



**ST ANDREW
CATHOLIC SCHOOL**

3601 NORTH KINGS HIGHWAY
MYRTLE BEACH, SC 29577

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**St. Andrew
Catholic School
BRAVE at Home
Program**

2020-2021 Parent/Student Handbook

PRINCIPAL: Deborah B. Wilfong

ASSISTANT PRINCIPAL: Cheryl Sedota

standrewschoolmb.com

St. Andrew Catholic School

BRAVE at Home Program

THE BENEFITS OF BEING A BRAVE CRUSADER AT HOME:

- Fully accredited institution through AdvancED/Cognia
- Religion Curriculum and Catholic Identity
- Live student-teacher contact time with interactive feedback
- Synchronous and asynchronous content delivery
- Online monitoring and grading of student progress/student assessment
- Opportunity to participate in extra-curricular activities including sports and afternoon clubs
- Opportunity for in-person instruction
- Various social opportunities
- Tutoring and special services opportunities
- Field Trip opportunities
- Parental support and workshops
- Opportunity for Measures of Academic Progress® (MAP®) standardized testing through NWEA and PSAT™ for 8th grade students
- Parent/Teacher conferences offered
- Access to our fully equipped library with over 15,000 books
- Accelerated Reader® Program
- Access to FACTS Family Portal, school announcements, and activities
- 8th graders have the opportunity to graduate with Algebra I Honors, Geometry Honors, English I Honors, and Computer Science credit
- *Diploma from St. Andrew Catholic School*

St. Andrew Catholic School **BRAVE** at Home Program

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WELCOME TO ST. ANDREW CATHOLIC SCHOOL BRAVE AT HOME PROGRAM

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OFFICE HOURS: 7:30 AM - 4:00 PM

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

August 2020

Dear Parents and Students,

Welcome to St. Andrew Catholic School BRAVE at Home Program! In choosing this program you have demonstrated a commitment to the values and philosophy of Catholic education. 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. It is our intention with this program that we continue to live our mission, vision, and strategic plan, which together assert that we will consider the well-being and growth of the whole child. The faculty and staff of St. Andrew Catholic School look forward to working with you and welcoming you into our school and faith community.

This Parent/Student Handbook outlines the policies of St. Andrew Catholic School BRAVE at Home Program. 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. Together let us pray that God will open our eyes and hearts to the needs of all his children.

Please read this document carefully and keep it available for future reference. Return the signed Agreement Form via email by August 28th, which states that you intend to abide by the policies of St. Andrew Catholic School BRAVE at Home Program during the 2020-2021 school year.

Sincerely,
Deborah B. Wilfong
Principal

1. 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.

2. VISION STATEMENT

St. Andrew Catholic School will be renowned for Catholic identity, academic excellence, and community service. Our faculty will strive to help each student cultivate their unique gifts, developing the whole child spiritually, academically, and physically. St. Andrew students will develop a strong work ethic, collaborate with others, and engage in real-world problems. They will graduate as self-directed life-long learners and leaders in the work of the Church and society.

3. HONOR CODE

As a student of St. Andrew Catholic School BRAVE at Home Program:

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.

4. ACCREDITATION

St. Andrew Catholic School is fully accredited through AdvancED/Cognia 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 2005 National Blue Ribbon School of Excellence by the U. S. Department of Education.

5. 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 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 learning through optional and/or virtual 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 curriculum, 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.

6. A BRIEF HISTORY OF ST. ANDREW CATHOLIC 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 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 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 1973-1987, 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 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 fundraiser, "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 exceptional reputation of St. Andrew.

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, the Community Life Center (CLC), 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 classroom, new Library/Media Center, and new offices have been added. These improvements are allowing our programs to be enriched and expanded. In 2015, a new security system, fencing, and cameras were installed to further secure our campus and provide a safe environment for our students and faculty.

Today, St. Andrew provides education for students in Kindergarten through 8th grade. An extended care program is available for students each afternoon until 5:30 p.m. The additions of Algebra I Honors, Geometry Honors, English I Honors, and Spanish I in Grade 8, Spanish, Art, Music, Computers, Accelerated Reader and the incorporation of STREAM, (Science, Technology, Religion, Engineering, Art, and Math) school-wide have enriched an already strong fundamental curriculum. In 2020, St. Andrew added the option of a BRAVE at Home Program. This is a home-based education with the guidance of a St. Andrew teacher, providing opportunities for students to participate in extracurricular activities in sports, while still having the flexibility of receiving a quality, Catholic-based education at home.

