



**ST ANDREW
CATHOLIC SCHOOL**

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St. Andrew Catholic School

2021-2022

Parent/Student Handbook

PRINCIPAL: Deborah B. Wilfong

ASSISTANT PRINCIPAL: Cheryl Sedota

standrewschoolmb.com

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WELCOME TO ST. ANDREW CATHOLIC SCHOOL

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Email: dwilfong@standrewschoolmb.org
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 Ann Tomlinson

August 2021

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. 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. 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. 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 27, which states that you intend to abide by the policies of St. Andrew Catholic School during the 2021-2022 school year. We 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

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:

- 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 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 to 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, we 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 response to COVID-19, we added the option of a BRAVE at Home Program in 2020. During this unprecedented time of the pandemic, St. Andrew proudly provided both virtual and in-house instruction simultaneously for the entirety of the 2020-2021 school year.

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 an Exceptional Student Program for students with learning differences. 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.

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. An incomplete grade will be assigned until both academic and financial 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 any of the following conditions exist:

- 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.

13. STANDARDIZED TESTS

The Measures of Academic Progress® Test (MAP®) will be administered three 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. Cognitive Abilities Test® (CogAT®) is administered to grades 1, 4, and 8. 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. 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 are held accountable to parents as well as to the teachers. Middle School students are responsible for keeping track of daily assignments by using school-issued iPads or student planners. Assignments for grades K-8 will be posted in Google Classroom.

15. CHEATING / PLAGIARISM

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

SCHOOL POLICIES & PROCEDURES

16. 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.

In accordance with South Carolina Law:

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

In accordance with Canon Law, discretion can be used by the Principal.

17. 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. NonCatholics, as space permits.

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

18. REQUIREMENTS FOR ENTRANCE

Parents of a new student must provide the following:

- A birth certificate
- A South Carolina Certificate of Immunization
 - St. Andrew does not accept Religious Exemptions per Diocesan Policy.
- A Certificate of Baptism (if Catholic)
- Reports and records from previously attended school

- IEP or other special services documentation
- Payment of the instructional fee (non-refundable)

New students may be tested before admittance to the school. Acceptance may be based upon testing results. All Students 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, and a decision will be made about permanent acceptance.

Students are expected to be potty-trained upon entrance to Kindergarten. Parents will be notified for issues of incontinence.

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 Exceptional SC Grant.

19. SPRING ENROLLMENT

In-house enrollment takes place in March. Every parent is required to create a Parent Account on factsmgt.com. To ensure your child's space in the next grade, you must complete enrollment through factsmgt.com and pay a non-refundable instructional fee. This amount includes a Diocesan assessed fee.

20. LIBRARY

All students have a library period each week to 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 overdue 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. An incomplete grade will be given 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 read is considered cheating.

21. 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 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.

22. 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. Students will handle hardware gently and will not alter software or setting in any way. Any portable storage devices 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, 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. *Please note:* The school is not responsible for any personal device brought to school. Parents and students are required to sign the Acceptable Use Policy for iPads and all technology related documents.

23. RECORDINGS

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

24. 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 office personnel 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.

25. USE OF TELEPHONE BY STUDENTS

Students are not permitted to use the school telephone unless permission is granted from office personnel. Students are not allowed to use any of the classroom phones.

26. CELL PHONES, PAGERS, CAMERAS, AND ELECTRONICS

Cellular phones, iPods, iPads (non school-issued) brought to school must be checked in at the office and placed in the cell phone drawers. The phone will be held until the student is dismissed from school property. 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 pick up the phone from the office. 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, cameras, CD or DVD players, while in school. In the case of a smartwatch, students may not text, make phone calls, or be in possession of the watch during testing. 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.

27. 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.

