

*Saint Andrew
Catholic School & Preschool
Newtown, PA*

**Parent/Student Handbook
2022-2023**

Revised 2022

SAINT ANDREW CATHOLIC SCHOOL & PRESCHOOL

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STUDENT-PARENT HANDBOOK

This handbook contains certain policies and procedures of Saint Andrew Catholic School & Preschool.

Saint Andrew Catholic School & Preschool may change any of its policies and procedures and apply them as circumstances dictate. If you have a question about a particular policy or procedure, please contact the Principal.

**STUDENTS AND PARENTS MUST ACCEPT
AND ABIDE BY SAINT ANDREW CATHOLIC SCHOOL & PRESCHOOL
POLICIES AND PROCEDURES IN ORDER
FOR THE STUDENT TO ATTEND
SAINT ANDREW CATHOLIC SCHOOL & PRESCHOOL.**

MISSION STATEMENT

Rooted in the message of the Gospel, proclaiming our Lord and Savior, Jesus Christ, Saint Andrew Catholic School fosters a dynamic community of moral and creative critical thinkers. The faculty and staff work in partnership with families to challenge each student to develop spiritually and intellectually and to promote a generous spirit that brings forth service to others. Rigorous academic experiences prepare students to become Christian leaders in a 21st century globally diverse technological world.

Cognia has accredited Saint Andrew Catholic School and Preschool. Accreditation is a landmark event in the history of any institution. Saint Andrew Catholic School and Preschool is a full and official member in Cognia and a 2021 and 2013 Blue Ribbon School.

MEMORANDUM OF UNDERSTANDING

Every Catholic school student has a right to be treated as a child of God, with the love and respect that implies, regardless of family circumstances. In like manner, the believing community has the right to an education guided by Catholic teaching and identity, unimpeded by pressures contrary to Church teaching.

As parent/guardian of a student in a Catholic school, I understand, affirm and support the following:

1. The primary purpose of a Catholic school education is two-fold: to strengthen the Catholic community in its faith and to form students in the teachings of Jesus Christ and the Catholic Church.
2. Catholic schools are distinctive religious education institutions guided by the teachings of the Catholic Church. They are not simply private schools offering a positive moral code. Rather, they exist to advance the faith mission of the sponsoring Catholic parish(es), Archdiocese or Catholic religious community.
3. While Catholic education places a high value on academic excellence and extracurricular achievement, the fundamental priority is fidelity to Catholic teaching and identity.
4. Attending a Catholic school is a privilege, not a right. The school and administration have the responsibility to ensure that Catholic teaching and moral integrity permeate every facet of the school's life and activity and that the school is able to function as a community of faith.
5. In all questions that involve Catholic teaching, morals and Church law, the final determination rests with the Archbishop.

As a parent/guardian desiring to enroll my child in a Catholic school, I accept this memorandum of understanding. I pledge support for the Catholic identity and mission of this school and by enrolling my child I commit myself to uphold all principles and policies that govern the Catholic School.

ADMISSION POLICY

Saint Andrew Catholic School & Preschool admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. Similar policies apply to the school staff. The school does not discriminate on the basis of race, color, national or ethnic origin in the administration of educational policies, admission policies or in any school-administered program.

Saint Andrew Catholic School & Preschool endeavors to accommodate students with special needs, as resources and capabilities reasonably permit. The school reserves the right to decline admission or impose reasonable conditions of attendance where indicated under the circumstances.

General Admission Policies:

1. Parents/guardians desire a Catholic education for their children.
2. Parents/guardians and children agree to cooperate and uphold the rules and regulations of the school.
3. Parents/guardians (parishioners and non-parishioners) pay the stated or agreed upon tuition fees.
4. Parents/guardians of non-Catholic students understand that the children will study the Catholic faith, receive a grade that is part of the total general average and participate in all liturgies and prayer services. A commitment form to this effect must be signed by parents/guardians.

Order of Admission:

1. Current students who attend Saint Andrew Catholic School/Preschool.
2. Siblings of current students (parishioners) who attend Saint Andrew Catholic School/Preschool.
3. Children of parishioners.
4. Siblings of current students (non-parishioners) who attend Saint Andrew Catholic School/Preschool.
5. Practicing Catholic, non-parishioners
6. Non-parishioners (if space available)

Immunization:

*At this time, the COVID vaccine is under emergency authorization. Therefore, it is not required for students, faculty and staff.

The Pennsylvania Department of Health has revised the immunization requirements for students. The revision replaces the 8-month provisional period for immunizations with the new requirement of a 5-day provisional period for students who do not have records of immunizations at the start of the required school year.

Prior to August 2017, a parent had 8 months to complete all required immunizations. This period is called provisional enrollment.

Beginning August 2017, the provisional enrollment period is 5 days. A parent must have all immunizations of his/her child completed within the first 5 days of school. If the immunizations are not completed within those 5 days, the student must be excluded from school.

If the student is in the middle of a series of immunizations and it is too soon for the next dose, the parents must provide the school nurse with a plan for immunizations (signed by a healthcare provider) within the first 5 days of school. If the student has incomplete immunizations and no medical plan, the student must be excluded from school.

For your information, the following immunizations are needed for school attendance. Note that changes from the current requirements are highlighted.

Children in ALL grades (K-8) need the following immunizations for attendance:

- 4 doses of tetanus, diphtheria and acellular pertussis (*1 dose on or after 4th birthday*) (*Tdap*)
- 4 doses of polio (*4th dose on or after 4th birthday and at least 6 months after previous dose given*) (*IPV*)
- 2 doses of measles, mumps and rubella (*MMR*)
- 3 doses of hepatitis B (*Hep B*)
- 2 doses of varicella (chickenpox) or evidence of immunity (*history of chickenpox or antibody titer*)

7th through 8th Grade ADDITIONAL immunization requirements for attendance:

- 1 dose of tetanus, diphtheria, acellular pertussis (*Tdap*)
- 1 dose of meningococcal conjugate vaccine (*MCV4*)
-first dose prior to entry into 7th grade

You may check with your child's school immunization record by consulting with your child's physician. Please contact our school nurse with any questions.

Admission - Kindergarten through Grade 8:

After acceptance of the General Admission Policies, the following procedure is required:

1. All kindergarten students must be five years of age by September 1.
2. All first grade students must be six years of age by September 1.
3. At the time of registration, the following documents must be presented:
 - a. An copy of the child's:
 - 1) Baptismal Certificate if he/she was not baptized at Saint Andrew Catholic Church
 - 2) Birth Certificate (copy)
 - 3) Current immunization records from the doctor
 - b. Your family identification number, found on the weekly parish donation envelope, above your name after the number 0686
4. Parents are to inform school officials of any testing (psychological, physical, learning disability, etc.) that has been done for the child. All information will be held in confidence. Withholding any of the above information will result in the immediate dismissal of the child from Saint Andrew Catholic School & Preschool.
 - a. IEPs are public school documents which nonpublic schools are not required to follow; however, a determination will be made if the needs of the child can be met.
 - b. IEPs are to be reviewed by the principal who will determine if Saint Andrew Catholic School & Preschool can meet the needs of the child.
5. Students are admitted to Saint Andrew Catholic School & Preschool if vacancies exist. All students are placed in the appropriate grades and classes.
6. A copy of the student's report card and any teacher comments are required for all students.