ACADEMIC INFORMATION

7. 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. A 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, computers, integration of STREAM, Spanish, and a BRAVE at Home Program. The curriculum standards may be viewed at the Diocesan website: <https://charlestdiocese.org/schools/diocesan-curriculum-for-our-catholic-schools/>

Students, who meet the requirements in grade 8 are offered high school credit in Algebra I Honors, English I Honors, Geometry Honors, Spanish I, and a Computer Science course.

Students in grades 6, 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.

8. 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 and Specials Classes)

10 - Exceeds Expectations

9 - Meets Expectations

8 - Approaches Expectations

7 - Does Not Meet Expectations

N/A - Not Assessed or Applicable At This Time

9. REPORT CARDS

Report cards are sent home for parent signature following the end of each quarter. Final grades will not be given to students with outstanding financial obligations. An incomplete grade will be assigned until obligations are fulfilled.

10. 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. Specials classes will be averaged together to count for one grade toward earning roll status. End of year awards will be determined by counting total A and B averages for the year.

11. INTERIM REPORTS

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

12. 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 exist:

- The student has not adequately mastered the grade work.
- Any Student moved to the next grade level against academic advice is then placed in the next grade; not promoted.

13. STANDARDIZED TESTS

The Measures of Academic Progress® Test (MAP®) will be administered three times yearly to track academic progress in grades K-8. This is an optional test for the BRAVE at Home Program students. All tests are administered on campus. Scheduled dates are noted on the school calendar.

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. 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.

14. CHEATING / PLAGIARISM

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

SCHOOL POLICIES & PROCEDURES

15. ADMISSIONS 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.

16. REQUIREMENTS FOR ENTRANCE

Parents of a new student must provide the following:

- Reports and records from previously attended school, and
- Payment of the deposit (non-refundable)

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. Students may have the opportunity for individual tutoring at an additional expense. Some families may be eligible to apply for the ExceptionalSC Grant.

17. SPRING REGISTRATION

In-house registration takes place in March. Every parent is required to create a Parent Account on factsmgt.com. A non-refundable deposit will be due at this time.

18. DRESS CODE

Uniforms are not an option at St. Andrew Catholic School, but are a requirement. If participating in a school activity on or off campus, BRAVE at Home Program students are asked to wear a navy school issued polo for grades 6-8 with khaki pants or shorts, or for grades K-5, a school issued white polo with navy pants or shorts. For Mass, students may wear these same uniforms or have the option of the Mass uniform.

All items listed below, except sweatshirts and sweatpants, must be purchased through our uniform supplier **LANDS' END**. For more information, visit our website at:

<http://www.standrewschoolmb.com/admissions/uniform-policies.cfm>

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.

- Please Note: Students grow quickly. Loose is always better than skin tight. Shorts are BERMUDA variety – no skinny shorts, shorts with rolled cuffs, or boyfriend shorts. This applies to both boys and girls, long and short pants.
- Any St. Andrew event held on or off campus should follow the same dress code as this handbook states.
- BRAVE at Home Program students not dressed in the appropriate uniforms may be excused from activities held on campus.
- Gently used uniforms may be purchased at St. Andrew Catholic School.

19. LIBRARY

All students have access to our school library. BRAVE at Home students have the opportunity to participate in the Accelerated Reading program and to check out books from our school library on a weekly basis. The library is computerized and has a collection of books and a variety of magazines. 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 at home. Taking a test for another student or on books not in fact read is considered cheating.

In an effort to teach our students responsibility for returning library books on time, a fine will be assessed for over-due books. 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. An incomplete grade may be given for outstanding fines, or lost books that have not been replaced or paid for.

20. FIELD TRIPS

Field trips are privileges afforded to students, including BRAVE at Home 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 Diocese. 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 or emailed 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 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 field trip. Parents who are not “official” chaperones may not drive their car to a field trip 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.

21. ACCEPTABLE USE POLICY FOR TECHNOLOGY

Access to technology is a privilege that requires responsibility. Inappropriate use will result in 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 and parents. 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. Students must comply with Fair Use Laws and copyright regulations regarding written materials and images. Students will be assigned a school email and are required to use only that email for school purposes. Students must respect personal safety and privacy of themselves and others at all times.