28. BUCKLEY AMENDMENT

St. Andrew adheres to the Buckley Amendment (Family Education Rights and Privacy Act) in regard to privacy of student records and the rights of non-custodial parents. It is the responsibility of the parents to share any official custodial information decided through the courts. Official custodial agreements will be kept in a confidential file in the office of the Principal. In the absence of any court document, the school will view each parent as having full legal custody of his/her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child's academic progress or lack thereof. The school reserves the right to charge a shipping and processing fee for extra records sent to more than one home address.

Be advised that if a teacher, staff member, or Principal is subpoenaed to testify in a child custody case, the parent will need to pay the cost of a substitute teacher and any other costs associated with the testimony (mileage, parking, food, etc.).

29. CHILD ABUSE LAWS

St. Andrew abides by the Child Abuse Laws of the State of South Carolina. This law mandates that all cases of *suspected* abuse and/or neglect be reported to Child Protective Services.

30. 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.*

31. 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.

32. BIRTHDAY CELEBRATIONS

A child may dress down, in appropriate dress down attire as per this handbook, for his/her birthday celebration. Summer or holiday

birthdays are not forgotten, and students will choose a special celebration day during the enrollment process. Students may bring a treat to share with their entire class. Suitable items include cookies, donut holes, donuts, fresh fruit or mini brownies. Frozen items are discouraged due to limited space in the kitchen freezer. Please, no cupcakes or cakes. Do not bring large items that must be cut into individual pieces. Outside vendors will be scheduled by the school office only for special occasions and not for individual birthdays.

33. LUNCH PROGRAM

Students may buy lunch each day. Lunches are ordered through FACTS Family Portal or can be ordered in the morning. Purchases through FACTS Family Portal 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 and FACTS Family Portal. Lunch fees are posted at the beginning of the month for the previous month (as an incidental charge). Students will not be able to purchase a lunch from school if the account is 30 days overdue.

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 a water bottle from home. *The lunch program may be amended due to COVID-19.

34. LUNCHTIME RULES

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

35. 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.

36. 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 AM 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 during and 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 up and kneel respectfully. 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 a hymn. 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.

37. LOST AND FOUND

Any items left in the school building or on the school grounds should be taken to the office to be placed in the Lost and Found basket. Items placed in the Lost and Found remain there for 10 days. After 10 days, items are donated to charity.

38. 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.

FINANCIAL POLICIES

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

39. TUITION POLICY

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

- The entire amount in one payment in July 2021.
- Two payments, one in July 2021, and the second in January 2022
- Twelve monthly payments (July 2021 through June 2022)

*Students with diagnosed disabilities will have the opportunity for tutoring services with our specially trained Barton 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 Exceptional SC Grant to help cover this cost.

40. CATHOLIC TUITION

Tuition for Catholic students is significantly less than the real cost of educating a child at St. Andrew. 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. Families should use the parish envelope issued by the church. Students who are members of St. Andrew Catholic Church are encouraged to use the "Student Attendance" slip found in the bulletin. This membership is rechecked twice yearly in each parish. After this check parishioner status may change, therefore changing tuition for the second semester to the non-parishioner rate. We encourage all Catholics to "Come to Class and Come to Mass".

41. TUITION AND FEE SCHEDULE

Tuition Rates:

# of Children	One	Two	Three	Four
Non-parishioner	7,380	14,460	21,540	28,620
Catholic parishioner	6,030	11,410	16,790	22,170

(Parishioner contributions rechecked semi-annually.)

Instructional Fee: (non-refundable after June 30):

This fee includes all book rentals, workbooks, art supplies, PTO dues, milk, weekly newspapers, school supplies, and a Taste of the Town t-shirt for students. This fee also covers most field trips. Aftercare, athletic programs or other after school activities are not covered by this fee.

Total Fees for returning students

# of Children	One	Two	Three	Four
	600	1,200	1,800	2,400

Total Fees for new students

# of Children	One	Two	Three	Four
	650	1,300	1,950	2,600

***A Resource Fee between \$500-\$4,000 may be applied to tuition for children with a diagnosed disability. These students may be eligible for the Exceptional SC Grant to help cover this cost. Scholarship and Tuition Assistance may be applied through a FACTS Application.**

***All forms of St. Andrew Tuition Assistance will be adjusted based on aid received from other "outside" sources.**

42. 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.