Admission of Non-Catholics:

Saint Andrew Catholic School & Preschool serves a variety of purposes, including the academic, social and physical development of the students. However, the primary purpose of the school is religious. The school exists for the purpose of evangelization and catechesis, that is, the proclamation of the Gospel and formation of the entire school community of faith. The school offers a complete Catholic religious education program and makes every effort to develop the faith in all of the students, so they may live a full Christian life.

Non-Catholic students may be admitted to Saint Andrew Catholic School & Preschool under the following conditions:

1. The permission of the pastor is obtained.

2. Adequate facilities and space are available, without denying the admission of eligible Catholic students.
3. The parents/guardians agree in writing to permit their child(ren) to attend religion classes and religious functions that are offered as part of the school program.
4. The parents/guardians commit themselves in writing to accept and to promote the philosophy, goals, objectives and regulations of our school.
5. The parents/guardians agree in writing to assume responsibility for all financial obligations.

ACADEMIC POLICIES

Class Participation

Students are expected to:

- give attention and respect to the teacher at all times,
- show respect and concern for other students by a willingness to share and to take turns and
- participate actively in class by responding orally or in writing as circumstances dictate.

Curriculum

Saint Andrew Catholic School & Preschool offers eleven years of continuous academic development following the guidelines prescribed by the Office of Catholic Education of the Archdiocese of Philadelphia.

Grading

Grades are calculated from tests, quizzes, home and school assignments and other forms of assessment completed properly and on time. Parents receive warning that a child is failing through unsatisfactory test results.

Homework

Homework is a positive reinforcement of concepts presented in class. It is essential that parents insist that their children do what has been assigned. Homework includes both WRITTEN WORK and STUDY ASSIGNMENTS and should be done by the student independently. While this does not preclude parental help or interest, the assignments should not require undue parental assistance or supervision. Ample time should be allowed for the completion of out-of-class research assignments or projects. Parental signing of test papers is included in the homework assignment.

Parents are asked to help their children develop good study habits by providing an orderly and quiet atmosphere in which to do homework and to check and sign completed assignments every night. The Archdiocese of Philadelphia has suggested the following time allotments for homework:

<i>Grades 1 and 2</i>	<i>30 minutes</i>
<i>Grades 3 and 4</i>	<i>60 minutes</i>
<i>Grades 5 and 6</i>	<i>90 minutes</i>
<i>Grades 7 and 8</i>	<i>120 minutes</i>

Saint Andrew School realizes that teachers, students and subjects vary. The objective is not time, but the extension of learning beyond class time. **Homework is NOT optional.**

Students are expected to keep parents informed of their progress by sharing with them all marked tests, assignments, projects and notices. Parents should check the student information system, FACTS, daily. If parents are not receiving test papers or other academic communications on a weekly basis, **IT IS THE RESPONSIBILITY OF THE PARENT TO CONTACT THE TEACHER TO FIND OUT WHY THE TESTS, ETC. HAVE NOT BEEN RECEIVED.**

In the event of absence or suspension, all homework and missed assignments are to be completed in a timely manner. A child should be absent for at least two consecutive days before contacting the school for homework. Books are extremely heavy and the practice of having younger siblings bringing books home is discouraged. Parents can pick up homework and books at the front office.

Specials teachers may assign homework, which will be posted on FACTS and factored into the allotted homework time. Students who do not complete homework, due to an absence, are required to complete the assignment(s) on their own time. Incomplete work will result in a deduction of grade points and the issuing of demerits.

All homework must be posted on FACTS by 4:00 p.m.

In an effort to prepare students for middle school and high school, students in grades 6-8 may be assigned minimal homework over the weekend and a test/quiz may be given on a Monday.

Assessment

With the exception of religion, no tests may be given on Mondays or the day after returning from a holiday for grades 1-5. For grades 6-8, a maximum of two tests may be given per day. A maximum of five tests per week may be given.

Tests/quizzes will be posted on FACTS within three to four days. In order to give the appropriate feedback, written assignments, essays, and projects will take longer to assess. Students/Parents may not receive the test/quiz in three to four days due to absent students needing to complete testing.

Extra Credit

Extra credit may be offered once per subject, per trimester as an assignment offered to all students at the discretion of the teacher. Test and assignment corrections may not be assigned as extra credit.

The ***Honors Math Program*** at Saint Andrew Catholic School & Preschool begins in the fourth grade and makes provisions to accelerate and to enrich the mathematics studies of students who are identified as capable of advanced instruction. The program is not a separate curriculum. It is, rather, a structure which makes provision for the acceleration of the existing curriculum. The program will enable students to perform on a level at least one year beyond the designated chronological grade equivalent.

As prescribed by the Archdiocese of Philadelphia, students in the Honors Math program are identified using the scores from the Terra Nova, a standardized test. Students are admitted to the program in grades four and five. Students are not admitted into the program after grade five.

Students may be withdrawn from the Honors Math program due to weak achievement. This decision is made on the archdiocesan level in consultation with the administration and the Honors Math instructor. In the event that a student is removed from the Honors Math program, the student and their family will be informed by letter.

To qualify for Honors Math, as set forth by the Archdiocese of Philadelphia, students must achieve an 85 percentile or higher in Reading on the Terra Novas, a 90 percentile or higher in Math on the Terra Novas. They must have a CSI – Cognitive Skills Index –of 125 or above. They must have achieved an 85% or higher in their last level exam and must have a final cumulative grade average of 90 or above on their last report card. Students must maintain an 85% average or higher to remain in the Honors Math program.

Some grades offer Accelerated Math classes. Students are admitted into accelerated math based on teacher recommendation and standardized test scores.

National Junior Honor Society Eligibility

National Junior Honor Society is an organization to create enthusiasm for scholarship, stimulate a desire for service, to promote leadership, to develop character, and to encourage good citizenship in eighth grade at Saint Andrew Catholic School and in the community. To be invited into this society, a student must be identified as academically eligible for consideration. Eligibility is determined by a student's seventh grade cumulative grade point average, which must meet or exceed our chapter's standards for scholarship currently set at 93%. Students who meet the academic standards are invited to apply at the beginning of their eighth grade year. In addition to the academic standard, membership in NJHS is also based on standards of service, leadership, character, and citizenship.

To be selected as a member of NJHS, students must complete a candidate application form. The application is reviewed by the chapter advisory board composed of five teachers and an administrator. Admittance into National Junior Honor Society is based on a rubric point system. If a student meets or exceeds these standards, he/she will be accepted into the chapter.

Preparation for Class

The student is responsible for completing all class assignments and homework on time. Incomplete homework assignments will ultimately affect the student's effort grade on the report card. Daily performance of students is assessed by the teacher. Neatness and organization, including examination of copy books and worksheets as well as class participation, are part of the overall report card grade.

Promotion

It may be necessary to retain a student in a particular grade if standards are not achieved. The ultimate decision in regard to non-promotion must be a joint decision between the principal and the teacher after consultation with the parents. Parents will be informed in writing of possible non-promotion based on continuous monitoring of student learning. Grades can be accessed year round on FACTS. Any grade less than a 70 is considered to be failing. This will be indicated with an F on the report card.

If retention is indicated, the parents will receive an official notification which must be signed and returned to the administration. No student will be retained in a grade for more than two years.