With diligent teacher supervision and proper training, students are expected to be good Cyber Citizens. However, St. 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.

22. RECORDINGS

Classes attended or any content therein cannot be recorded and/or posted for public use. Pictures may not be posted without proper permission from the school.

23. CELL PHONE USAGE

Cell phone use while in virtual instructional time is prohibited. We ask that all BRAVE at Home Program students refrain from using cell phones while on campus during our school day. If students are participating in an activity or tutoring session at the school, the cell phone is to either be checked in at the front office or with the coach or academic advisor of the activity.

24. 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.

25. ROSTER

Rosters listing our families will be available through FACTS Family Portal. 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 FACTS Family 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.*

26. MEDICAL INFORMATION

Students are required to fill out medical information listing any allergies, medications, or special needs in the event that they participate on campus in an activity or sport. 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 FACTS Family Portal.

FINANCIAL POLICIES

There will be a 3% late fee assessed to all unpaid accounts after 30 days.

27. TUITION POLICY

The BRAVE at Home Program yearly tuition is \$4,200 per student. A non-refundable deposit of \$500 is due upon enrollment, which is applied to the total tuition.

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

- The entire amount in one payment in July 2020.
- Two payments, one in July 2020, and the second in January 2021
- Twelve monthly payments (July 2020 through June 2021)

*Students with diagnosed disabilities will have the opportunity for tutoring services with our specially trained Barton or Orton-Gillingham specialists who are independent contractors approved by our school. Students will also have access to math tutors. These scheduled appointments will take place at the St. Andrew facility at an additional charge agreed upon by the family and the independent contractor/tutor. These students may be eligible for the SC Exceptional Grant to help cover this cost.

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. 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

The BRAVE at Home Program deposit is non refundable. Refunds will only be made in quarterly increments. For example, if the cost is paid in full and a student decides to withdraw during the 2nd quarter, only the third and fourth quarters will be refunded.

ATTENDANCE POLICIES

30. ABSENCES

Regular attendance is considered essential for learning through St. Andrew Catholic School BRAVE at Home Program. Please notify your teacher if you are unable to attend your virtual instructional meeting.

31. TRANSFERS

Parents expecting to move and transfer a student out of St. Andrew must contact the office no less than one week in advance of the student's last date of BRAVE at Home Program, so that necessary clerical work may be completed. A "Release of Records" form must be signed by the parent or guardian before any records can be transferred. **Students transferring out of the school whose accounts are in arrears will receive incomplete grades on their report cards.**

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.

32. CONTACTING THE PRINCIPAL

The Principal welcomes all communication with parents, informally and by appointment. If there is a concern regarding an issue with the BRAVE at Home Program, the parent is to contact 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, parental involvement, child development, etc. *Please call on the Principal when things go right and when things go wrong!*

33. CONTACTING TEACHERS

We encourage communication with your child’s teachers. In fact, when either you or your child has an 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. Teachers will respond within 24 working 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 Canon 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.”

34. APPOINTMENTS / CONFERENCES

Students enrolled in the BRAVE at Home Program will have the opportunity to conference with teachers during scheduled office hour times. Parents are welcome to schedule conferences with teachers as needed.

DISCIPLINE SYSTEM

35. 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 even in a BRAVE at Home Program environment. Students are to be respectful to teachers and/or tutors during virtual instructional sessions by being fully present. They are to be dressed and attentive. Please no eating or using other devices such as cell phones when meeting with your teacher.

The system is designed to support, not supplant individual teachers’ 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.

36. VIRTUAL INSTRUCTIONAL BEST PRACTICES

As you attend your virtual instructional meetings, please keep the following things in mind. They will ensure all teachers and students are making the best use of time in the virtual instructional meetings.