43. TUITION REFUND POLICY

If a student withdraws from school, tuition will be refunded on a prorated basis in quarterly increments based on the withdrawal date if the family moves outside Horry County. For example; if the cost is paid in full and a student decides to withdraw in the 2nd quarter, only the 3rd and 4th quarters will be refunded. Families on monthly payment plans may still owe unpaid tuition. Instructional fees are non-refundable after June 30.

ATTENDANCE POLICIES

44. SCHOOL HOURS

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

45. ATTENDANCE

Regular attendance and punctuality are essential to a child's progress in his/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 encourage students who are ill to stay home. No student with a temperature above 100.4°F will be allowed in the school building and will be sent home immediately. 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 AM and school begins promptly at 7:50 AM. Students arriving between 7:50 AM and 8:30 AM must report to the office for a tardy slip before being admitted to class. If a student arrives between 8:30 AM and 11:30 AM, he/she will be counted absent for half a day. 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. Any student arriving or leaving before or after carline must report to the office to be signed in or out.

46. ABSENCES AND MAKE UP WORK

School policy regarding absences is as follows:

- When a student is absent from school, the school should be notified via phone or email by 9:00 AM each day the child is absent. Parents will be contacted if the school has not been notified of a student's absence.
- All absences become part of a student's permanent record. Regular attendance is considered essential for learning at St. Andrew Catholic School.

A written note or email 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 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.*

Virtual School is provided for students who are home with an extended illness or as a result of medical procedures. See #101 Virtual School Policy of this handbook for more information.

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.

47. EARLY DISMISSALS AND VACATIONS

To provide program continuity, St. Andrew 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 are no exceptions to this policy. It is the student's responsibility to catch up when he/she returns. ***We strongly discourage student vacations during school time.***

48. 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 who are tardy 5 times will receive a lunch recess detention. Students who have an unexcused tardy 10 times or more, will have a 7:00 AM 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. During Saturday School, parents will meet with the Principal and Pastor. If the student continues to be tardy after 15 times, a \$200.00 fee may be required at the Principal's discretion as well as a conference with the Principal and Pastor. Expulsion may be considered.

49. 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 school, 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.

MEDICAL POLICIES & PROCEDURES

50. ILLNESS

Students exhibiting signs of illness such as fever (100.4°F or above), nausea and vomiting, diarrhea, pink eye, listlessness, and lethargy should remain at home. Students must be free of fever (100.4°F) and vomiting without the use of medication for 24 hours before they can return to school. Please notify the school nurse if your child is diagnosed with a highly contagious illness or condition, such as COVID-19, strep throat, MRSA, chickenpox, flu, pink eye, impetigo, head lice, whooping cough, etc.

If/when students become ill at school, parents or emergency contacts will be notified by the school nurse for pick-up. Please ensure contact information is updated in FACTS Family Portal. Ill students must be promptly picked up from school (within 30 minutes) of notification by the school nurse.

51. MEDICATION AT SCHOOL

Prescription Medications:

- Only necessary prescription medications are to be administered during school hours, such as medication for epilepsy, asthma, diabetes, ADD/ADHD.
- Three times a day medications, such as antibiotics, are to be given before school, immediately after school, and at bedtime for optimal coverage (7 AM - 3 PM - 9 PM).
- If prescription medications are necessary at school, the following procedures **MUST** be followed, **NO EXCEPTIONS**:
 - Official Diocese of Charleston Authorization to Administer Medication Form completed for each medication with the specific dosage and time of med administration must include prescribing physician signature and parent/guardian signature.
 - The medication form **MUST** be delivered to the school nurse by a parent/guardian along with the prescription in the original pharmacy packaging with the label intact.
 - Medication **WILL NOT** be accepted in unlabeled containers, baggies, or via student delivery.
 - The school nurse will accept the delivery of medication **AFTER** morning carline.

