCATION

St. Andrew School, as a Catholic Institution of Education, strives to promote friendly relations and foster a spirit of understanding among its students. Its educational goal is not only to further the salvation of souls, but also prepare its students to take their places in today's society for the good of all humanity and the shaping of a better world. In consort with the parents, it is our aim to educate the whole child -- spiritually, morally, physically, emotionally, socially, and academically.

Our Catholic education seeks to foster personal charity, generosity and respect for the sacredness of all humanity. The goals for St. Andrew's are of two kinds:

- **Personal Goals:** based on the individual child's needs for adequate physical care, recognition, acceptance, affection, effective use of leisure time, intellectual and cultural development, in a Christian atmosphere of caring and understanding.
- **Community Goals:** based on the need for peace among nations, justice and charity among religious and ethnic groups.

We strive to attain these goals through the following objectives:

- Foster in the entire school community an understanding of God's love for each individual, a true love of God within the child and an awareness of his or her responsibility within the Church through the celebration of Mass, through daily prayer, and through religious instruction in the Catholic Faith.
- Develop in our students an awareness of their Christian social responsibilities to accept all people, to be understanding and caring, and to display fairness in all activities.
- Provide opportunities for all students to work for the development of personal relationships, human communication and Christian witness. Develop leadership through classroom activities, school worship, liturgies, curricular and extracurricular activities, and service to the community.
- Encourage and provide for an effective use of school facilities and as a supplement to our facilities, incorporate municipal and area resources into the students' learning experience.
- Develop an appreciation of the arts and sciences through field trips.
- Help the students develop the capability of meeting the moral, mental, and physical challenges they will encounter in today's world.
- Make effective use of the course of studies, as provided by the Diocesan Office of Education, to provide stimulating academic opportunities.
- Develop in our students a true sense of charity, respect for authority, and a love for all God's people.

7. A BRIEF HISTORY OF ST. ANDREW SCHOOL

Myrtle Beach is a relatively young city that did not begin to experience real growth until after World War II. The first appointment of a resident priest in Myrtle Beach came in 1946. Monsignor Richard C. Madden was this priest, and he stayed as pastor at St. Andrew's until 1973. His dream of a school became a reality when, in 1956, two classrooms and an auditorium were opened. By 1958 this had grown to four classrooms. In 1962 a second addition to the school was built which included a small library and administration office. This allowed St. Andrew's to house grades one through eight. The school buildings were one-story, fireproof buildings constructed of concrete block with a brick veneer. The Church was a small wooden structure on the corner of 29th Avenue and King's Highway. The completion of a new church beside the school in 1965 added greatly to the spiritual education of the students.

In 1957, the second year of operation, St. Andrew School was staffed by the Sisters of Charity of Our Lady of Mercy, assisted by

lay teachers. The Sisters of Charity left Myrtle Beach in 1973, and were replaced by the Little Franciscan Sisters of Mary, whose Provincial House is located in Worcester, Massachusetts. During the period 1973-87, Sister Irene Rioux O.S.F., Principal, and three sisters along with seven lay teachers educated the students of the school.

A very active PTO has enabled St. Andrew's to expand its physical plant without incurring any long-term debt. In 1989 a new wing was added to the front of the existing school. It included a classroom, a science lab, a computer lab and administrative offices. This addition allowed the school to add a Kindergarten, expand the library and greatly enhance its curriculum. Upon completion of this project, money was available to pay the construction cost within one year. This was due largely to the PTO annual fund-raiser, "Taste of the Town". This yearly event has become a very prominent part of the fall social scene in Myrtle Beach. It has not only provided an excellent source of income, but also adds to the fine reputation of St. Andrew's.

As the Myrtle Beach population grew, so did the parishes of St. James, St. Michael and Our Lady Star of the Sea. Today these parishes send many students to St. Andrew's. Their financial support is a very important revenue source in the school's fiscal operation.

Today St. Andrew's provides education for students in grades Kindergarten through 8th. An extended care program is available for students each afternoon until 5:30 p.m. The additions of Algebra in Grade 8, Spanish, Art, Music, Computers and Accelerated Reader have enriched an already strong basic curriculum.

In November 2005 our school was named a National Blue Ribbon School by the US Department of Education. Nomination for this prestigious designation was predicated upon our students' excellent scores on the Iowa Test of Basic Skills, a national standardized test which is given each fall. The evaluation committee looked for evidence of exceptional instruction techniques, innovative programs, parental and community involvement, and a balanced extracurricular program. St. Andrew School received high marks in all areas.

Our new gymnasium opened in November 2006. It is used for PE, organized sports and many school and parish gatherings.

Summer 2011 brought on extensive renovation and addition to our school building. An art room, music room, new Kindergarten, new Library/Media Center, and new offices have been added. These improvements are allowing our programs to be enriched and expanded.

ACADEMIC INFORMATION

8. CURRICULUM

St. Andrew Catholic School has an educational program that meets both the requirements of the South Carolina State Department of Education and the curriculum set by the Diocese of Charleston. Strong emphasis is placed on the basic skills of reading, writing, language, math, science, and social studies.

In addition, the school offers programs of music, art, physical education, library science, and computers. Spanish is taught to all students. The curriculum standards may be viewed at the Diocesan website: www.catholic-doc.org

- Select – Departments
- Select – Catholic Schools
- Select - Curriculum

Students, who meet the requirements in grade 8 are offered high school credit in Algebra I honors, English I honors, Spanish, and Integrated Business Applications.

Students in grades 7 and 8 are required to perform at least ten hours of service at school, the church, or a community agency. Opportunities will be available during the school day, after school, and on weekends for earning these service hours.

9. GRADING SCALE

(For Grades 3-8)

A+ = 98-100	B+ = 89-91	C+ = 80-82	D = 70 -73
A = 95-97	B = 86-88	C = 77-79	F = below 70
A- = 92-94	B- = 83-85	C- = 74-76	

(For Grades K, 1 & 2)

10= Exceeds Expectations 9= Meets Expectations 8= Approaches Expectations 7= Does Not Meet Expectations
N/A= Not Assessed or Applicable At This Time

10. REPORT CARDS

Report cards are sent home for parent signature following the end of each quarter. Report cards will be held for unpaid financial obligations.

11. HIGH HONOR, HONOR, and MERIT ROLL - Grades 3-8

At the end of each grading period students with all A's will be placed on the "High Honor Roll" for that quarter. Students with more A's than B's and no grade below a B, will earn a place on the "Honor Roll". The "Merit Roll" will be for students earning more B's than A's and no grade below a B. End of year awards will be determined by counting total A and B averages for the year.

12. INTERIM REPORTS

Parents will be notified at the midpoint in each quarter for students whose academic progress is unsatisfactory.

13. PROMOTION/RETENTION

A student is promoted if he/she has successfully completed the grade level requirements. Students may be retained if either of the following conditions exists:

- The student has not adequately mastered the grade work.
- The student is socially, emotionally, or physically immature.
- Any Student moved to the next grade level against academic advice is then placed in the next grade; not promoted.
- A student has not met the required seat hours due to excessive absences.

14. STANDARDIZED TESTS

The Measures of Academic Progress Test (MAP) will be administered 3 times yearly to track academic progress in grades K-8.

Our students have consistently scored well above national norms in all areas. Results of the testing are sent home to the parents after each testing session.

The Cognitive Abilities Test (CogAT) is given to students in grades 1, 4, and 8. The results of this test provide an approximate measure of each student's ability.

All 8th grade students take the PSAT in mid October. Exceptional performance on this test qualifies a student to be a South Carolina Junior Scholar.

15. HOMEWORK

Homework is given to reinforce learning that has taken place and to foster independent study habits. Parents are asked at all grade levels to check on assignments and on the quality of work that is done. Children should be held accountable to parents as well as to the teachers. Middle School students will be provided, in the Tuesday folder, with a weekly reminder of tests, quizzes and projects. However, they are responsible for daily assignments by using iPads, student planner, or visiting Renweb.com.

16. CHEATING/PLAGIARISM

All acts of cheating and/or plagiarism are not tolerated and will be subject to serious disciplinary action.

17. APPOINTMENTS / CONFERENCES

Formal conferences are scheduled in the fall after the first 9-week grading period. Conferences for children experiencing academic difficulties will be held in January, after the 2nd 9-week grading period. If you are concerned about your child's academic progress please contact the teacher involved. Parents are encouraged to communicate regularly with the faculty regarding the welfare of their child. Make appointments to see the teacher by telephone, written note, or email. Please do not try to have a conference with a teacher after school on the playground; the teacher is busy supervising students and cannot give you full attention.

18. ACCEPTABLE USE POLICY FOR TECHNOLOGY

The purpose of this policy is to ensure that the use of computers, iPads, other technological devices, network, and internet resources at Saint Andrew Catholic School is consistent with the educational goals and policies of our school and diocese. Access to technology is a privilege that requires responsibility. Inappropriate use will result in suspension or cancellation of technology privileges, with additional disciplinary measures as deemed appropriate by the teacher and the principal.