Attendance at a summer school or a tutoring program is mandatory if a student has two or more failures on the final report card and wishes to return to Saint Andrew Catholic School & Preschool for the next year. Notification of successful completion of a program must be given in writing to the school office prior to the first day of school.

Any eighth grade student who fails any of the basic skills (English Language Arts or Mathematics) or who has a failing composite average, is required to attend summer school provided by the archdiocesan high school if they wish to attend an archdiocesan high school in the fall.

Report Cards

Report cards are issued to students in grades K through 8 three times a year. Preschool students receive progress reports twice a year: halfway through and at the end of the school year. Distribution dates are listed on the school calendar. Report cards will be available electronically.

Honors (Grades 6 to 8)	90 or above in each of the following:	RELIGION E.L.A. (Reading & Writing) MATHEMATICS** SCIENCE SOCIAL STUDIES
	“3” or above in:	ART TECHNOLOGY MUSIC PHYSICAL EDUCATION SPANISH
	“3” or above in:	PERSONAL AND SOCIAL GROWTH EFFORT AND STUDY SKILLS

****Honor Math Students’ Requirements: 88 or above in Honors Math**

Parent/Teacher Conferences

Parent/teacher conferences are scheduled during the first trimester. Conferences benefit all by fostering a better understanding of the academic abilities and of the progress of the student. Arrangements for parent/teacher conferences at other times can be made in writing to suit the convenience of both parties whenever deemed necessary for the benefit of the child. When requesting a conference, the parent should state the nature of concern so that the teacher can be prepared to address it.

Standardized Testing Programs

During the school year, students in designated grades participate in a standardized testing program which helps to evaluate the progress of each student and provides class and school norms. Testing results are kept on file in the office and a copy is sent to the parents.

Graduation

Eighth grade students who have completed the prescribed course of study and maintained a suitable discipline record are eligible for graduation if all financial obligations have been met. Procedures for graduation are determined by the administration and the eighth grade teachers.

Closing Exercises

Participation in closing exercises is a privilege, not a right. Saint Andrew Catholic School & Preschool has the right to deny any student from participating in closing exercises if, in the view of the school, the student's conduct, academic or disciplinary records indicate that the privilege should not be extended.

ACCIDENTS/ILLNESS

Parents will be notified immediately in the event of sudden illness or of accidents of a serious nature. If the parent cannot be reached, the emergency contact will be called. **PLEASE BE SURE THE OFFICE AND HOMEROOM TEACHER HAVE THE CURRENT INFORMATION FOR EMERGENCY CONTACT.**

AFTER SCHOOL ACTIVITIES

After school activities vary from year to year. Initial information is shared in the school newsletter, weekly communications and through the coordinator of the activity. Schedules will be shared by the coordinator of the activity. Students may not change clothing at the end of the school day.

Children attending after school activities are dismissed to attend their respective activities. After school activities will begin at 3:15, and the ending time varies based on the activity. Parents must sign the dismissal log at the end of the scheduled activities. Children who participate in after school activities must be picked up on time. Students who are not picked up on time will be taken to C.A.R.E.S.

Students who are absent for the entire school day may not attend after school activities or evening events, including dances, unless the students are participating in school sanctioned functions like the Sciathalon.

ARCHDIOCESAN HIGH SCHOOL VISITATION DAY

The Archdiocese of Philadelphia conducts an annual Archdiocesan High School Visitation Day every spring for seventh graders. Seventh grade students are invited to visit archdiocesan high schools on that day. Parents must arrange transportation, and students must wear the official school uniform. Archdiocesan high schools will take attendance and report back to Saint Andrew. At that time, attendance will be adjusted.

Seventh graders who choose to visit private or public schools will be marked absent, and this will affect perfect attendance. An adult at Saint Andrew will be available to watch any student who chooses not to participate in the visitation day.

Eighth graders will be excused for **one** full school day in order to shadow at a high school of their choice. All shadow days must be completed before the Christmas holidays in order to qualify for a free shadow day. Parents should contact the high schools where your children would like to attend in order to schedule a shadow date. Students will be required to have a High School Shadow Day Verification Form signed by a school official. When the students return to Saint Andrew School, they **MUST** submit the signed verification form to their homeroom teachers immediately. Anything submitted after the first day will not be accepted, and the children will be marked absent.

ARRIVAL AND DISMISSAL

Arrival

No student may enter the school building before 7:50 a.m., unless for a scheduled school activity. As buses arrive at the school, the students proceed directly to the classrooms. All car riders are asked to follow appropriate signage upon entering the school property. Car riders must arrive at school no later than 8:10 a.m.

Dismissal

Dismissal will begin after prayers and announcements.

Students who miss a bus or are not picked up by 3:15 p.m. will be supervised in the C.A.R.E.S. program. Parents will be responsible for the cost of the program. Any student who needs to return to the school must return with a parent and report to the office. Due to extracurricular activities being held in the classrooms, students will not be permitted to return to classrooms after 3:15 p.m.

ASSEMBLIES

On occasion, students will miss instructional time to participate in assemblies. We expect students to behave at assemblies the same way they would during in class instruction.

ATHLETIC/EXTRACURRICULAR ACTIVITY PROBATION

Students who are failing academically, have excessive absences, and/or have received disciplinary consequences may be suspended from CYO/extracurricular activities. Following a suspension, a reentry plan will be created in consultation with administration, teachers, program director, parents or guardians, and the student.

ATTENDANCE

Good attendance is critical to a child's success in school. Serious consideration of a child's academic progress needs to be given when planning family vacations. Family vacations should be scheduled at times when school is closed, as should appointments with doctors and dentists. If a daytime appointment must be scheduled, please follow the procedure listed below under "Early Dismissal." We ask for cooperation in this matter for the child's safety.

Absence

When a child will not be in school, please call the office at 215-968-2685 before 7:50 a.m. to leave a message and to state the nature of the absence. If a child has been absent for more than one day and a parent wishes to pick up school work, please check FACTS, Google Classroom, and contact your child's teacher. If picking up materials is necessary, it may take 1-2 days for work to be gathered, and materials can be picked up from the front office.

If a student's name appears on an attendance report from the homeroom teacher and the parent has not telephoned the school, the parent should expect a call from the school to verify the absence or to check on the student's whereabouts. This is to ensure the safety and welfare of the student.

A student who has been absent from school is required by state law to present a written excuse on a Student Absence Note to the classroom teacher. Absence note forms are given out on the first day of school and may also be obtained from the school store. The note should state the date and reason for the absence. These notes are kept on file for one year. If the school has a question about the student's absence, school authorities reserve the right to contact parents. In case of a communicable disease or an absence of three or more consecutive days, a physician's note is required for the student to return to school.

Any student who stays home without parental knowledge will face disciplinary action. Any student who leaves school without permission will face disciplinary action.

For an absence of any length, a student is required to make up the missed work. Tests missed due to absences and all tests missed due to vacations will be made up at the convenience of the teacher and will take place in the school building.

Early Dismissal

Appointments during the school day are discouraged. If an early dismissal is required, a written note should be sent to the teacher prior to the pick-up time. This note should include the name of the student, grade and section, reason for the request, date and time of pick-up and (if applicable) the expected time of return. If an early dismissal is for a doctor's appointment, a doctor's note should be sent in with the child upon return. If someone other than the parent or guardian is picking up a child, written notification must be sent to school prior to the pick-up. The office may ask for pertinent information to confirm identity over the phone.