Over the Counter (OTC) Medications:

- OTC medication is permitted at school **ONLY** with a completed Official Diocese of Charleston Authorization to Administer Medication Form.
- The Authorization Form must be completed and signed by the parent/guardian.
- All OTC medication must be supplied and delivered by a parent/guardian; medication delivery by a student to the school nurse **IS NOT** permitted.
- No medications will be kept in a student's possession, including cough drops.
- All OTC medication must remain in the original packaging and be within the expiration date.
- The school nurse will not exceed the recommended dosage of any OTC medication.
- The school nurse will accept the delivery of medication **AFTER** morning carline.

Nebulizer Treatments:

- A licensed RN may only administer nebulizer treatments according to South Carolina Law. If an RN is unavailable, the parent/guardian will be responsible for administering required nebulizer treatments during the school day.
- If your student requires nebulizer treatments during the school day, you must have an Official Diocese of Charleston Authorization to Administer Medication Form completed with specific instructions on dosage and frequency of nebulizer treatment, including signature of prescribing physician and parent/guardian.
- Parent/Guardian is responsible for supplying nebulizer, tubing, and medication to RN. Students may not deliver medical equipment or medicines to RN.
- The RN will accept the delivery of nebulizer equipment and medication **AFTER** morning carline.

52. MEDICAL FORMS

All Medical forms are available via FACTS Family Portal and the school website. All Medical Forms must be completed each year. All

students are REQUIRED to have an updated Health Assessment completed each year. Please update forms and inform the school nurse if your student has health changes throughout the year.

Emergency Medical Form:

The school emergency medical form for each child must be completed in the enrollment packet within FACTS Family Portal. 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 who 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.

53. ALLERGIES

Parents are responsible for notifying the school nurse of student allergies. All allergies must be reported via the enrollment packet within FACTS Family Portal and the student Health Assessment Form. If your student requires an EpiPen or other medication for an allergen exposure, you will need to have an Epinephrine Auto Injection Form and/or an Allergy Action Plan Form completed by the prescribing physician and signed by the parent/guardian. All EpiPens must be in the original pharmacy box with label intact. If your student's Allergy Action Plan includes an oral antihistamine or steroidal ointments, please deliver those items to the school nurse. The school nurse is available to accept the delivery of medications AFTER morning carline.

54. EMOTIONAL SUPPORT ANIMALS

No emotional support animals will be permitted in school unless a student's Academic Assistance Plan (AAP) or Individualized Educational Plan (IEP) specifically states the need for such an extraordinary accommodation.

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, oversized or undersized clothing is not allowed. All items should be the correct size. Every piece of the uniform is important, even jewelry, 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.

55. ST. ANDREW CATHOLIC SCHOOL UNIFORM

All items listed below, except sweatshirts, must be purchased through our uniform supplier: **LANDS' END**. 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.**
- **Kindergarteners should pack an extra uniform in their book bags in case of an emergency.**
- **Demerits are earned for violations of the uniform policy.**
- **Any St. Andrew event held on or off campus should follow the same dress code as this handbook states.**
- **Gently used uniforms may be purchased at St. Andrew Catholic School.**

Girls' Uniform - Grades K-5:

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

- *Classic Navy Evergreen Plaid* jumper* (length is 2" above the knee)
- *White* round collar uniform blouse (short or long sleeve)
- *Navy* cardigan sweater for warmth (no sweatshirts on Mass days)
- ***Grade 5 girls may choose to purchase the skirt, vest, and white shirt worn by the middle school girls, see below.***

Basic Winter Uniform:

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

Basic Fall/Spring Uniform:

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

**Shorts or Bloomers should be worn under jumpers and skirts*

Boys' Uniform - Grades K-5:

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

- Navy dress pants, with black, brown, or navy belt (Kindergarten and Grade 1 have no belt requirement)
- White oxford, button down collar shirt short or long sleeve)
- Navy or Classic Navy Evergreen Plaid tie (bowtie may be worn)
- Navy sweater for warmth, v-neck, crew, cardigan, or vest (no sweatshirts on Mass days)

Basic Winter Uniform:

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

Basic Fall/Spring Uniform:

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

PE Uniform for Grades 5-8:

- School issued PE t-shirt will be provided with the instructional fee
- Navy mesh athletic shorts, no shorter than 2" above the knee
- Sweatpants and sweatshirt with school logo

Girls' Uniform - Grades 6-8:

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

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

Basic Winter Uniform:

- Khaki slacks, with black, brown, or navy belt
- Khaki skort or skirt* of appropriate length with leggings (that are ankle length), tights or knee socks
 - Note: Most of the leg should be covered.
- Navy school logo polo shirt (short or long sleeve)
- Navy school logo sweatshirt

Basic Fall/Spring Uniform:

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

**Shorts or Bloomers should be worn under skirts*

Boys' Uniform - Grade 6-8:

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

- Khaki dress pants, with black, brown, or navy belt
- White oxford cloth dress shirt (short or long sleeve)
- Navy or Classic Navy Evergreen Plaid tie (bowtie may be worn)
- Navy sweater for warmth, v-neck, crew, cardigan, or vest (no sweatshirts on Mass days)

Basic Winter Uniform:

- Khaki pants, with black, brown, or navy belt
- Navy school logo polo shirt (short or long sleeve)
- Navy school logo sweatshirt

Basic Fall/Spring Uniform:

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

56. SHOES AND SOCKS

Shoes should be athletic type. Plain is better, no bright colors or sparkles. **Please note that wheeled shoes, boots, shoes with lights, open-toed, or backless type shoes are prohibited.** Students may choose to wear dress shoes with rubber soles (i.e. Mary Jane's) on Mass days. We suggest Kindergarteners wear Velcro shoes, no laces.

Socks are required and should be white, black or navy. 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 allowed if they are navy or white.

57. OUTERWEAR

When weather conditions necessitate that the students wear jackets or coats, only traditional outerwear will be accepted. Sweatshirts other than the St. Andrew sweatshirt *may not be worn in the classroom*. 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 may be asked to stay inside during recess. Please be sure to label all outerwear with the student's name. There are school options for outerwear from Lands' End.

58. HAIR, MAKEUP, AND JEWELRY

Boys must have clean-cut hairstyles that are not excessively long. Boys' hairstyles must be above the eyebrows in front, above the ears on the sides, and an inch above the collar in the back. No hair should be put in a ponytail on top of the head for boys.

Girls' hair accessories should be navy, black, white or classic navy evergreen plaid. Unacceptable hair accessories include beads, feathers, decorated headbands and hair color.

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

Girls in grades 7 and 8 may only wear light makeup, a light application of foundation and mascara, no heavy foundation allowed. No eye shadow, eyeliner, or bright lipstick may be worn. If in the opinion of the homeroom teacher, a student has used too much makeup, they will be sent to see the Principal. The Principal's decision will be final.

The only acceptable forms of jewelry are: 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). No bracelets or hair "scrunchies" are to be worn on the wrist. Boys may not wear earrings or bracelets. Unauthorized jewelry may be confiscated and will be returned at the end of the school day.

59. 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, backless dresses or shirts, 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.

COMMUNICATION

Good communication between the home and school is important in serving the needs of our children.

We ask that parents check emails and notifications daily. Please become familiar with the following procedures and use them when communicating with the school.

60. CONTACTING THE PRINCIPAL

The Principal welcomes all communication with parents. 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, parental involvement, child development, etc. *Please call on the Principal when things go right and when things go wrong!*

61. 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 working hours. Unless the matter is urgent, we request that you do not call faculty on their personal numbers. 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."