Access to the computer network enables our students to participate in the Accelerated Reader Program, to engage in educational activities, and to do research via the internet under the direction and supervision of their teachers. Because of the diverse resources available on the internet, responsibility falls upon the student to access only those resources that are appropriate and necessary to the tasks that have been assigned. Specific uses that are not allowed include chat, IM, social networking, YouTube, unauthorized games, and downloading unauthorized content, apps, or software. Students must comply with Fair Use Laws and copyright regulations regarding written materials and images. Only the Middle School Grades will be allowed to use e-mail, and only within the school domain for school purposes. Students are not allowed to text message using their iPads. Students must respect personal safety and privacy of themselves and others at all times. Students will handle hardware gently, and will not alter software or settings in any way. Any portable storage devices (CD, flash drive, etc.) must be checked by a teacher before connecting to any school computer.

With diligent teacher supervision and proper training, students are expected to be good Cyber Citizens. However, Saint Andrew Catholic School cannot be held liable for unauthorized computer activity should a student choose to disregard these rules.

Parents please discuss this policy and its ramifications with your student. Students will sign a Technology Use Agreement agreeing to abide by the rules stated therein, and parents will sign on the same document indicating that they have read and will comply with this Acceptable Use Policy. *Please note:* The school is not responsible for any personal device brought to school. Middle school students who receive an iPad at the beginning of the year are expected to attend the iPad use meeting. Parents and students are required to sign the iPad use agreement form.

19. LIBRARY

All students have a library period each week to hear books read, choose library books, work on directed research projects and learn basic library skills. The library is computerized, and has a collection of books and a variety of magazines.

In an effort to teach our students responsibility for returning library books on time, a fine will be assessed for over-due books, If your child is absent on his/her library day, please remind him/her to return the book on the first day back to school. If a student loses or damages a library book, parents will purchase a new copy of the book in replacement, or pay a replacement fee. Report cards will be held for outstanding fines, or lost books that have not been replaced or paid for. St. Andrew participates in a computerized Accelerated Reader Program to benefit our students. All students and parents are expected to sign an Acceptable Use Policy for this program outlining the guidelines for test taking and at home use policy. Tests are not to be taken at home. Taking a test for another student or on books not in fact read is considered cheating.

20. FIELD TRIPS

Field trips are privileges afforded to students. No student has an absolute right to a field trip. Students can be denied participation if they fail to meet academic or behavioral requirements. Parental permission must be given on the form provided by the school.

Students failing to submit a proper form prior to the trip will not be allowed to participate. **Telephone calls will not be accepted in lieu of proper forms; however signed forms may be faxed to the school.**

Parents are often asked to chaperone and drive on class trips. The Diocese requires that we have a proof of insurance form on file for each driver showing liability limits (\$100,000/\$300,000). Each driver must be Virtus/Safe Haven certified and screened. Parents who chaperone may not bring along younger siblings. Cell phone use while driving is prohibited. In addition parent chaperones must follow the rules for each trip and may not make unscheduled stops. Student cell phones are prohibited. Only "official" chaperones are allowed to accompany a class on a fieldtrip. Parents who are not "official" chaperones may not drive their car to a fieldtrip destination with the plan of accompanying a class. Participation by unofficial chaperones jeopardizes the safety/protection of our students and all other "official" adults on the trip. All chaperones must be 25 years old.

SCHOOL POLICIES & PROCEDURES

21. ADMISSION POLICIES

St. Andrew Catholic School serves the Catholic parishes of Myrtle Beach and the surrounding Grand Strand communities. We welcome all who are interested in a Christian education, regardless of sex, race, creed, or national origin.

In accordance with South Carolina Law:

- Kindergarten children must be 5 years old by September 1 of the school year.
- First grade children must have attended Kindergarten and must be 6 years old by September 1 of the school year.

22. ACCEPTANCE POLICIES

Children will be accepted into St. Andrew School in the following order:

1. Children with siblings presently enrolled in the school.
2. First time registrants from active St. Andrew's parishioner families.
3. First time registrants from area Catholic parishes.
4. Non-Catholics, as space permits.

Please Note: We maintain active waiting lists for all grade levels, so be sure to register younger siblings.

23. REQUIREMENTS FOR ENTRANCE

Parents of a new student must provide the following:

- A birth certificate
- A South Carolina Certificate of Immunization
- A Certificate of Baptism (if Catholic)
- Reports and records from previously attended school, and
- Payment of the registration fee and book fee (non-refundable)

New students may be tested before admittance to the school. Acceptance may be based upon testing results. Students transferring to St. Andrew's will be accepted conditionally for 9 weeks. At the end of this probation period, behavior and effort will be evaluated by the teachers and the principal.

Special Needs Children: The school is aware that some children have been diagnosed to have special needs. It is the parents' responsibility to provide documentation and information to the Principal, prior to registration, regarding personal conditions, which may require special services by the school. In these cases, each situation will be evaluated from these two perspectives: the educational standards of the school and the school's financial ability to provide the service. A resource fee may be applied to the standard tuition rate. Some families may be eligible to apply for the ExceptionalSC Grant.

24. SPRING REGISTRATION

In-school registration takes place in March. Every parent is required to create a Parent Account on Renweb.com. To assure your child's space in the next grade, you are asked to apply through Renweb.com and pay a nonrefundable fee. This amount includes a Diocesan assessed fee. Registration and book fees (non-refundable) will be due at this time.

FINANCIAL POLICIES

25. TUITION POLICY

School year tuition must be paid by one of the following methods through FACTS:

- The entire amount in one payment in August. \$100.00 discount
- Two payments, one in August, and the second in January
- Ten monthly debits from your checking account (Please note, there is a service charge for this option)

26. CATHOLIC TUITION

Tuition for Catholic students is significantly less than the real cost of educating a child at St. Andrew's. This difference is made up by the parish churches in the form of tuition assistance for each child. Therefore, in order to qualify for the special assistance, one must be a registered, regularly attending and contributing member of their parish Church. This membership is rechecked twice yearly in each parish. We encourage all Catholics to "Come to Class and Come to Mass".

27. TUITION & FEE SCHEDULE

Tuition Rates:

# of children	one	two	three	four
Non parishioner	6,900	13,500	20,100	26,700
Catholic parishioner	5,500	10,450	15,350	20,250

(Parishioner contributions rechecked annually)

Registration Fee and Book Fees: (This fee is nonrefundable):

Total Fees for returning students					
# of Children	One	Two	Three	Four	
	500	1000	1,500	2,000	
Total Fees for new students					
# of Children	One	Two	Three	Four	
	550	1,100	1,650	2,200	

This fee includes all book rental, workbooks, art supplies, PTO dues, milk, weekly newspapers, and school supplies. This fee does not cover field trips, After Care, athletic programs or other after school activities. Please note: There is an additional \$25.00 Technology Fee charged to all 6, 7, and 8th grade students.

28. RETURNED CHECK POLICY

Any family who has insufficient funds when paying by check or debit transfer will be charged a \$25.00 service fee. This applies to checks written for any purpose including lunch, sweatshirts, pictures, etc. This is in addition to the fee the bank will charge. Once a check or monthly tuition draft is returned for insufficient funds, it may be requested that future payments be paid by a cashier's check or cash. Contact Kathy McCormick, School Bookkeeper, with any questions.

29. TUITION REFUND POLICY

If a student withdraws from school, tuition will be refunded on a prorated basis in full month increments based on the withdrawal date. Families on monthly payment plans may still owe unpaid tuition. Book Fees are non-refundable.

ATTENDANCE POLICIES**30. SCHOOL HOURS**

Regular school hours are from 7:45 AM until 2:45 PM.

31. ATTENDANCE

Regular attendance and punctuality are essential to a child's progress in his or her studies. School work continues even though your child is absent. "Making up" the work can never replace the teacher/pupil interaction that occurred while the subject matter was being taught. Parents are urged to see that their children are in school at all times unless actually ill. We will abide by the South Carolina Educational Improvement Act which states:

Student absences will be excused only under the following conditions:

1. Illness - if absences exceed three consecutive days, a doctor's verification is required.
2. Serious illness or death in the immediate family.
3. Recognized religious holidays of their faith.

170 days is the minimum attendance requirement per year by South Carolina law. Absences exceeding 10 days could result in failure for the year. Any child who has been absent from school without a valid excuse for more than three days or tardy more than three days is truant.

The first bell rings at 7:45 and school begins promptly at 7:50. Students arriving between 7:50 and 8:30 AM must report to the office for a tardy slip before being admitted to class. After that time, they will be counted absent for half a day if they arrive between 8:30 AM and 11:30 AM. Any arrival after 11:30 AM will be counted as a whole day absence. Students leaving prior to 8:30 AM will be counted as a full day absence. If a child leaves school more than 30 minutes before dismissal time, he/she will be counted absent for half a day.