- Be sure to make yourself familiar with the interface.
- Headphones with a microphone are ideal. If you do not have headphones with a built-in microphone, you can still use headphones and the built-in microphone on your device. The headphones will allow for a better experience for those in your house, most especially for people in the same house on meetings at the same time.
- Try to find a quiet appropriate place conducive to performing schoolwork. It is important to remember to be prepared for learning.
- Think of these meetings as being in a classroom.
 - Be respectful to your teacher and your classmates by muting your microphone should

- background noises become distracting.
- Follow your teacher's instructions for meeting guidelines.
- Raise your hand and take turns speaking. This is especially important during this time.
- Be **ON TIME** for your meetings. All meetings may not last the entire designated time, so it is important to be on time. Should you have issues attending a meeting, email the appropriate teacher so he/she can make note and/or help.
- For safety reasons: Please do **NOT** change your background to a virtual one. All meetings will be recorded.

37. STUDENTS ARE EXPECTED TO BE AN EXAMPLE OF OUR B.R.A.V.E. MOTTO

- **Be BOLD!** *“Be strong and courageous. Do not be afraid or discouraged, for the Lord God, my God, is with you.” (1 Chronicles 28:20)*
- **Be RESPECTFUL!** *“A new command I give you: Love one another. As I have loved you, so you must love one another.” (John 13:34)*
- **Be ALTRUISTIC!** *“He becomes greater I become less.” (John 3:30)*
- **Be VIRTUOUS!** *“But the fruit of the Spirit is love, joy, peace, forbearance, kindness, goodness, faithfulness.” (Galatians 5:22)*
- **Be EXCELLENT!** *“Work at everything you do with all your heart. Work as if you were working for the Lord, not for man.” (Colossians 3:23)*

38. MASS ATTENDANCE AND DECORUM

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. BRAVE at Home Program families are welcome and encouraged to attend. A designated seating section will be offered to students if they choose to use it. *Students are expected to behave in an exemplary, reverent fashion during Mass.*

39. EXPULSION

Expulsion is an extremely serious matter. Students who pose a threat to themselves or others may be expelled from St. Andrew. Students whose parents violate the Parents as Partners Agreement in this handbook may also be excluded from St. Andrew.

40. 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 serious consequences.

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 **cyberbullying** on computers at school or home are **unacceptable**. Cyberbullying

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.

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.

41. BLOGS / SOCIAL MEDIA

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

No parent should open a social media account under the name of the school or school organization. The only official St. Andrew social media accounts are the ones created and monitored by St. Andrew Catholic School. Any parent who chooses to create such an account may subject his/her child to separation from the school.

St. Andrew works to protect the confidentiality rights of all students. The Family Education Rights and Privacy Act of 1973 (FERPA) and the Child Protection Act of 2012 (CPA) were designed to protect personally identifiable information of minors. We adhere to these laws in our attempt to protect the privacy rights of all students. As a result, the parents of students enrolled at St. Andrew are forbidden from posting photographs taken at school sponsored events that include the images of students other than their own on their personal social media page. Such postings are a violation of the St. Andrew School's adherence to FERPA and the Child Protection Act. The students of parents who post such photos may be separated from St. Andrew Catholic School.

For the safety of our children, please do not use your cell phone while dropping off or

SAFETY

picking up a student on the school campus.

42. SUPERVISION

During regular school hours the students are under the direct supervision of faculty and staff. If students are on the school campus, they must be supervised by a school employee. Parents are not allowed to use the school facilities after hours unless there is proper supervision and permission from the school. Tutors are never allowed to meet with individual students after school hours or on the weekends at the school facility or in a private home unless directly supervised by the parent and given permission by the school principal.

43. BEFORE SCHOOL SUPERVISION

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.

44. AFTERCARE

Our Aftercare program exists to serve the needs of working parents and those needing temporary care for their children during afterschool 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 \$8.00 per hour, \$2.00 per 15 minutes. 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 if the student has been involved in an extracurricular activity and the parent has not arrived on time for pickup. When a child is placed in aftercare, the parents will be charged in 15 minute increments 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 5:35 PM parents will be charged \$1.00 for every minute late.

45. PARKING

Parents of BRAVE at Home Program students are asked to park at the CLC if an event is held at the CLC, or beside the church on 37th Avenue North if the student needs to enter the school building. If a student is participating in tutoring or an activity during the school day, parents are asked to walk to student to the front office and sign the student in and then out upon departure. Students are expected to abide by all Codes of Conduct while in the school building.

Please do not park in designated handicap parking spaces. For safety reasons, students are never allowed to walk up to the school and check themselves in or out without a parent.