62. 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 on the playground; the teacher is busy supervising students and cannot give you full attention.

63. TUESDAY FOLDERS

Each student is provided with a Tuesday Folder. These folders contain graded papers and important notices, including the BRAVE Weekly which has important school information. 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. Please note that Tuesday Folder communications are meant for parent information only. Students should not be opening Tuesday Folders without parental supervision.

64. PARENT ALERT

St. Andrew Catholic School uses the FACTS Parent Alert system. Parents will be notified in this manner where multiple calls are necessary for emergency and/or non-emergency events. Notifications may be made to e-mail addresses and phone numbers that are designated on the emergency contact form.

65. 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.

66. 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)*

67. CODE OF CONDUCT

Students in grades 4-8 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. This system will use demerits and other consequences such as detentions, suspensions, and expulsions. The discipline plan has been established to standardize behavior expectations. The discretion of the Principal is still the final authority in all disciplinary matters.

68. 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.

69. 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 AM until 7:30 AM, 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 participate in extracurricular activities for a period of time deemed appropriate by the Principal and may be required to attend Saturday School.

70. SATURDAY SCHOOL

School may be held on Saturday morning from 8:30 AM until 12:00 PM for those students determined to be in serious or chronic violation of school rules. Saturday School is also assigned to students who require make up seat hours due to excessive tardies or absences. Assignments to Saturday School will be made by the Principal. The fee is \$100.00 to pay the staff members who must supervise Saturday School. These fees will be billed through FACTS. Students must report in uniform to Saturday School.

71. 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.

72. 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.

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.

73. 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. Parents are encouraged to repost from the official school social media accounts.

SAFETY

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

74. 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. All students are to report directly to their homeroom classroom where supervision is present.

75. 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, 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. Please note: Students will not be able to attend Aftercare if charges are 60 days overdue or students are continuously picked up past 5:30 PM.

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

- The parent/guardian has not arrived to pick up the student by 3:00 PM.
- The student has been involved in an extracurricular activity, and the parent/guardian has not arrived on time for pickup.

When a child is placed in Aftercare, the parent/guardian will be charged in 15 minute increments for the time their child is supervised. *Students may not wait outside for their parent/guardian unless under the supervision of a faculty member or Aftercare personnel.*

Please refer to the Aftercare Policy for additional information.

76. CARLINE

For the safety of our children, please do not use your cell phone while dropping off or picking up a student on the school campus.

Morning Drop Off:

All students are to be dropped off via the carline at the main entrance of the school. The earliest arrival time is 7:30 AM. Most students arrive between 7:30 AM 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.

Afternoon Pick Up:

Dismissal is handled with a carline 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 PM will be signed into our Aftercare program and charged accordingly. All parents are expected to use the carline except those living within walking distance.

Due to safety reasons, all cars must enter carlines, both morning and afternoon, from Oak Street, not Business 17.

77. DISMISSALS

Parents, please do not come to the office to pick up your children during carline. Dismissals at other times during the school day should be prearranged with the office personnel. In the event of special classroom activities at the end of the day, parents are to put their child's name on a list and students will be called to the office at dismissal time. Parents are welcome to wait in the foyer or on the steps for their child.

78. 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 FACTS Parent Alert 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.

79. 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 the 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.

80. SURVEILLANCE CAMERAS

St. Andrew Catholic School recognizes that attempting to maintain the safety and security of students, staff, and visitors to our school is implemented with a multifaceted approach. To the extent that modern technology provides tools to maintain safety and security, the use of video surveillance cameras may be in place in the school and on school property. Cameras will not be permitted in areas where there is a reasonable expectation of privacy. Surveillance cameras are for school use only.

81. 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.

82. 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 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, vapes and/or Juul vaporizers.

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.

83. SEARCHES

The school reserves the right to search anything brought on school property. This includes cell phones and other electronic devices. If 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 expectations during the day that affects the atmosphere of the school. This includes but is not limited to cyberbullying.