32. ABSENCES

School policy regarding absences is as follows:

- When a student is absent from school, the school should be notified by 9:00am each day the child is absent. Please call the school at 448-6062, to report an absence.
- Parents will be contacted if a student's absence has not been called in. All absences become part of a student's permanent record. Regular attendance is considered essential for learning at St. Andrew Catholic School. When a student is absent from school, a parent/legal guardian MUST telephone the school to report the reason for the absence.

A written note from a parent or guardian is required the first day a student reports back to class after an absence from school. This note should contain the following information:

1. Child's full name (first and last)
2. Date of absence
3. Reason for absence
4. Signature of parent or guardian

All excuses should be written on a full sheet of paper, stationary, or note card. All notes are filed in the school office.

If a note is not received on the second day of the child's return, the absence will be considered unexcused.

Make-up work following absences:

- For absences within the 10 day limit, it is the student's responsibility to meet with each teacher and complete all assignments within one week of returning.
- For absences beyond 10 days, the student will be required to make up "seat hours" in each academic subject, with each teacher. Seat hours may include Saturday school hours.

33. EARLY DISMISSALS, VACATIONS

To provide program continuity, the school does not approve of absences for reasons other than illness. Our effectiveness depends on a coordinated program of class lessons and homework. Many classroom learning experiences are impossible to make up because they involve school resources and group interactions.

Please try to schedule dental and medical appointments after school. No child may leave school without a written request from the parent and permission from the office. Parents calling for a child must report to the office and sign the child out. Never pick up a child from the school or playground without signing him/her out through the office. Since teachers plan instruction for the entire school day, do not pick up your child early unless absolutely necessary. Be sure to submit a medical excuse for dental/medical appointments.

We ask that you schedule family vacations during the many school breaks provided. If parents absolutely cannot avoid travel that requires a student to be away from school, these plans and their potential consequences for the child's learning should be considered. Prior approval must be obtained through a written request submitted at least **three school days** before the anticipated absence. **No approval will be given for students with 9 or more absences.**

No work will be assigned ahead for absences. There will be no exceptions to this policy. It will be the student's responsibility to catch up when he/she returns.

We strongly discourage student vacations during school time.

34. TARDINESS

Tardiness shows a lack of respect for the teacher and the educational progress. In addition, tardiness is cumulative and becomes a part of the student's permanent record. Excessive tardiness could be cause for expulsion or retention. Students arriving between 7:50 and 8:30 AM must report to the office for a tardy slip before being admitted to class. Students who are tardy 5 times will receive a recess detention. Students who have an unexcused tardy 10 times or more, will have a 7:00 morning detention and a \$10.00 administrative fee will be charged to the parent's account. Students who are tardy 15 times are subject to Saturday school. Saturday school is held from 8:00am -12:00pm. The fee is \$100.00 to pay the staff members who must run the Saturday school. Students must report in uniform to Saturday school. If the student continues to be tardy after 15 times, a conference with the Principal will be required.

35. ILLNESS

Children who are ill should be kept home from school for their own comfort and to avoid spreading illness in the classroom. A child must be fever and vomit free for 24 hours before returning to school. If a student vomits at school, he/she must go home. Certain illnesses should be reported to the office so that other families may be notified of possible exposure. These include, but are not limited to: Strep throat, MRSA, Chicken Pox, Influenza, Conjunctivitis, Impetigo, Head Lice, Pertussis and Scabies.

Children occasionally become ill at school. When this happens the office and/or nurse will notify the parents. It is important that we have numbers where parents can be reached during the day. The numbers of an alternate emergency contact are also needed. Please be certain that your emergency contact people have agreed to provide care for your child when you cannot be reached. All information should be updated in Ren Web.

36. MEDICATION AT SCHOOL

Only **necessary** medication (such as for epileptics, asthmatics, diabetics, or ADD / ADHD) may be given at school. All medication should be given outside of school hours if possible.

Three-times-a-day medications should be given before school, after school and at bedtime for optimal coverage. If necessary, medication can be given at school only under the following conditions:

1. If medication is needed in order for the student to remain in school, an official form must be completed by the parent/guardian, signed by the physician, and returned with the medication to the school office by a parent, not through a book bag, and not through a student.
2. All medicine, including "over the counter," must be prescribed by a doctor or dentist and must be in the original container and labeled with a current pharmacy prescription label. The pharmacy can supply two labeled bottles for this purpose. Medications sent in baggies or unlabeled containers will not be given.
3. The **parent** is responsible to bring all medication to the clinic/office and pick up unused medicine or it will be destroyed.
4. School personnel will not give antibiotics at school. If the parent feels the antibiotic must be given during the school day, the parent may come to the school office/clinic and administer it or give written permission for the licensed nurse to administer.
5. All medications will be kept in a locked cabinet/drawer in the school office/clinic.
6. Only an **authorized school representative** and/or the **parent** may perform nebulizer treatments in school. Non-medical school personnel are not permitted to administer this treatment.
7. Teachers will not be permitted to dispense medication in their classrooms.
8. Medication forms are online through Renweb.com and then access the Parent Portal. All forms must be current.

37. ALLERGIES

Parents of students with allergies will inform the school by completing an emergency form online through Renweb Parent Portal. Parents of students with severe allergies should leave the appropriate epi-pens/inhalers with the school and should specify if they wish for their child to have only parent-provided food.

All parental instructions will be disseminated to all Faculty and Staff. It is the parents' responsibility to notify the office of changes in their student's medications or procedures.

38. VOICE RECORDINGS

No person is permitted to record in any fashion any conversations that occur with any student, member of the faculty, and any school staff members while the student, faculty member, or staff member are on school property. This policy also applies to telephone calls made to or from a student, faculty member, or staff member while they are present on the schools grounds or engaged in any activities on behalf of the school.

39. TRANSFERS

Parents expecting to move and transfer a student out of St. Andrew's must contact the office not less than one week in advance of the student's last date at school so that necessary clerical work may be completed and ready to pick up. A "Release of Records" form must be signed by the parent or guardian before any records can be transferred. All textbooks and library books must be returned, and all fees and tuition payments paid in full before records can be transferred. **No records will be sent to transferring schools of students whose financial commitment is in arrears.**

SUPERVISION

During regular school hours the students are under the direct supervision of faculty and staff.

40. BEFORE SCHOOL

Students are not allowed on school property before 7:30 AM because there is no adult supervision. Upon arrival at school, students must report to the proper waiting area. On rainy days or extremely cold mornings, students may enter the building before the bell. Students are to report directly to their homeroom classroom where a teacher will be present for their supervision.

41. AFTER SCHOOL - AFTERCARE

Our Aftercare program exists to serve the needs of working parents and those needing temporary care for their children during after-school hours. A light snack is provided as well as outdoor play, supervised homework time, and movies and indoor games on rainy days. The fee for the program is \$100.00 per week for fulltime attendees or \$8.00 per hour for drop-ins. The program begins at 2:45 PM and ends at 5:30 PM. Children in grades K-8 are eligible to be part of this aftercare program. Children may be excluded or accepted based on their ability to behave. Behavior problems will be monitored by the principal and may be cause for a student's removal from the program.

A student may be placed in aftercare by the faculty for either of these reasons:

- **The parents have not arrived to pick up the child by 3:00 PM.**
- **The student has been involved in an extra-curricular activity and the parent has not arrived on time for pick-up.**

When a child is placed in aftercare, the parents will be charged by the hour for the time their child is supervised.

Students may not wait outside for their parents unless under the supervision of a faculty member or aftercare personnel. Parents are allowed a "grace period" of 5 minutes. After that time, parents will be charged \$1.00 for every minute late.

TRAFFIC PLAN

For the safety of our children, please do not use your cell phone while in car line.

42. MORNING DROP OFF

All students are to be dropped off via the car line at the main entrance of the school. The earliest arrival time is 7:30am. Most students arrive between 7:30 and 7:45 am. The tardy bell rings at 7:50 am. If a car is on the property when this bell rings, the students in that car will not be counted tardy. Students who are tardy should arrive through the main entrance. For the safety of your child, please avoid parking and walking up to the school with your child, or dropping them off and allowing them to walk up alone. Please use the carline.

43. AFTERNOON PICK UP

Dismissal is handled with a car line at the main entrance of the school. This begins at 2:45 pm, and is completed by 3:00 pm. Students still waiting at 3:00 will be signed into our Aftercare program and charged accordingly. All parents are expected to use the carline except those living within walking distance.

44. RAINY DAY DROP OFF OR DISMISSALS

Student arriving at school on a rainy day should enter the building and report to their homeroom. Parents please do not come to the office to pick up your children, because office personnal are busy receiving communications from carline.

45. SEVERE WEATHER DISMISSAL

In the event that we are experiencing severe weather at dismissal, students and faculty will remain indoors until the severe weather has passed. Included in this category will be severe thunderstorm warnings and tornado warnings. Parents will be notified via IRIS and red flags will be placed in the doorways signaling that a severe weather dismissal is in progress. Dismissal routines will commence once the threat is over. Parents will be welcome to enter the school by the main entrance to pick up their children.

COMMUNICATION

Good communication between the home and school is important in serving the needs of our children. We ask that parents become familiar with the following procedures and use them when communicating with the school.