The parent or guardian must report to the office and sign the "Early Dismissal" log sheet. It is imperative that every student is checked out through the front office/preschool office. Parents are not permitted to pick-up a student from any other area.

No student will be dismissed between 2:30 p.m. and 3:00 p.m. on full school days or between 11:30 a.m. and 12:00 p.m. on early dismissal school days due to preparation for dismissal. Early dismissals for sport events, vacations and non-emergency activities are not excused. A record is kept of all early dismissals.

If a student is to be sent home for illness, parents or guardians are contacted to come to school for the student. In the event that this is not possible, an authorized person, from the emergency numbers supplied by the parents, will be contacted. All emergency contact information should be kept up-to-date on FACTS.

School authorities are responsible for the safety and protection of the students from the time of arrival in school at 7:50 a.m. until the end of school dismissal, which varies due to programming.

Lateness

The school day begins at 8:10 a.m. and ends at 3:00 p.m. Should a child arrive after 8:10 a.m., the parent and child **must** report to the receptionist to sign in and receive a late slip. A record is kept of all late arrivals. When a child is late due to a doctor's appointment, a doctor's note is required. Any child (grades 4-8) who has four unexcused tardies in a trimester will receive an after school detention. Administration will be in contact with the families of younger students, and it will be handled on a case by case basis. An excused tardy is any tardy for which a parent presents a doctor's note, proof of attendance at a funeral, etc.

Trips and Vacations

Please communicate any travel plans to your child's teacher. **Teachers are not expected to assign work before trips and are not expected to re-teach the material missed while the student is on vacation.** In some cases, work may be available on Google Classroom, but this will not be done for specific individuals or to accommodate missed school. Students are responsible to make up work upon return to class. Due dates for missing work should be worked out with each teacher. All tests missed due to vacations will be made up at the convenience of the teacher and taken in the building.

Report Card grades may be delayed due to test make-ups and missing assignments.

The school will not be responsible for administering standardized testing to any student who misses testing due to trips and/or vacations.

Excessive Absences

Students with excessive absences may be required to make-up attendance time though after school detention, Saturday detention, pre-approved community service, etc. Those who accumulate 15 or more absences during one school year will be required to make-up attendance time though after school detention, Saturday detention, pre-approved community service, etc. Parents of students with excessive absences will be required to communicate with administration after 10 absences to make arrangements for missed work and to establish an attendance improvement plan. Truancy charges could be filed through the home school district as required by law.

Absences and Activities

Absences may impact a student's participation in after school activities, CYO sports, and evening events, including dances.

BUS TRANSPORTATION/CONDUCT

Bus service for Saint Andrew Catholic Elementary School is provided by the public school districts. Students may only ride on the bus assigned to them by their school district. No student may ride another bus to visit with another student after school. Only in an emergency situation may a student ride another bus within the school district (students may not ride another district's bus under any

circumstances). In this case, a “Bus Pass Exception Form” will be issued to the student by the school office upon receipt of a written request from the parent. *These are the regulations of the school districts.*

For the safety of all students, all regulations on the school bus must be obeyed at all times.

Students must:

- observe the same conduct as in the classroom,
- follow the directions of the bus driver,
- remain seated,
- be courteous to everyone on board the bus and respect what belongs to them,
- refrain from using profane language,
- refrain from eating, drinking or spitting,
- keep the bus clean,
- keep objects out of the aisle,
- cooperate with the driver,
- keep all body parts and objects inside the bus,
- refrain from fighting, pushing or shoving,
- refrain from throwing objects,
- refrain from vandalism,
- refrain from distracting the driver,
- speak in a conversational tone, refraining from screaming,
- refrain from using technology - This includes:
 - the use of personal telephones or other media devices such as but not limited to iPads, chromebooks, or other smart devices on the bus that allows students to post on social media, film other students, watch videos, and/or share unsolicited and unmonitored material.

Riding a bus is a privilege, not a right, that may be revoked for disobeying any of the aforementioned rules. If a written misdemeanor is issued by the bus driver, the student will give this to the principal the day of the infraction. Students may receive school discipline for misbehavior on the bus. For continuous or serious violations, students may lose the privilege of riding the bus. Parents must provide transportation during this suspension.

Saint Andrew Catholic School & Preschool advocates the practice of students sitting with classmates by grade. In most cases, upper grade students should sit closer to the back of the bus to assist in case of an emergency exit. The lower the child’s grade, the closer they should sit to the front of the bus. Ultimately, the seating on the bus is determined by the driver.

CALENDAR

The yearly calendar may be accessed through FACTS. The monthly calendar notes dates and times of events for each month.

Directions on how to link the FACTS calendar to your iPhone or Google Calendar can be found [here](#).

A PDF of the academic calendar is available [here](#).

CAR RIDERS

Saint Andrew Catholic Elementary School encourages students to take the bus when possible. This alleviates much of the traffic in the school parking lot. If your child will be a car rider every day, it is the parent's responsibility to make sure the teacher is aware. If the student is a car rider on occasion, a note must be sent in with the child for the particular day(s) that the child will be driven home by car. The note should include the name of the child, class and date(s) of when the child will be a car rider. If someone other than the parent or guardian is picking up the child, that person's name must be listed on the car rider note. **We cannot guarantee that an email or voicemail will be received prior to the end of the school day in order to make last minute transportation changes.**

C.A.R.E.S.

Saint Andrew Catholic School & Preschool offers a before and after school C.A.R.E.S. (Children Are Receiving Extended Services) program. Morning C.A.R.E.S. is from 6:30 a.m. until 7:50 a.m. Afternoon C.A.R.E.S. ends at 6 p.m. Information is available in the school office and on the school website. Students must register to attend.

CARE OF BOOKS AND PERSONAL ITEMS

It is the responsibility of the student to have all books covered at all times. All covers must be neat, clean and free from inappropriate material. Books must be carried to and from school in a school bag and kept in the proper place during the school day. Lost books, or books which have been damaged beyond use by a student, must be paid for in the school office before final report cards will be distributed.

Personal items such as gym clothing, sweaters, etc. should be marked with indelible name tapes or another form of identification. Children should be encouraged to exercise responsible concern for their own possessions and those of the school. Students should search the Lost and Found and other areas in the school and at home for lost items.

CARE OF SCHOOL PROPERTY

The physical appearance and cleanliness of our school is a source of great pride. Every child is responsible to maintain this cleanliness at all times. This responsibility extends to school books, desks, interior of classrooms, halls, lavatories and the schoolyard. Any malicious or intentional damage will necessitate compensation by the student and/or parent in addition to disciplinary consequences by the school's administration.

CELEBRATIONS & EDIBLE TREATS

Students' birthdays are announced each day. Students may bring a small non-edible treat for the class on their birthdays. Any other items, such as balloons, flowers, pizza, cakes, ice cream, etc. are not permitted. Edible treats are not permitted in the classroom except for planned class parties. Students and parents must be mindful of allergies.

CHANGE IN TRANSPORTATION

Parents should notify the teacher in writing if a child is to change his/her usual means of transportation home. **We cannot guarantee that an email or voicemail will be received prior to the end of the**

school day in order to make last minute transportation changes.