After school hours the gates are often closed for the safety of our students. Parents will need to walk students to the front office for after school activities, or to check them into the CLC with the designated coach for sports practices or games.

46. 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.

47. WEAPONS / ITEMS RESEMBLING WEAPONS

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.

48. 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 cyber bullying.

The following procedures are included in this handbook in the event a BRAVE at Home

EMERGENCY PROCEDURES

Program student is on school grounds during an emergency situation.

49. 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.

50. LOCKDOWN DRILLS / ACTIVE SHOOTER

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. Students and faculty should remain away from doors and windows.

If it is necessary to leave the school in an **emergency** situation, students and faculty will meet at either the Leonard Call Building on 36th Avenue, or Walgreens on 37th Avenue. Should there be gunshots or other immediate signs of danger, all students should flee the building quickly and quietly under the direction of their teacher and meet at the designated locations. If fleeing the building is deemed impossible, students and faculty should enter a “safe-room” designated with a Crusader logo on the door. We will follow the procedures for run first, hide second, fight third.

51. REVERSE EVACUATION DRILL

The Reverse Evacuation 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 Evacuation will be long whistle blasts. Upon hearing this signal, students should immediately go into the building and report to the front office.

52. TORNADO DRILLS

The signal for a tornado is an announcement via the PA system. Students report to the designated area in the building for their grade level. All persons are to sit in a fetal position on the floor with the head closest to the wall and arms over the head for protection. **** Drills are conducted periodically so that students will be familiar with the safety procedure.***

A variety of opportunities are available to our students. What follows is a partial listing:

EXTRA-CURRICULAR ACTIVITIES

St. Francis Ecology Club.....	Grades 6-8	Running Club.....	Grades 2-8
Robotics Club.....	Grades 5-6	Cantus Angelicus (Choir).....	Grades 3-8
Rosary Makers.....	Grades 4-8	Mock Trial.....	Grades 6-8
Altar Servers.....	Grades 3-8	A.R.K. (Acts of Random Kindness) Club.....	Grades 1-4

The following teams are selected through try-outs:

Boys' Basketball.....	Grades 4-8	Girls' Volleyball.....	Grades 6-8
Girls' Basketball.....	Grades 6-8	Co-ed Soccer.....	Grades 6-8
Co-ed Golf.....	Grades 6-8	Cheerleading.....	Grades 6-8

53. 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 in which they are engaged.

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.

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 Athletic Handbook for additional policies and procedures.

PARENTAL INVOLVEMENT

54. 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.

55. SAFE HAVEN

The Diocese of Charleston participates in the 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 back ground check. Our goal is to have every parent or guardian complete this training. Training is accomplished online at <https://charleston.CMGconnect.org>. After the training,

you are asked to email the certification to safety@standrewschoolmb.org.

In our ongoing effort to provide a safe environment for our children, any person identified as a registered sex offender will not be allowed on campus for any reason.

56. VOLUNTEER OPPORTUNITIES

St. Andrew parents have a long reputation of being very generous volunteers. Our school depends upon the generosity and giving spirit of these volunteers. We welcome parents of BRAVE at Home Program students to be involved in our school! There are many opportunities for service, including:

- Taste of the Town Committee and workers
- School Advisory Board
- PTO Officers and volunteers
- Holy Week Retreat helpers
- Tuition Assistance Auction & Dinner
- Families Helping Families
- New Parent Reception
- Mentor Moms
- Homeroom Parents
- Special Event Receptions
- Field Trip drivers, class parties, class projects

57. 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 fundraising efforts; it also provides the Homeroom Parents with funds to facilitate various projects throughout the year.

58. SCHOOL ADVISORY BOARD

The School Advisory 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 Advisory Board is purely advisory in nature.

59. HELP4KIDS

Help4Kids is a local, nondenominational charity organization that aids low-income 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 website, FACTS Family Portal, and BRAVE Weekly for announcements about these collections.

ADDITIONAL INFORMATION

For additional information about St. Andrew Catholic School, including the school calendar and a list of faculty and staff members, please visit our website: <http://www.standrewschoolmb.com>.

60. RIGHT TO AMEND

St. Andrew Catholic School reserves the right to amend this Parent/Student Handbook. Notice of amendments will be sent to parents via the Tuesday Folder, BRAVE weekly, or email communication.