46. CONTACTING THE PRINCIPAL

The Principal welcomes all communication with parents, informally and by appointment. If there is a concern regarding an issue in the classroom, the parent is to meet with the teacher involved first. If the issue is not solved to the satisfaction of either the teacher and/or the parents, it is then appropriate to contact the principal.

The Principal is available to listen, to problem solve, and to take action. In addition, she will be communicating with parents through regular and special school publications, at school events, and during informal meetings designed to discuss such issues as curriculum, parent involvement, child development, etc. Please call on the Principal when things go right and when things go wrong!

47. CONTACTING TEACHERS

We encourage communication with your child's teachers. In fact, when either you or your child has a classroom-related issue, we ask that you contact the teacher(s) directly involved first. We ask that you follow the Law of Subsidiarity in contacting teachers before approaching the Principal, Pastor or Bishop. Please make every effort, however, to reach teachers at the school during school hours. If a teacher is in class, please leave a message, and your call will be returned as soon as possible. School email is another effective way to reach your child's teacher. Teachers will respond within 24 hours. Unless the matter is urgent, we request that you do not call faculty at their homes. Thank you for your thoughtful judgment. Remember that rooted in Cannon Law and Scripture lesson: "If you bring your gifts to the altar and find that you have something against your brother, go first and be reconciled and then bring your gifts to the altar."

48. TUESDAY FOLDERS

Each student is provided with a Tuesday Folder. These folders contain graded papers and important notices. Parents are asked to look for this folder each Tuesday, review the contents, sign the front of the folder, and return it to school on Wednesday mornings. All tests are to be signed and returned in the Tuesday Folder.

49. IRIS (Immediate Response Information System)

St. Andrew Catholic School uses the IRIS call system. Parents will be notified of emergency and/or non-emergency events where multiple calls are necessary. Notifications may be made to e-mail addresses and phone numbers that are designated on the emergency contact form.

50. TELEPHONE CALLS

If parents wish to speak to a faculty or administrative staff member, and they are unavailable, please leave the following information with the secretary or on the voicemail: your name, a number or numbers where you can be reached, and when you can be reached at those numbers. Every effort will be made to return your call. If your call is about an emergency, please indicate this to the office personnel.

51. USE OF TELEPHONE BY STUDENTS

Students are permitted to use the school telephone after obtaining permission from office personnel. If a student is given permission by the office to use the telephone for a non-emergency, they must pay 25¢ to be donated to Catholic Relief Services. Students are not allowed to use any of the classrooms phones.

52. CELL PHONES, PAGERS, CAMERAS AND ELECTRONICS

St. Andrew's students are not permitted to bring cellular phones to school. Therefore, any cellular phones brought to school must be checked in. The phone will be held until dismissal and then returned to the student. If a student brings a cell phone to class and does not check it in, it will result in an immediate conduct referral and the phone will be confiscated. The parent will have to come pick up the phone. Disregarding these rules could result in classroom wide searches of backpacks (purses), desks, and lockers.

Students will not be allowed to possess personal electronic items such as personal computers, games, iPods, iPads, smart watches, cameras, CD or DVD players, while in school. Such items will be confiscated, returned to a parent, and appropriate disciplinary action will be taken.

Occasionally a teacher may allow students to bring laptops for a special project. For security, these laptops must be kept in the office when not in use. The school is not responsible for any personal device lost or stolen on school property.

53. VISITORS

All visitors, including parents, relatives, volunteers, etc. must first report to the office upon entering school. Please do not knock on classroom doors while school is in session. Teachers will cooperate in making an appointment to discuss pupil progress after school.

54. NO TRESPASSING

As a private, Catholic School we take our policy for no trespassing and respecting the privacy of our parents, visitors and students seriously. Please be reminded that parents sign formal releases for permission for photos of their children to be taken. At no time is it appropriate to take pictures on school grounds of students, faculty or parents without permission from that person. Permission will be

granted at our formal school events such as graduation, First Communion, and other special occasions.

55. ROSTER

Rosters listing our families will be available through Renweb.com. This list is for your convenience when trying to contact other parents. It is the responsibility of individual families to change any personal information; i.e. phone numbers, address, email, etc. through the Renweb Parent Portal. Please also notify the office of any changes in personal information so that all records will be kept up to date. *AT NO TIME IS THIS LIST TO BE USED FOR SOLICITING CUSTOMERS FOR BUSINESS PURPOSES.*

56. PARTY INVITATIONS / GIFTS

Children do not understand when they are not included in a classmate's party plans. Therefore, do not send party invitations to school unless every member of the class is invited, (or all the boys, or all the girls). Do not ever ask a teacher to collect RSVPs to an invitation.

It is never appropriate for children to exchange gifts at school unless there is an organized class gift exchange. Save these activities for out-of-school time. Please do not send flower or balloon deliveries to the school for your child.

57. BIRTHDAY TREATS

For a child's birthday celebration, suitable items include cookies, donut holes or Italian Ice. Please, no cupcakes or cakes. Please do not bring large items that must be cut into individual pieces.

58. LUNCH PROGRAM

Students may buy lunch each day. Lunches may be purchased with cash or through the Renweb lunch program. Purchases through Renweb will be confirmed daily. Items are a la carte for every item offered on that day's lunch menu. Our menu is printed on the monthly calendar and will be posted on the school website. Parents may pre-order lunch, or lunch may be purchased in the morning in the student's homeroom.

Students may also bring a packed lunch. **Please, no candy or soft drinks. No fast food may be brought in for student lunches.** Hot lunches are provided in the cafeteria. Please do not ask to microwave food from home. Milk is available for all students, or students may bring juice or clear, plastic water bottle from home.

59. LUNCHTIME RULES

1. Students will remain seated at their assigned tables during lunch until dismissed for recess.
2. Each class will be responsible for maintaining a litter free area around, on and under their tables. Students will take turns wiping the tables after lunch.

EXTRA-CURRICULAR ACTIVITIES

A variety of opportunities are available to our students. Determination for participation in extra-curricular activities begins when grades are officially recorded at the interim of the grading period of each quarter, then again at report card time each quarter. Eligibility will be determined by grade point average in each academic subject. An average of D or F will constitute ineligibility for participation in any club.

A student who is absent for **all** or **part** of a regular school day may be prohibited from participating in extracurricular activities that day.

What follows is a partial listing:

- Student Council Grades 6-8
- Art Club Grades 6-8
- Math Club Grades 6-8
- Altar Server Club Grades 6-8
- St. Francis Ecology Club Grades 6-8
- Salt Water Singers Grades 6-8
- Vocations Club Grades 5-8
- Girls Club Grades 5-8
- Robotics Grade 5,6
- Library Helpers Grades 5
- Rosary Makers Grade 4-8
- Altar Servers Grades 3-8
- Chess Club Grades 3-8
- Book Club Grades 2-8
- Running Club Grades 2-8
- Choir Grades 2-8
- Lego Club Grade 1

The following teams are selected through try-outs.

- Boys' Basketball Grades 6-8
- Girls' Basketball Grades 6-8
- Co-ed Golf Grades 6-8
- Girls' Volleyball Grades 6-8
- Co-ed Soccer Grades 6-8
- Cheerleading Grades 6-8

- Co-ed Tennis.....Grades 6-8

60. ATHLETIC ELIGIBILITY AND SPORTS PROBATION

St. Andrew Catholic School offers sports as a means of building character and good sportsmanship. Any boy or girl, who is physically capable, is well behaved, and who is progressing at his/her grade level may try out for these teams.

Unacceptable and/or inappropriate conduct on the part of the student, as measured against school standards and levels of expected behavior, will be reason for the principal to declare a student ineligible to participate in extracurricular and sports activities.

Sports at St. Andrew are provided to be fun experiences and to promote good sportsmanship for the students. Students are to follow the rules and guidelines of the particular sport they are engaged in.

Determination for athletic eligibility begins when grades are officially recorded at the interim of the grading period of each quarter, then again at report card time each quarter. Eligibility will be determined by grade point average in each academic subject. An average of D or F will constitute ineligibility for any competitive sport, including cheerleading. A student with such an average will not be permitted to try out for a school team.

If an active team member has such an average, he/she will be placed on sports probation for a period of two weeks. At the end of the two-week period, (two weeks of in-school days) the student's effort and participation will be re-evaluated. If, in the opinion of the instructor, a significant improvement is noted at the end of the two week school session period, the student may be reinstated to active play status. If improvement is not satisfactory, the student will receive a second probation. A third probation would result in exclusion from the team.

A student who is placed on probation may continue to participate in practices, but may not play in competitive games. The student on probation will need to attend the games, but may not dress in uniform.

A student who is absent for **all** or **part** of a regular school day may be prohibited from participating in athletic or extracurricular activities that day.