CHANGE OF NAME, ADDRESS, TELEPHONE

Change of names of parents and child(ren), address, marital status, telephone numbers and email addresses should be reported to both the office and the classroom teacher **immediately. In addition, parents can update their information on FACTS.**

CLASS REQUESTS

Requests for a specific teacher will not be acknowledged or honored. Every effort is made to see that a child is placed in the most appropriate class. Assigning a student to a certain class/teacher is a matter not taken lightly. Much thought and consideration are given to the placement of each student. Should there be special circumstances or considerations, please feel free to pass these along, in writing, to the child's classroom teacher and administration. There is no guarantee that these requests will be honored.

COMMUNICATION

Parents and teachers have several methods of communication: notes/letters, telephone calls and emails. Teachers will respond to all received communication within a reasonable amount of time (within two school days). If a response is not received within two school days, please follow-up with the teacher.

Given our close-knit community, some staff and parents are friendly. At no time should parents contact staff at their homes, on their cellphones, or through texting regarding school matters.

COMPUTERS

Computers are a valuable tool for education. One of the purposes of Saint Andrew Catholic School & Preschool is to encourage the proper use of computer related technology, including the Internet. Students and all users of computer technology have a responsibility to use these tools properly and in accordance with the policy set forth below:

- to provide a variety of electronic tools to help students and teachers develop the ability to evaluate and synthesize information from a variety of sources and to enable them to work effectively with various computer/communications technology
- to encourage critical thinking and problem solving skills, which will be needed in this increasing electronic and global society.

With the right of access comes the responsibility to use the source both correctly and wisely. Access to the Internet may mean that some material found will not meet guidelines set in our Acceptable Use Policy. Monitoring and controlling all such materials is impossible. Saint Andrew Catholic School & Preschool will make every effort to discourage the appearance of such material; however, the opportunities and information made available by the Internet make it necessary to provide access so that the students can take advantage of the many resources on the information superhighway.

ACCEPTABLE USE POLICY FOR TECHNOLOGY

Purpose

Technology is a valuable educational vehicle. Our school is committed to teach the students, faculty, administrators, staff and school community to work and to learn effectively with technology and to ensure responsible use of technology. The policy outlined below applies to all technology use including, but not limited to, Internet use. *The Acceptable Use Policy for Technology* applies to all students, faculty, administrators, staff, volunteers or community members allowed access to school technology resources.

Goal

The school's goal is to prepare members for life in an electronic, global community. To this end, the school will:

- provide a variety of technology based tools
- teach technology skills
- integrate technology with curriculum
- encourage critical thinking and problem solving skills
- facilitate evaluation and synthesis of information
- encourage ethical practices

Responsibilities of User

The school will make every effort to provide a safe environment for learning with technology including Internet safeguards. The students, faculty, administrators, staff and school community are granted the privilege of using the computer hardware and software, peripherals and electronic communication tools including the Internet. With this privilege comes the responsibility to use the equipment correctly, respect the name and intellectual property of others and follow the policies outlined below.

Technology Use Guidelines

- **Educational Purpose/Appropriate Use:** All technology use and Internet access at school for all faculty, staff and students is provided solely for educational purposes. Educational sites and teacher created assignments are to be used to enhance student learning. Students must not access *entertainment sites, social networking sites or gaming sites*, except for educational purposes under teacher supervision. Expressed permission to use the Internet and hardware/software in any area of the school must always be obtained.
- **Copyright/Intellectual Property:** All sources obtained for teacher and student work should be properly cited. Users are to respect the rights of and the intellectual property of others in accordance with Federal Copyright Law. Transferring copyrighted material to or from a school without expressed permission of the owner is a violation of Federal Law.
- **Examples of Unacceptable Uses:**
 - Users must not use equipment to harass, threaten, deceive, intimidate, offend, embarrass or annoy any individual.
 - Users must not post, publish or display any defamatory, inaccurate, violent, abusive, profane or sexually oriented material. Do not use obscene, profane, lewd, vulgar, rude or threatening language. Do not knowingly or recklessly post false information about any persons, students, staff or any other organization.
 - Users must not use a photograph, image or likeness of any student or employee without express permission of that individual and of the principal. Users must not use school equipment to create any site, post any photo, image or video of another except with express

permission of that individual and the principal. Maintaining or posting material to a web site or blog that threatens a likelihood of substantial disruption in school, including harming or interfering with the rights of other students to participate fully in school or extracurricular activities, is a violation of the Acceptable Use Policy and subject to the disciplinary measure found herein.

- Users must not attempt to circumvent system security, guess passwords or in any way gain access to secured resources, another person's files or another person's password.
 - Users must not install, move, delete, download, upload, reconfigure or modify any software or files on school equipment without permission.
 - Users must not move, repair, reconfigure, modify or attach external devices to the systems without permission.
 - Users must not deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives. Students must not access entertainment sites, for example social networking sites such as facebook.com or gaming sites, except for educational purposes under teacher supervision.
 - Users are not to plagiarize content and may not present the work of another as their own without properly citing that work.
 - Users must not violate license agreements, copy disks, CD-ROMs or other protected media.
 - Users must not use technology for any illegal activity. Use of the Internet for commercial gains or profits is not allowed from an educational site.
- **Reporting** Users must **immediately** report any damage or change to the school's hardware/software that is noticed by the user.
 - **Electronic Devices:** Users must adhere to local school policy regarding the use of additional electronic devices including but not limited to calculators, gaming devices, cellular phones and tablets. Access will be determined by the administrator of the school. The school's technology policy regarding authorization, use, responsibility, integrity, intellectual property and monitoring will be applied to these devices.
 - The use of cell phones, smart watches, gaming devices, and personal technology are not permitted at Saint Andrew Catholic School and Preschool. Smart watches may not be worn by students during the school day. Students who are caught using/wearing a device giving them access to information will be assumed to be committing plagiarism and/or cheating and will face appropriate school discipline.
 - **Administrative Rights:** The Office of Catholic Education or the school administration may add additional rules and restrictions at any time. The school has the right to monitor both student and employee use of school computers.

Violation of the above rules will be dealt with by the administration of the school. Violation of these rules may result in any or all of the following:

- Loss of use of the school network, computers and software, including Internet access. The student will be expected to complete work on a non-networked, stand-alone computer system.
- Issuance of demerits/detentions, if applicable.
- Disciplinary action including, but not limited to, dismissal and/or legal action by the school, civil authorities or other involved parties.

The ChromeBooks are the property of the school. There are some guidelines that all ChromeBooks users must follow:

- Students should not change pictures on Google. Discipline will follow any inappropriate pictures, symbols, or language.
- Students may not use inappropriate or offensive language on Google. This will result in discipline and could include up to expulsion.
- Students must log-in and out of their Chrome books with each use and may not share passwords.
 - Students may not “lock out” each other or share personal items on Google Docs. This will result in disciplinary action.

CUSTODY

Parents are asked to inform school personnel when the legal custody of the child(ren) resides with one parent. It is mandatory for the school to have a copy of the custody decree. This will help school personnel to make effective decisions when the need arises. Custodial parents are likewise asked to supply the school with copies of restraining orders if the need arises.

Those individuals who have legal custody of the student may attend school meetings, participate in educational decisions and review educational records regarding that student. Persons who do not have legal custody (including those with visitation rights but not legal custody) have no such educational rights and may not participate in these matters. Absent a subpoena or court order, school records of the student(s) may be disclosed only upon written consent of the parent with legal custody.