EMERGENCY PROCEDURES

Parents will be notified after drills are conducted.

84. 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.

85. 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.

86. REVERSE EVACUATION DRILLS

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 another 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 their homeroom.

87. 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 students will be familiar with the safety procedure.***

88. EMERGENCY SCHOOL CLOSING

In case of hurricane, ice warnings, or any inclement weather, the FACTS Parent Alert will be used, and local radio and news channels will be notified. We will try to have our closing specifically announced on WEZV 105.9 FM and 104.9 Bob FM.

State or City Ordered School Closures

If school is closed due to inclement weather or a public health concern, parents/guardians will still be responsible for payment of tuition. The education of each student will continue with virtual/remote/e-learning. Teachers will continue to plan standards-based lessons and evaluate student work. Report cards will be distributed at the end of each grading period. If a parent/guardian cannot make the regular tuition payment, the Principal should be notified as soon as possible to create a payment plan.

EXTRA-CURRICULAR ACTIVITIES

89. CLUBS AND EXTRA-CURRICULAR ACTIVITIES

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 extra-curricular activities that day. A variety of opportunities are available to our students.

90. 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:

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

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. 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 Athletic Handbook for additional policies and procedures.

PARENTAL INVOLVEMENT

91. 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. This includes an e-learning environment where daily support of a parent/guardian is critical to providing students with continued quality education. 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 an 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 the school or a child's teacher at home will only create an attitude of distrust toward the teacher, the school, and the parent; this includes negative social media posts.

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 and in an e-learning environment.

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.

92. SAFE HAVEN

The Diocese of Charleston participates in the Safe Haven Program, "Protecting God's Children", 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. Training is accomplished online at <https://charleston.CMGconnect.org>. After the training, you are asked to bring the certificate to the office or email it 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 the Safe Haven Program online training session and submitting to a criminal background check.

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.

93. VOLUNTEER OPPORTUNITIES

St. Andrew parents have a long reputation for 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:

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

94. 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. PTO family dues are collected each year within the instructional fees. The PTO is a very vital part of our school; we encourage all new parents to become involved in this organization.

95. HOMEROOM PARENTS' CLUB

The Homeroom 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 are under its leadership.

96. 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.

97. FAMILIES HELPING FAMILIES

Families Helping Families is a St. Andrew Catholic School organization designed to help school families in need, whether it be meals for a family with a new baby or transportation for students to and from school. Many St. Andrew families enjoy participating in this organization. A sign up sheet will come home at the beginning of the year.

98. MENTOR MOMS

Mentor Moms is an organization that welcomes families into the school and provides valuable advice and guidance.

99. 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>.

100. 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.

101. VIRTUAL SCHOOL POLICY

Virtual School is provided for students who are home with an extended illness or as a result of medical procedures. This program is intended for students who are well enough to complete the course work at home.

- When a student is absent from school, the school should be notified via phone or email by 9:00 AM each day the child is absent. The student will receive an excused absence and rest at home for the day.
- If it is anticipated that the student will be out more than one day, parents are to pick up books and materials in the front office between 3:00 PM and 4:00 PM on the first day of absence.
- Using school-issued iPads, students may virtual into classrooms on the second day of their absence, if they have the appropriate materials. Please be aware that certain apps may need to be sent to the school-issued iPad for download on the second day of absence. This may take some time depending upon internet access.
- Students must be in the complete school uniform.
- Students must be in an appropriate designated learning space in full view of the camera.
- Students must let the teacher know if they need to leave the virtual classroom. Students are expected to be in the virtual classroom for the duration of the school day as if they were in the building.
- Work can be found on Google Classroom the day it is assigned.
- In order to be ready for the school day, students should download and print work from Google Classroom prior to joining the virtual classroom, if necessary.
- Teachers will help students make up work upon their return to school, if necessary.
- All attendance policies apply to Virtual School students. See the Attendance Policies section of this handbook.