Athletic Competition Conduct

At games, all players, cheerleaders, and spectators should exhibit the following behavior:

- The judgment of the officials should be accepted.
- There is **NO** booing. Clapping and cheering are acceptable. Players and spectators should treat the opposing players and spectators with respect.
- Spectators should not yell or wave their hands when the opposing team is shooting foul shots.
- When St. Andrew players and spectators leave the stands, the seating area should be clean.
- Please refer to the Student/Athlete Handbook for additional policies and procedures.

DRESS CODE

Uniforms are not an option at St. Andrew Catholic School, but are a requirement. All students are required to wear the school uniform beginning the first day of school. The uniform should be kept clean and neat at all times. Children should report to school well groomed. Torn, ripped, faded or oversized or undersized clothing is not allowed. All items should be the correct size. Every piece of the uniform is important, even jewelry and socks and shoes.

Parents will be called to bring a change of clothing for any student in violation of the dress code. Continued disregard of our dress code will result in disciplinary action. The judgment of the Principal is final in all questions about the dress code. Students who exhibit constant disregard for the dress code may not be allowed to participate in an "out-of-uniform or "dress-down" day.

61. ST. ANDREW CATHOLIC SCHOOL UNIFORMS 2017-2018

All items listed below, except sweatshirts and sweatpants, must be purchased through our uniform supplier.

LANDS END

Visit our website at: www.standrewschoolmb.com

* Create a parent account and list each child by grade. Uniform choices appropriate to the grade level will be displayed. Uniforms may only be ordered from the specific, grade appropriate page, as all choices on the page have been approved by the school.

Girls' Uniform – Grades K-5:

Dress Uniform, all year: (to be worn on Mass days)

- *Navy Watch Plaid Jumper*
- *White round collar uniform blouse (short or long sleeve)*
- *Navy cardigan sweater for warmth (no sweatshirts on Mass days)*
- *Shorts or bloomers should be worn under the jumpers and skirts.*
- *(Gr. 5 girls may choose to purchase the skirt and vest and white shirt worn by the middle school girls, see below.)*

Basic Winter Uniform: (November through March)

- *Navy slacks, with navy or black belt (Kindergarten & Grade 1 have no belt requirement)*
- *White school logo polo shirt, (long or short sleeve)*
- *Navy or white school logo sweatshirt*
- *Skort of appropriate length with leggings, tights or knee socks Note: Most of the leg should be covered.*

Basic Spring- Fall Uniform: (April through October)

- *Navy walk shorts, with navy or black belt (Kindergarten & Grade 1 have no belt requirement)*
- *Navy skort (must be of appropriate length)*
- *White school logo polo shirt.*

Boys' Uniform – Grades K-5:

Dress Uniform, all year: (to be worn on Mass days)

- Navy dress pants, with navy or black belt (Kindergarten & Grade 1 have no belt requirement)
- White oxford, button down collar shirt (long or short sleeves)
- Navy or plaid tie, bowties may be worn
- Navy sweater for warmth – v-neck, crew, cardigan, or vest. (no sweatshirts on Mass days)

Basic Winter Uniform: (November-March)

- Navy pants, with navy or black belt (Kindergarten & Grade 1 have no belt requirement)
- White school logo polo shirt, (long or short sleeves)
- Navy or white school logo sweatshirt

Basic Spring-Fall Uniform: (April through October)

- Navy walk shorts, with navy or black belt (Kindergarten & Grade 1 have no belt requirement)
- White school logo polo shirt

Girls Uniform Gr. 6-8:

Dress Uniform, all year (to be worn on Mass days)

- Navy watch plaid pleated skirt (must fall no shorter than 2 inches above the knee)
- White oxford cloth shirt, short or long sleeves (**no other white blouse or shirt is permitted**)
- Navy blue v-neck sweater vest or v-neck sweater (no sweatshirts on Mass days)

Basic winter uniform: (November-March)

- Khaki slacks, with black, brown or navy belt
- Khaki skort with leggings, knee socks, or tights
- Navy school logo polo shirt (long or short sleeves)
- Navy school logo sweatshirt

Basic spring-fall uniform: (April-October)

- Khaki walk shorts (may be no shorter than 3 inches above the knee), with black, brown or navy belt
- Khaki skort
- Navy school logo polo shirt

Boys Uniform Gr. 6-8

Dress uniform, all year: (to be worn on Mass days)

- Khaki dress pants with navy, brown or black belt
- White oxford cloth dress shirt, long or short sleeves
- Navy or plaid tie or bowtie
- Navy sweater or vest for warmth (no sweatshirts on Mass days)

Basic winter uniform: (November-March)

- Khaki pants with navy, brown or black belt
- Navy school logo polo shirt, long or short sleeves
- Navy school logo sweatshirt for warmth

Basic spring-fall uniform: (April-October)

- Khaki walk shorts, with navy, brown or black belt
- Navy school logo polo

PE Uniform for grades 5-8:

- School issued PE t-shirt for grades 5-8 (order on Meet and Greet Day - Aug. 17th) and navy mesh athletic shorts no shorter than 2" above the knee
- Sweatpants and sweatshirt with school logo
- Taste of the Town t-shirts may be worn on PE days

62. SHOES AND SOCKS

Shoes should be athletic type. **Please note that wheeled shoes, shoes with lights and boots are prohibited.** Students may choose to wear dress shoes on Mass days. We suggest Kindergarten wear Velcro shoes, no laces.

Socks should be white, black or navy. Socks must be visible above the shoe. Logos on socks are acceptable, but no colored trim. Golf socks that are visible above the top of the shoe may be worn with the Basic or Dress uniforms. Girls may wear navy or white knee socks or tights. Knee high athletic socks for boys are prohibited.

63. OUTERWEAR

When weather conditions necessitate that the students wear jackets or coats, only traditional outerwear will be accepted. Sweatshirts other than the St. Andrew's sweatshirt *may not be worn*. Jackets and coats may not be worn in the classroom at any time. Any child who comes to school without appropriate outerwear on very cold days will be asked to stay inside during recess. There are school options for outerwear on the Land's End page of our website.

64. HAIR, MAKE-UP AND JEWELRY

Boys must have clean-cut hairstyles that are not excessively long. Boy's hairstyles must be above the eyebrows in front, above the ears on the sides, and an inch above the collar in the back. Girls' hair accessories should be navy, white or navy watch plaid. Unacceptable hair accessories include beads, feathers and hair color.

Only clear nail polish may be worn. Artificial nails are prohibited.

Girls in grades 7 & 8 may wear light make-up only and a light application of mascara. No eye shadow or eyeliner may be worn. If, in the opinion of the homeroom teacher, a student has used too much mascara, they will be sent to see the principal. The principal's decision will be final.

Watches, small rings, a small religious medal on a small chain, and for girls only; one pair of small post earrings (no hoop or dangling earrings) are the only acceptable forms of jewelry. Boys may not wear earrings. Unauthorized jewelry may be confiscated and will be returned at the end of the school day.

65. OUT OF UNIFORM DAYS

Occasionally students are permitted a "dress-down" or "dress-up" day. On these days students will not be required to wear their uniforms, but still must follow the stated rules concerning makeup, jewelry, skirt or shorts length and shoes. Good taste should dictate the choice of clothing for such days. Absolutely no tank tops, shirts that show stomachs or shorts shorter than 2" above the knee. Any student who illustrates constant disregard for the uniform policy must wear his/her uniform on the next "out of uniform" day.

DISCIPLINE SYSTEM

66. STUDENT CODE FOR RESPONSIBLE BEHAVIOR

The purpose of this code is to ensure a school environment that is conducive to learning and to promote character development that cultivates the virtues of Christian living. Each student is expected to display a positive, respectful attitude, a sense of responsibility and an understanding of consequences for his/her behavior.

The system is designed to support, not supplant individual classroom rules. Teachers are granted flexibility within the program to allow for the particular needs of the students. All faculty, school personnel, substitute teachers and supervising volunteers are part of this process and are expected to discipline a student when needed.

Students are expected to:

1. TREAT OTHERS AS JESUS WOULD TREAT US

- Manners are a MUST at St. Andrew.
- Show respect for parents, teachers, school personnel and fellow students.
- When responding to an adult, you must answer by saying "Yes, Ma'am", or "No, Sir".
- Always make eye contact when talking to someone or when someone is talking to you; and always face that person, giving him/her your full attention.
- When someone asks you a question, you should answer with a question, such as, "Hi, John. How was your weekend?" You should answer, "Fine, thank you. How was yours?"
- Greet adults by name, if you know it, otherwise "Good Morning" or "Good Afternoon".
- NEVER show disrespect by rolling your eyes, tsk (clucking your tongue), hands on hips, or other gestures.
- Cover your mouth with the crook of your arm and turn your head when you sneeze, cough, or burp. Then excuse yourself.
- Do not leave your seat without permission in any room.
- Do not talk unless you have raised your hand and are called upon.
- Respect each other's comments, opinion, or ideas. When possible, make statements like, "I agree with you, and I also feel," or "I disagree with Sarah. She makes a good point, but I feel..."
- Say "Thank You" when you are given something.
- When given something by someone, never insult the gift or the person giving it. Never ask for a gift or a reward.
- When offered food, just take your fair share. Never look for the larger piece to grab.