A child will not be released to a parent who does not have physical custody, without the written consent of the custodial parent. To determine the custodial parent, all separated or divorced parents of students enrolled in Saint Andrew Catholic School & Preschool must provide the school with a copy of the court order or custodial agreement adjudicating that determination of custody. This court order/custodial agreement is placed in a confidential file.

Saint Andrew Catholic School & Preschool requires parents/guardians to sign an agreement regarding the administration of parental participation issues and payment of tuition. Tuition is billed and collected from the parents with legal custody only.

DISCIPLINE

Mutual respect and cooperation characterize interactions in a Catholic school. A positive atmosphere of discipline and orderliness creates a safe and supportive learning environment that fosters personal and social growth for all students. Students are encouraged to develop self-discipline and personal responsibility for their attitudes and behaviors.

Self-discipline includes:

- Respect for and cooperation with others
- Obedience to school authority and school rules
- Truthfulness in all situations
- Self-control while acting or speaking

- Courage in dealing with difficult situations
- Perseverance in spite of obstacles
- Responsibility toward property, assignments and other duties

The discipline code applies to students and parents both in school and at school-sponsored events, as well as in the Saint Andrew Parish community and outside the Saint Andrew Parish community where the behavior is contrary to Catholic teachings or could bring disrepute or embarrassment to the school.

Consequences result for students who choose to disregard Christian behavior. In order to maintain effective school and parent communication, the following procedures will be enforced.

In most situations, discipline begins with a conversation between the teacher and student. If the behavior continues, parents are contacted via email, demerit, or phone call. For more severe discipline issues, students may be sent to administration and consequences may be assigned immediately.

Grades K-3

A monthly effort and conduct calendar is distributed. Parents are required to sign the appropriate box daily. Occasionally, students in kindergarten through third grade may be issued a demerit or detention if the situation warrants.

Grades 4-8

A demerit/detention form is often used to communicate inappropriate behavior. A demerit is a formal warning about the student's behavior. When issued, parents are required to sign and return the form. A demerit will be given for, but not limited to, the following:

- Infractions that disrupt the learning environment of the school
- Disregard for classroom rules
- Homework or classwork not done
- Tests not signed
- Dress code violations
- Chewing gum
- Cheating

Parents' signatures on demerits are acknowledgements of the receipt of the demerits. Any student caught forging a parent's signature will receive further consequences.

After a student receives a third demerit, a detention will be issued. A detention may be issued without receiving prior demerits when deemed necessary. The following behaviors may warrant, but are not limited to, a detention without prior demerits:

- Disrespect to any member of the school community
- Inappropriate Physical Contact
- Obscene gestures/profanity
- Damaging school or personal property
- Forgery
- Invasion of privacy
- Harassment
- Inappropriate use of technology

Detention

Detention is conducted on Tuesday afternoons from 3:15 until 4:00 p.m., at which time a parent must sign the child out for dismissal, unless the child is going to C.A.R.E.S. Students serving detentions will contribute to the school through community service in the form of cleaning.

Parents' signatures on detention slips are acknowledgements of the receipt of the detention slip. Any student caught forging a parent's signature will receive further consequences.

Demerits and detentions may affect the Effort and Study Skills and/or the Personal and Social Growth sections of the report card.

Harassment

Saint Andrew Catholic School & Preschool follows the Archdiocese of Philadelphia policy prohibiting harassment, including sexual harassment which refers to any unwelcome sexual attention, sexual advances, requests for sexual favors or other verbal, visual or physical conduct of a sexual nature.

Sexual harassment is unacceptable conduct and will not be tolerated. Any student or parent who is determined to have violated this policy will be subject to appropriate disciplinary action up to and including dismissal of the student.

Vandalism

The parents or guardians of any student who participates in vandalism or destruction or theft of property will be financially responsible for reimbursing the school or the violated party. An invoice for the monetary amount of the destruction will be issued. This bill must be paid in a timely fashion. Registration will be denied and report cards will be withheld until all financial obligations have been met.

Any student who is determined to have violated this policy will be subject to appropriate disciplinary action up to and including dismissal of the student.

Violent/Threatening/Harassing and Inappropriate Conduct

It is the intent of Saint Andrew Catholic School & Preschool to provide an educational environment free from all forms of improper threats, intimidation, hostility and offensive and inappropriate behavior. Such improper conduct may take the form of unwanted verbal or physical conduct, verbal or written derogatory or discriminatory statements and behavior not otherwise conducive to the educational and religious mission of the school.

Unacceptable conduct – either by a student or a parent – includes, but is not limited to, the following:

- disrespectful behavior of any kind toward or about any staff member, student, volunteer or parent;
- insubordination;
- fighting;
- bomb scares or triggering other false alarms;
- cheating or plagiarism;

- use or possession of drugs or alcohol;
- smoking;
- vaping;
- stealing;
- intimidation, harassment or threats of any kind;
- indecent exposure of oneself or classmate;
- possession of any weapon

Any student who is determined to have violated this policy will be subject to appropriate disciplinary action up to and including dismissal of the student.

These categories do not cover every possible situation. The school will determine which behavior is inappropriate.

This policy applies both in and out of the classroom, in the school community generally and outside the school community, where the behavior is contrary to Catholic teachings or could bring disrepute or embarrassment to the school.

Conduct by students or parents, or anyone acting on their behalf, incompatible with the educational and religious mission of the school is grounds for disciplinary action, including but not limited to the immediate dismissal of the student, as well as reporting the incident to legal authorities where appropriate.

In addition, in the case of threats of violence or harassment, in any form, including oral, written or electronic, by a student against any member of the school community, the student, if suspended but not dismissed, may be required to receive psychological or psychiatric clearance before returning to school.

Suspension

Formal suspension is a serious disciplinary action taken against a student whose actions constitute a major infraction. Three detentions within a semester result in a suspension from classes. The suspension will be an out of school suspension. The parents of the student will be informed of the seriousness of the situation, and the school will seek the immediate cooperation of the parents to resolve the problem. During the suspension period, the student may not participate in any school activities. Students will be required to complete all school assignments given during the suspension.

Suspensions may affect the Effort and Study Skills and/or the Personal and Social Growth sections of the report card.

Students who have been suspended may be excluded from field trips and/or Spirit Day.

A student is liable for an immediate suspension as a result of, but not limited to, the following:

- Physical and/or verbal abuse
- Presence or use of any tobacco product, smoking, vaping, drugs or alcohol
- Blatant disrespect for authority or school rules
- Vandalism, destruction or theft of property
- Truancy
- Fighting

- Repeated and/or Severe Harassment

In the rare case of in school suspension (ISS), students will remain in the office area. These students must bring their own lunch and beverage during the suspension. They will be assigned classwork to be completed.

Reinstatement

Following suspension, students may return to the classroom after parents have met with the appropriate school official. Parents may be asked to sign an agreement assuming responsibility for the future behavior of the student.

Expulsion

Three suspensions (whether they are immediate or an accumulation of detentions) make a student liable for expulsion. Expulsion from school becomes formalized after a period of time has elapsed to allow for discussion, investigation and evaluation by the principal and pastor who make the final determination of the status of a student. Students may be placed in OSS while an investigation takes place.

Immediate expulsion, due to extraordinary serious circumstances, may result from, but is not limited to, the following types of infractions:

- Theft
- Alcohol, drugs (presence or use)
- Immorality
- Carrying a weapon such as a gun, knife or any instrument intended to cause harm to another
- Serious vandalism
- Violent/abusive behavior

Saint Andrew Catholic School & Preschool reserves the right to dismiss any student at any time where the school considers the conduct of the student or parent to be inconsistent with school policy, the good of the school community or Catholic teachings.

DRESS CODE

The appearance and good grooming of a student lead to personal self-respect and effective academic performance. Uniforms uphold the equality of all students while helping to maintain an orderly environment. School uniforms and shoes are to be purchased at Flynn and O'Hara. Uniforms must be the exact uniforms sold by this company.

All students are required to wear the school uniform in good taste. Boys are never permitted to "bag" their slacks. Girls' uniform skorts may not be rolled. **The length of the jumper or skort must be two inches above the knee or longer.** Any girls whose uniforms are too short will have to purchase longer uniforms or have the uniform lengthened. Repeated violations of this rule will result in requiring the student to wear the navy dress slacks.

No CYO clothing may be worn with school uniforms or school gym uniforms.

Cosmetics

Make-up, acrylic nails and nail polish are never permitted.

Hair Styles/Grooming

Hair is to be neat, clean and groomed conservatively. No hair coloration or extreme styles are permitted. Small, simple hair ornaments are permitted. Students are expected to come to school in a state of cleanliness. Boys' hair must not touch their collars or cover their eyebrows.

Jewelry

Although jewelry is not part of the school uniform, post earrings of a small and conservative style are permitted to be worn by the girls (one earring in each ear lobe). Boys are not permitted to wear earrings. Bracelets, both ankle and wrist, pins and buttons are not a part of the school uniform. This includes all rope, yarn, rubber and beaded neck, wrist and ankle bands. A conservative religious medal or cross on a chain is permitted.

Out of Uniform

If at any time during the year an exception in uniform is necessary, a note of explanation must be sent to the child's teacher who will forward it to the principal. This note should indicate the expected date by which the uniform will be complete.

Shoes

Students who cannot wear the school shoes for medical reasons must have a note from a physician. Those students may wear black, non-scuff shoes.

THE SCHOOL IS THE FINAL JUDGE ON THE SUITABILITY OF ATTIRE AND/OR APPEARANCE. Violation of the dress code may result in a telephone call to the parent for an immediate correction of the infraction.

DRESS DOWN DAYS

Students participating in dress down days in school are expected to dress appropriately. All of the regular rules apply for hair, jewelry, nail polish and make up. Shirts should be modest in fit and style. Bare midriffs, shoulders, chests and backs are inappropriate. Shirts should not have offensive or violent words or pictures. Short skirts and shorts and tight pants should not be worn. Leggings may be worn only if shirts cover both front and backsides appropriately. Appropriate foundation garments should be worn at all times. Shoes with no backs, flip-flops and slippers are unsuitable. Students must adhere to the regular uniform code – they may not wear shorts when we are still in winter uniforms. Bathing suits and pajamas/sleeping garments are never permitted. Students who do not dress correctly on dress down days will lose future dress down privileges.

SCHOOL UNIFORM

<u>Winter Uniforms</u>	<u>Winter Uniforms</u>	<u>Summer Uniforms</u>	<u>Summer Uniforms</u>
<p style="text-align: center;"><i>Boys ~ Grade K-1</i></p> <ul style="list-style-type: none"> -Gray dress slacks NO CORDS *K & 1 boys have the option of wearing gray dress slacks with a fully elasticized waist. - Black belt (optional) - White or Navy golf shirt/long or short sleeves/school name OR white turtleneck school monogram - Navy V-neck pullover sweater/ (without piping) /school name - Solid black or navy socks -Black dress shoes or all black sneakers <p style="text-align: center;"><i>Boys ~ Grade 2-6</i></p> <ul style="list-style-type: none"> - Gray dress slacks NO CORDS - Black belt (NOT OPTIONAL) - White or Navy golf shirt/long or short sleeves/school name OR white turtleneck school monogram - Navy V-neck pullover sweater/ (without piping) /school name - Solid black or navy socks - Black dress shoes or all black sneakers <p style="text-align: center;"><i>Boys ~ Grade 7 – 8</i></p> <ul style="list-style-type: none"> -Gray dress slacks NO CORDS - Black belt (NOT OPTIONAL) - White or Navy golf shirt/long or short sleeves/school name OR white turtleneck school monogram - Navy V-neck pullover sweater/ white piping/school name - Solid black or navy socks -Black dress shoes or all black sneakers 	<p style="text-align: center;"><i>Girls ~ Grades K - 6</i></p> <ul style="list-style-type: none"> - Navy & white plaid jumper or navy skort - White blouse with Bermuda collar - Navy blue cardigan with school name -6th Grade Girls: Navy blue cardigan (without piping) /school name (this goes with the jumper) OR: - Navy V-neck pullover sweater with white piping or without piping/school name (this goes with the skort/pants) - Navy knee socks or opaque leotards (No nylon stockings) - Saddle shoes OR: - White or Navy golf shirt/long or short sleeve - Skort or white turtleneck/school monogram - Navy blue cardigan / school name - White golf shirt with school monogram - Navy dress slacks – NO CORDS - navy blue cardigan with school monogram - Black belt -blue knee-highs or blue tights - Solid black or navy socks - Saddle shoes <p style="text-align: center;"><i>Girls ~ Grades 6 – 8</i></p> <ul style="list-style-type: none"> - Navy & white plaid skort or navy skort or navy dress slacks NO CORDS - White or Navy golf shirt/long or short sleeve with school name or white turtle neck/school monogram - Navy V-neck pullover sweater, white piping/school name - Navy knee socks or opaque leotards (No nylon stockings) OR: - White golf shirt/long or short sleeve -Skort with white turtleneck/school monogram 	<p style="text-align: center;"><i>Boys ~ Grades K – 8</i></p> <ul style="list-style-type: none"> - Gray dress slacks OR gray shorts - Black belt - White or Navy golf shirt/school name - Solid black or navy socks OR solid white crew socks WITH SHORTS ONLY -Black dress shoes or all black sneakers 	<p style="text-align: center;"><i>Girls ~ Grades K – 6</i></p> <ul style="list-style-type: none"> - Navy & white plaid jumper/skort white blouse with Bermuda collar OR navy skort with white or navy golf shirt/school name, black belt - Navy knee socks or plain white cuffed anklet (must cover the ankle) - Saddle shoes <p style="text-align: center;"><i>Girls ~ Grades 7 – 8</i></p> <ul style="list-style-type: none"> - Navy & white plaid skort OR navy skort - White or navy golf shirt/school name - Navy knee socks or plain white cuffed anklet (must cover the ankle) - Saddle shoes