2. GOOD SPORTS ARE WINNERS

- If someone wins a game, clap and congratulate that person.
- When you win or do well at something, do not brag. If you lose, do not show anger or sarcasm, such as "I wasn't playing that well" or "The teams weren't divided evenly." This only shows your weakness. Instead, say, "I really enjoyed that competition, and I look forward to playing you again."
- Show respect for school property and the property of others.
- Follow the rules of the school and home, and the laws of the state and nation.
- Use language appropriate to a Christian.
- Maintain high standards of good sportsmanship.

3. SURPRISE OTHERS WITH RANDOM ACTS OF KINDNESS

- Remember, you will never know how many people this act will affect.
- Strive to be honest with yourself and others.

4. HOMEWORK WILL BE TURNED IN EVERYDAY BY EVERYONE

- Perform to the best of your ability while honoring your work and work of others. Develop good study habits and work to the best of your ability.

5. USE THE REST ROOM PROPERLY

- Be sure to flush when you are finished.
- ALWAYS wash your hands with soap and water.

- Use papers towels and dispose of them properly.
- Treat the school property with respect.

6. WE ARE ALL MEMBERS OF THE ST. ANDREW FAMILY

- We must treat each other with respect and kindness.
- Never save seats at any time.
- Remember your manners at lunch: no elbows on the tables, place a napkin in your lap and one as your placemat, never talk with food in your mouth.
- Clean up after yourself (table and floor).
- When you are on a field trip, be sure to thank the person for inviting you. Also, be sure to thank your chaperones, driver, and your teacher for the field trip.
- If someone drops something, pick it up and return it to that person. Also, as you approach a door, hold it open for the next person. If someone bumps into you or you into them, say, "Excuse me".
- If someone is bothering you, let your teacher know. She cannot stop the behavior if she is not aware of it.

7. SILENCE IS GOLDEN

- Enter all buildings silently.
- Walk down the hall in a single file without ANY talking. This is in our school building or any building you enter on a field trip. Never cut in line.

8. ASSEMBLIES ARE SPECIAL EVENTS

- At an assembly, do not try to get the attention of someone in your class or another person. Your attention should be on the person conducting the assembly. Also, if asked a question, please stand and answer in a loud enough voice for everyone to hear (do not shout).

9. YOUR OPINION IS VALUED

- Stand up for what you believe in. If you feel strongly about something, stick to your opinion. In accordance with Christian Due Process: Every student has the right to be heard.

10. ALWAYS BE HONEST

- Accept that you are going to make mistakes, and learn from them.
- Be the best person you can be every day.

67. GUM

Students are not allowed to chew gum at any time during school. This includes extra-curricular activities such as basketball games and school dances. Gum should not be handed out as class prizes or as part of student projects.

68. MASS ATTENDANCE AND DECORUM

Parents are reminded of their serious moral obligation to participate at Mass on Sundays and Holy Days of Obligation with their children. Parents are also encouraged to take their children to Confession on a regular basis.

Each Wednesday all students and teachers attend 9:00 Mass. This liturgy is central to the mission of our school to nurture the Catholic faith within our students. Our classes rotate responsibility for reading, gift bearing, announcing and serving for these Masses. Parents are always welcome to attend these meaningful liturgies. Students will sit in the front section of the Church as a student body. Parents are to refrain from approaching the children after Mass.

Students are expected to behave in an exemplary, reverent fashion during Mass.

- Be sure that your hands are clean, especially if you are receiving Holy Communion.
- Upon entering the church, bless yourself with holy water.
- When your teacher says "Jesus in the Blessed Sacrament", genuflect in unison with your class and answer, "We adore Thee."
- Sit and kneel up straight. Doing so shows respect for God and His Church.
- Do not visit with your classmates while in church.
- 7th and 8th grade students should set a good example for their younger buddies. Help them to follow along in the book when singing hymns.....They will quickly learn from you the proper way to behave.
- Participate fully by listening to the readings, Gospel, and homily, and by singing and saying the responses and prayers.
- Follow your teacher's guidelines for receiving Holy Communion. If you are not receiving, place one finger over your lips, and you will receive a blessing.
- Maintain silence when entering and leaving church, out of respect for the Eucharist.
- If you are called upon to answer a question, always stand and speak clearly.
- When leaving Mass, say good morning to the priest and shake hands.

69. WEAPONS/ITEMS RESEMBLING WEAPONS

Parents should spend time in conversation with their children regarding weapons and their possible danger. It is in direct conflict with federal law for a student to bring any weapon or object resembling a weapon (i.e. water gun, cap gun, plastic knives) on school property. Students not complying with this law will be dealt with accordingly.

70. CHEMICAL DEPENDENCY/ABUSE POLICY

St. Andrew recognizes its responsibility to provide all students with an environment conducive to the development of their maximum learning potential. St. Andrew Catholic School recognizes chemical use, abuse, and dependency to be a serious societal problem that we define as an illness. The school is concerned about the health and safety of all the students adversely affected by alcohol and other drugs because chemical use and abuse increases the likelihood of disruption of the learning process; therefore, it is in the best interest of St. Andrew Catholic School to provide its students, faculty, and administration with a drug free school environment. St. Andrew Catholic School recognizes that the health problems of youth are primarily the responsibility of the home and community; however, the school also plays an important role in the early detection and assessment of chemical and drug use. Therefore, the school, in conjunction with the family, will identify resources available to help the student. Diagnostic treatment and after-care are a complete process that requires a trained specialist and must be referred to an outside source. Our goals are education/prevention/intervention/referral and support/guidance.

Use of alcohol and/or drugs, including tobacco of any kind, before coming to school, on school property, and/or at school-related events is not an acceptable behavior at St. Andrew. No student should possess, transmit, conceal, consume or show evidence of having consumed, used, or offered for sale any alcoholic beverages, illegal drugs, or any mind-altering substances, synthetic or look-alike drugs. This includes the misuse of prescription and legal drugs and any substance(s) represented as a controlled substance, non-alcoholic beer, steroids, tobacco, or tobacco products.

In the event of use, suspected use, and/or possession or suspected possession of chemicals, alcohol, and/or drug paraphernalia: The student's parent or guardian will be contacted for an immediate conference with the Administration to discuss the school's concerns. Any repeat offense of chemical use may result in the dismissal of the student from St. Andrew Catholic School. The Principal may contact the local police.

In the case of the sale or distribution of drugs and/or alcohol by a student: The student will be expelled from St. Andrew Catholic School. The Principal has the right to notify the police.

71. MIDDLE SCHOOL DISCIPLINE PLAN

Students in grades 6, 7, & 8 will be subject to a consistent discipline plan that has specific consequences for specific types of behavior infractions. Students will be introduced to this plan by their homeroom teacher and a copy of the plan will be sent home to each family in the first Tuesday folder. A demerit system will also be used to address minor problems including uniform violations, missing homework, and missing materials. The discipline plan has been established to standardize behavior expectations in every middle school class. The discretion of the Principal is still the final authority in all discipline matters.

72. SCHOOL PROPERTY

The parent of a child who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs, labor, or replacement.

73. LOCKER USAGE

Middle School students will be issued a lock and locker the first day of school. The locks are school property and are to be returned at the end of the school year. All lockers are to be kept neat and tidy, free of food and excess clothing. Please note: St. Andrew Catholic School reserves the right to inspect lockers at any time.

74. MORNING DETENTION/LUNCH DETENTION

Morning detention will be assigned to students by the Principal for violations of school and classroom rules. It will be held on Thursday mornings from 6:30 a.m. until 7:30 a.m., when there is a need. It will be a teacher supervised, quiet period. Parents will be notified when their child must be in attendance. This detention will take precedence over any other school activity the student has scheduled. Failure to attend may result in an additional detention being imposed, or an in school suspension. Failure to report a second time may result in assignment to Saturday School. Students receiving 3 or more detentions may be ineligible to play on sports teams for a period of time deemed appropriate by the principal and may be required to attend Saturday School. Detentions earned as a result of 8 or more demerits will be held from 7:00 am to 7:30 am. Lunch Detentions will be held for class disruptions.

75. SATURDAY SCHOOL

School may be held on Saturday morning from 8:30 until 12:00 p.m. for those students determined to be in serious or chronic violation of school rules. Assignments to Saturday school will be made by the Principal. Teacher supervision for this service will be paid for by the attendees. The fee is \$100.00 per student. This fee must be paid upon arrival.

76. EXPULSION

Expulsion is an extremely serious matter. Students who pose a threat to themselves or others may be expelled from St. Andrew. Students who have been expelled will not be allowed to return to the school or be enrolled in any other public or private school for 180 days. Students whose parents have violated the parents as Partners Agreement in this handbook may also be excluded from St. Andrew.

77. BULLYING PREVENTION

Bullying, harassing, or violent behavior will not be tolerated. All members of our school community are expected to discourage, prevent, intervene, report, and otherwise appropriately address bullying, harassing, or violent behaviors. This section is intended to serve notice to students, their parents, and members of the St. Andrew School community, that bullying/harassing/violent behavior is an immediate cause for intervention that could include immediate suspension or expulsion. All persons—those engaging in bullying

behaviors, victims of bullying, or witnesses to the victimization of another—must realize that bullying is a community concern requiring community-wide accountability and commitment to both its prevention and prompt, appropriate response if and when it occurs. St. Andrew provides a safe environment for all individuals. Verbal or written threats made against the physical or emotional well being of an individual will be taken seriously. Students making such threats (seriously, in jest, or online) face detention, suspension or expulsion.

Bullying/harassment is defined as an abuse of power by an individual (or group) who deliberately targets others for repeated physical and/or psychological abuse.

All forms of **cyber bullying** on computers at school or home are **unacceptable**. Cyber bullying includes, but is not limited to, offending, harassing or threatening others through technological means, including but not limited to email, instant messages, web pages, blogs, video and digital photo images, social networking media, YouTube, Virtual Reality sites, texting or sexting; it is considered inappropriate speech when it involves:

- obscene, profane, lewd, vulgar, rude, inflammatory, threatening, and/or disrespectful messages;
- posting information that could cause damage, danger, or disruption of the educational process;
- making a personal attack, including prejudicial or discriminatory attacks;
- knowingly or recklessly posting false or defamatory information about a person;
- using technological communication to intimidate, bully, harass, or embarrass others in any area included in this policy.
- sexting (sending inappropriate photos on cell phones).

Please note: Employees' and students' home and personal use of technology can have an impact on the school and on other employees and students. If an employee's/student's personal expression involving technology, such as a threatening message to another employee or student or a violent web site, creates a likelihood of disruption of the educational process, the employee or student may face school discipline as well as criminal penalties. Similarly, a parent's personal use of technology can have an impact on the school, its employees, and on students. If a parent's personal expression involving technology, such as 1) sending a threatening message to a school employee or a student; or 2) posting a violent, demeaning, or otherwise inappropriate remark to a web site or social media source such as Twitter, Facebook, Instagram, etc., that parent's child may be asked to withdraw from St. Andrew School, and the parent could face criminal charges and/or penalties

Physical bullying/harassment: includes unwanted physical touching or contact (such as shoving, pushing, bumping, hitting, or slapping, tripping, poking, kicking, scratching) assault, deliberate impeding or Blocking movement, or any intimidating interference with normal movement or work; it may also include damaging or destroying another's belongings or property; additionally, it includes physical acts that are demeaning and humiliating but not bodily harmful.

Retaliation: includes intimidation, coercion, discrimination, or retaliation in any form against an individual who reports or threatens to report harassment, or who testifies, assists, or participates in any manner in an investigation.

Sexual harassment/bullying: Unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when

- Submission to such conduct is made either explicitly or implicitly a term of condition of an individual's educational development, participation in a school-related activity, or employment; or
- Submission to or rejection of such conduct by an individual is used as the basis for educational or employment decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's school or work performance, or of creating an intimidating, hostile, or offensive school or work environment.
- Sexual harassment bullying may also include spreading sexual rumors or making sexually suggestive or sexually abusive remarks.

Social/relational bullying/harassment: is defined as the systemic diminishment of another's sense of self and/or damaging the social status, relationships, or reputation of another through

- ignoring, isolating, excluding, or shunning;
 - a pattern of behavior in which a student or a group of students picks on another student or treats her/him in such a way that makes her/him feel uncomfortable or alienated;
 - spreading false and/or malicious rumors;
 - gossiping or revealing personal information;

- embarrassing or publicly humiliating another.

Verbal bullying/harassment includes, but is not limited to, the following, whether in oral or written form:

- derogatory comments, jokes, slurs, off-color language, or innuendoes;
- belligerent or threatening words communicated to another student or employee;
- name-calling, sarcasm and put-downs, mocking, belittling, hurtful teasing, taunting.

Visual bullying/harassment: includes derogatory, demeaning, or inflammatory posters or locker signs, cartoons, written words, drawings, video or photographic images, novelties, or gestures (including subtle gestures such as aggressive stares, eye rolling, sighs, frowns, sneers, snickers, and/or hostile body language).

Complaint/Reporting/Follow-up Procedures

A student or employee who feels that she/he is a victim of bullying/harassment is encouraged to confront the offender and clearly state that the behavior or conduct is offensive and needs to stop. Doing nothing, saying nothing, or trying to ignore the behavior of someone who is bullying or harassing is almost never interpreted by the perpetrator as a sign that the victim wants it to stop.

If the bullying/harassment continues, or if the student or employee is not comfortable confronting the perpetrator, she/he has the responsibility to report the bullying/harassment as soon as possible to the Principal. The Principal will investigate the complaint/report.

Any student or employee who is not directly being bullied/harassed, but is an observer or third party who is offended by the behavior witnessed, should bring the situation to the attention of the Principal so the actions being witnessed can be investigated and possible corrective action taken. In a school where integrity matters, students and employees who are bystanders or witnesses have a responsibility to demonstrate compassionate support for the targeted person and to report dangerous behaviors and/or situations to appropriate school personnel.

Reports of bullying/harassment will be documented in writing by the Assistant Principal. The report will include details of the incident(s), names of the individuals involved, and names of witnesses. All reports of harassment will be investigated by the Administration promptly and in an impartial and as confidential a manner as possible.

If the school determines that bullying/harassing has occurred, effective remedial action will be taken in accordance with the circumstance involved. Any student determined by the Administration to be responsible for bullying/harassment will be subject to appropriate disciplinary action, up to and including expulsion; any employee determined by the Administration to be responsible for harassment will be subject to appropriate disciplinary action, up to and including termination.

78. BLOGS

Engagement in online blogs, such as, but not limited to Facebook@, etc. may result in disciplinary actions if the content of the students or parent's blog includes defamatory comments regarding the school, faculty, or other students of the parish. Photos and captions on a student or parent's Instagram@ account that depict the school, faculty other student's or parish in a defamatory way may result in disciplinary action.

EMERGENCY PROCEDURES

79. FIRE DRILLS

The signal for a fire is a continuously sounding horn. Always evacuate upon hearing this signal. Never consider it a false alarm. Fire drills are held monthly as required by law and Diocesan policy. Each grade is assigned to a safe area and the rules for quiet, order, and safety are strictly enforced. The same procedures apply when students are assembled in the Church.

80. LOCKDOWN DRILL

This procedure is to be used when there is a threat to safety within or near the facility. Ensure that all staff, students, and guests are out of hallways and restrooms. Lock all doors and remain in the facility until given further instructions. Do not attempt to exit the facility unless directed to do so. Should there be gunshots or other immediate signs of danger, all students should take cover and remain away from doors and windows. No one will be allowed to enter or exit the building.

81. REVERSE EVACUATE DRILL

The Reverse Evacuate Drill exists for the purpose of alerting the students that a dangerous situation is occurring outside. This could

be a weather situation, or other questionable circumstance. The signal for Reverse Evacuate will be long whistle blasts. Upon hearing this signal, students should immediately go into the building and return to their homeroom.

82. TORNADO DRILLS

The signal for a tornado is an announcement via the PA system. Tornado drills are conducted periodically so that students will be familiar with the safety procedure. Students will move to designated areas in the building, under the supervision of the adult in charge.

83. EMERGENCY SCHOOL CLOSING

In case of hurricane, ice warnings, or any inclement weather problems, the IRIS call system will be activated or tune in the local radio stations. We will try to have our closing specifically announced on WEZV 105.9 FM and 104.9 BOB-FM. We will usually follow the Horry County School's action in this regard.

84. SCHOOL SAFETY

The school reserves the right to search anything brought on school property. This includes cell phones and other electronic devices. In the event that the school suspects danger to a student, teacher, or school community, the school reserves the right to call the police. The administration of St. Andrew reserves the right to discipline its students for off-campus behavior that is not in-line with the mission of the school or behavioral expectation during the course of the day that affects the atmosphere of the school. This includes but is not limited to cyberbullying.

85. EMERGENCY MEDICAL FORM

The school emergency medical form for each child must be complete in the Renweb system. This form is required in the event of a student accident or illness. In addition, phone numbers of at least two people are required in the event that parents cannot be reached. Please notify the people that are listed for emergencies and make arrangements with them for emergency care of your child. Parents are asked to update this information when needed throughout the year by accessing the Renweb parent portal.

PARENTAL INVOLVEMENT

86. PARENTS AS PARTNERS

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

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at St. Andrew, we trust you will be loyal to this commitment. During these formative years, your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical development. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the students to reach his/her potential. It is vital that parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships. Talking negatively about a child's teacher at home will only create an attitude of distrust toward the teacher, the school, and the parent.

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

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects and all other assignments. Parents are encouraged to let their child experience a logical consequence for an inappropriate action or behavior. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

87. VIRTUS

The Diocese of Charleston participates in the VIRTUS/SAFE HAVEN, Protecting God's Children, program which is a method for ensuring safe environments, free of abuse, for all our children. All adults who work with or come in contact with our students must take the 1.5 hour training course (Safe Haven) and submit to a background check. Our goal is to have every parent or guardian complete this training. Registration/Training is accomplished online at <https://charleston.CMGconnect.org>. After the training, you are asked to bring your certificate to the office so that we may keep a copy on file or you may email it directly from the Safe Haven website to jferrari@standrewschoolmb.org.

All volunteers who work with students or chaperone field trips must be screened through the Diocesan Office of Child Protection Services. This consists of a 1½ hour Safe Haven on-line training session sponsored by the Diocese and submitting to a criminal background check.

In our ongoing effort to provide a safe environment for our children please be advised that any parent/guardian known to a diocesan or parish school who is a parent or guardian of a child who is enrolled at one of our schools and is listed on a sex offender registry is required to sign an agreement restricting that individual's access to our campus. A list of those sex offenders, known to the school, whose child is enrolled, may be reviewed at the school office during normal school hours.

88. VOLUNTEER OPPORTUNITIES

St. Andrew's parents have a long reputation of being very generous volunteers. Our school depends upon the generosity and giving spirit of these volunteers. It is expected that all parents will take their turn as volunteers throughout the year to help us run the school and especially to raise money for school projects. There are many opportunities for service, including:

- Office volunteers, cafeteria volunteers, library volunteers
- Room Parents and assistants
- Taste of the Town Committee and workers
- School Board
- PTO Officers and volunteers
- Holy Week Retreat helpers
- Scholarship Auction & Dinner
- Families Helping Families
- Field trip drivers, class parties, class projects
- Special Event Receptions
- New Parent Reception
- PTO refreshments
- 5K/Fun Run
- Mentor Moms

Please look over this list and think of the ways in which you can help us. Your generosity is greatly appreciated!

89. PTO

The Parent-Teacher Organization meets three times per year. The officers are elected at the final meeting each spring. The PTO supports the school programs through fund-raising efforts; it also provides the Mothers' Club with funds to facilitate various projects throughout the year. PTO family dues are collected each year within the book fees. The dues include the price of one family admission ticket to Taste of the Town. The PTO is a very vital part of our school; we encourage all new parents to become involved in this organization.

90. PTO OFFICERS – 2017-2018

President:	Dwayne LiVigni
Vice President:	Mary Emery
Secretary:	Shannon Bary
Treasurer:	Kathleen Diehl
Homerom Parents' Chairs:	Caryn Coury, Marcela Lomas
Taste of the Town Chairs:	Jeannine Black, Jen Moran, Rita Hayek

91. HOMEROOM PARENTS' CLUB

The Homerom Parents' Club exists to help our classroom teachers with special projects and parties, to find drivers for field trips, to provide hospitality for many school functions, and to provide other services too numerous to mention! This club consists of two Room Parents from each grade. These members provide invaluable service to our school and Church. They are funded by the PTO and under its leadership.

92. SCHOOL BOARD

The School Board consists of the Pastor, the Principal, and seven members appointed by the Pastor and Principal. The Board meets at least five times annually to consider policy matters affecting the school. The School Board is purely advisory in nature.

93. SCHOOL BOARD MEMBERS – 2017-2018

Ian Maguire- President
Mary Hollingsworth-Secretary
Thomas Glenn - Technology
Cheryl Sedota – School Liaison
Meg Shavitz – Taste of the Town
Tatiana Pirrtima – Health (5K Race)
Chad Rose – Safety
Tony Brumfield – Facilities
Kathleen Burroughs- Alumni

94. HELP 4 KIDS

Help 4 Kids is a local, nondenominational charity organization that aids poor families within our community. St. Andrew Church and School participate monthly by collecting clothing and household items to be distributed as needed. Throughout the year we have several special collections to furnish specifically needed items. Families have found that involvement in this type of program is very rewarding. Check the school calendar, website calendar and Tuesday Updates for announcements about these collections.

95. ST. ANDREW CATHOLIC SCHOOL – FACULTY & STAFF 2017-2018

Fr. Roger Morgan	Pastor
Fr. Jose Quilcate.....	Parochial Vicar
Mrs. Deborah B. Wilfong	Principal
Mrs. Cheryl Sedota	Asst. Principal, Librarian, Reading 6, Student Council
Dr. JoLynn Prochaska	Science 6, 7, 8, Computers, Tennis, Girls Basketball
Ms. Trudy Sauvageau	English I Honors, Language Arts 6, 7, 8, Girls' Club
Mrs. Mary Anne Tucker.....	Religion 6, 7, 8, Social Studies 6, 7, 8
Mrs. Chris van der Horst.....	Honors Algebra I, Algebra 8, Math 6, 7
Mrs. Nancy Bucior	Grade 5, Vocations Club
Mrs. Miriam Jones	Grade 4, Rosary Club
Mrs. Veronica Crowl.....	Grade 3
Mrs. Annemarie Maguire	Grade 2, Book Club
Mrs. Noreen Hancheck	Grade 1, Lego Club
Mrs. Jennifer Kosydar.....	Kindergarten
Mrs. Melissa Lewis.....	Curriculum and Technology Coach, Robotics, Rosary
Mr. Tommy Rollings	Athletic Director, Physical Education, Boys Basketball
Mrs. Norma Papa	Spanish K-4
Mrs. Mac Pappas.....	Spanish I Honors, Spanish 5-8, Ecology
Mrs. Kara Tyndall.....	Art, Library, Art Club
Mrs. Lisa Young	Music, SWS, Cheerleading
Mrs. Daryl Schupp	Teacher Asst., AR Coach
Mrs. Cynthia Erickson	Teacher Asst.
Mrs. Sandra Carroca	Teacher Asst., Aftercare
Mrs. Rosemarie Recher.....	Teacher Asst.
Mrs. Kathy McCormick	Bookkeeper
Ms. Jackie Ferrari.....	Administrative Assistant
Mrs. Michelle Glenn	Secretary
Mrs. Donna Ferretti.....	Food Service, Aftercare
Mr. Curtis Quigley.....	Maintenance
Mrs. Susie Dalton.....	Teacher Asst., Aftercare
Mrs. Dixie Hix	Volleyball
Mrs. Lynn Tinger.....	Reading Resource Coach
Mr. Terry Altman	Soccer
Mr. Mike Lutsky	Golf
Mrs. Jenna Cunningham.....	Development Director/Nurse
Mrs. Tiffany Dineen.....	Nurse
Mrs. Leslie Prince.....	Aftercare
Mr. Jerry van Der Horst.....	Technology Manager

96. ST. ANDREW CATHOLIC SCHOOL 2017-2018 CALENDAR

Aug. 14.....	First Day for Teachers
Aug. 17.....	Meet and Greet, Open House
Aug. 21.....	First Day for Students, Noon Dismissal
Sept. 4.....	Labor Day - No School
Sept. 5-8.....	MAP Testing K-5 th Grade
Sept. 11-15.....	MAP Testing Grades 6,7,8
Sept. 12.....	PTO Meeting and Auction
Oct. 11.....	PSAT 8 th Grade
Oct. 17.....	Taste of the Town
Oct. 18.....	No School
Nov. 1 & 2.....	Parent-Teacher Conferences/11:30am Dismissal
Nov. 14.....	PTO Meeting
Nov. 22-24.....	Thanksgiving Break
Dec. 21-Jan.2.....	Christmas Break
Jan.3.....	School Resumes
Jan. 8-12.....	MAP Testing K-5 th Grade
Jan. 15.....	MLK Day - No School, Possible Make-Up Day
Jan. 16-19.....	MAP Testing, Grades 6,7,8
Jan. 29-Feb. 2.....	Catholic Schools Week
Feb. 19.....	President's Day - No School, Possible Make-Up Day
Feb. 23-25.....	Basketball Tournament
Mar. 2 No School for Students.....	Regional Teacher In-Service-No School
Mar. 6.....	PTO Meeting
Mar. 24.....	5K Run (tentative)
March 30- April 6.....	Easter Break
Apr. 9.....	School Resumes
Apr. 13.....	Lip Sync

Apr. 30-May 4.....	MAP Testing K-5 th Grade
May 7-11.....	MAP Testing Grades 6,7,8
May 28.....	Memorial Day-No School, Possible Make-Up Day
May 31	Graduation (tentative date)
June 1.....	Last Day of School

Policies in the Parent/Student Handbook are at the discretion of the Pastor of St. Andrew Catholic Parish and the school administration.

All dates are subject to change. Please check the school website for up to date information. www.standrewschoolmb.com

NEW FAMILIES

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PLEASE COMPLETE & RETURN THIS FORM TO YOUR CHILD'S TEACHER

Our family has read this handbook together and discussed it in its entirety. We understand our obligations as parents and students. We also understand St. Andrew School's obligations in educating children enrolled. We are excited about the new school year and look forward to working with the pastor, administration and teachers at St. Andrew School.

Date: _____

Family Members' Signatures:

Parents:

Children:

Grade:



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