	<ul style="list-style-type: none"> - Navy blue cardigan/school name - White golf shirt with school monogram - Navy dress slacks – NO CORDS - navy blue cardigan with school monogram - Black belt -Blue knee-highs or blue tights - Solid black or navy socks - Saddle shoes 		
<p style="text-align: center;"><i>Gym Uniforms Boys ~ Winter</i></p> <ul style="list-style-type: none"> - Navy Saint Andrew gym sweat pants or performance pants and sweatshirt - Navy or gray Saint Andrew gym shirt - Sneakers - White socks - White turtleneck under sweatshirt is optional <p><u>*No CYO clothing may be worn with gym uniforms. Spirit wear clothing may be worn with gym uniforms.</u></p>	<p style="text-align: center;"><i>Gym Uniforms Girls ~ Winter</i></p> <ul style="list-style-type: none"> - Navy Saint Andrew gym sweat pants or performance pants and sweatshirt - Navy or gray Saint Andrew gym shirt - Sneakers - White socks - White turtleneck under a sweatshirt is optional. <p><u>*No CYO clothing may be worn with gym uniforms. Spirit wear clothing may be worn with gym uniforms.</u></p>	<p style="text-align: center;"><i>Gym Uniforms Boys ~ Summer</i></p> <ul style="list-style-type: none"> - Navy Saint Andrew gym shorts – mesh or sweats - Navy or gray Saint Andrew gym shirt - White socks - Sneakers <p><u>*No CYO clothing may be worn with gym uniforms. Spirit wear clothing may be worn with gym uniforms.</u></p>	<p style="text-align: center;"><i>Gym Uniforms Girls ~ Summer</i></p> <ul style="list-style-type: none"> - Navy Saint Andrew gym shorts – mesh or sweats - Navy or gray Saint Andrew gym shirt - White socks - Sneakers <p><u>*No CYO clothing may be worn with gym uniforms. Spirit wear clothing may be worn with gym uniforms.</u></p>

EMERGENCY CLOSINGS

NON-SNOW/ICE RELATED

In case of an early dismissal (e.g. pipes burst/heater breaks down) all students should have a predetermined place to go on file with the school. Forms for such an emergency are sent home electronically in September to be completed and returned to school. In the event of an emergency closing, parents will be notified through School Messenger. **Please make sure your emergency contact information is up-to-date to ensure a smooth dismissal.**

EMERGENCY DRILLS

Regularly scheduled emergency drills are conducted to familiarize the students with emergency procedures. Instructions are posted in each classroom.

Students are to maintain silence and proceed quickly, quietly and in an orderly manner to ensure the safety of the entire school community. Failure to cooperate is considered a serious matter.

These drills include: fire, intruder lockdown, severe weather, medical, and soft lockdown (emergency in the area). These drills are practiced in consultation with the local emergency personnel.

EMERGENCY CONTACTS

Every student must have at least two emergency contacts listed in FACTS. Emergency contacts cannot be the student's parent/guardian, and they must live locally. Emergency contacts are contacted only when parents cannot be reached. These contacts are allowed to pick-up children from the school.

FIELD TRIPS

Field trips are designed to contribute to the educational, cultural and social growth of the student. There will be no overnight field trips or activities that the school deems to be high risk. Written permission is required from parents or guardians for the child to participate in the school trip. Students who fail to submit the proper permission forms will not be permitted to attend the trip. Telephone calls or emails will not be accepted in lieu of the permission form. A faculty member, assisted by parent volunteers, with proper clearances, will accompany the children on the field trip. **All children are required to leave from school and return to school by means of the school's designated transportation.**

Participation in any field trip is a privilege. Appropriate dress and conduct are always expected on any field trip. **Misconduct can keep a child from attending these special events.** Children who are not permitted to attend a school trip, either by parental or school request, will be told to stay home and counted as absent. Field trips are considered school days. Therefore, children who do not attend the trip and choose to stay home are marked absent.

Chaperones are randomly chosen from a list of volunteers with all clearances. Homeroom parents are given priority. Chaperones must pay the full price of the field trip. Chaperones must not drink alcoholic beverages during field trips.

Children with health issues, such as life threatening allergies or diabetes, etc., **MUST** have a parent as a chaperone in order to attend a field trip.

GOVERNMENT FUNDED PROGRAMS

- Act 89 - Under Act 89, students have the services of Catapult and the Bucks County Intermediate Unit in counseling, psychological testing, speech therapy, remedial reading and mathematics. Classes are conducted in the school building.
- Act 90 - Under Act 90, schools are entitled to funds for student workbooks. Religious books are excluded.
- Act 195 - Under Act 195, schools are entitled to funds for student textbooks. Religious books are excluded. The monies allocated by the state for textbooks and workbooks do not meet school needs. Additional money is obtained through fundraising and tuition.

The Secretary of Education, pursuant to Section 9-923-A of the Public School Code, is authorized to purchase textbooks, instructional materials, and equipment, which may be loaned to all children residing in the Commonwealth who are enrolled in kindergarten through grade 12 in nonpublic and private schools. Our school is now in the process of requesting specific textbooks, materials and equipment to be loaned to your child(ren).

In order to participate in the program, a parent/guardian of each child attending the nonpublic or private school must individually request a loan of textbooks, instructional materials and equipment. The enclosed individual request form fulfills that requirement. Please sign the form, date it, and return it to the school immediately.

HEALTH SERVICES

Administration of Medication During School Hours

Only medications which are absolutely necessary will be given during the school day. Whenever possible, parents/guardians are requested to administer medication at home to children. If this is not possible, parents or guardians may request that the school nurse administers medication at the scheduled time during school hours. Any student who is required to take medication during school hours will be subject to the following regulations:

- A “permission to administer medication” form must be completed and signed by the physician and parent or guardian and returned to the school nurse before medication can be dispensed in school.
- Prescription and non-prescription over-the-counter medications must be in the original container with a note from the parent and physician to include: name of medicine, dosage, time of administration, dates to be given and reason for medication. Medications may be sent in by the day or the week. Students may not carry a full prescription bottle to be taken back and forth daily.
- If the school nurse is unavailable to administer the medication on a time schedule determined by the student’s physician, a care plan shall be determined by the school nurse and the parent or guardian to ensure that the dosage is administered as scheduled.
- Medications given over extended periods will be reviewed by the physician, parents and the nurse.
- Students requiring medical attention must report to the nurse. No medications should be placed in lunch boxes or school bags for students to self-administer.

General Information

The school nurse is responsible only for the emergency care of injuries and sudden illnesses which occur while the student is in school. The nurse is not available to diagnose or treat students who come to school with injuries or illnesses. Parents should share all doctor’s notes in order to help facilitate the student’s return to school.

The nurse is responsible for checking height, weight, hearing and vision and for making referrals to parents when problems are found. The nurse maintains all health records. Care given in the school is limited to first aid in accidents or illness until the parents can be reached to take the child home, to the doctor or to the hospital. In an emergency, the nurse will arrange to have the student transported to the hospital.

If a child has a specific medical problem, it should be made known to the teachers and the school nurse. The “Emergency/Illness Form” completed by the parents/guardians provides this opportunity under the title “Significant Health Problems.” Appointments should be made with the school nurse the first week of school to discuss any serious, ongoing problem. Medic-Alert bracelets are strongly recommended for any children with medical problems.

Services

Health services are provided by Council Rock School District. Students are ordinarily scheduled to receive various examinations in accordance with the following schedule:

Vision, growth & development	Kindergarten through Grade 8
Hearing	Kindergarten through Grade 7
Medical Examinations	Kindergarten, Grade 6
Dental Examinations	Kindergarten, Grades 3 & 7
Scoliosis Screening	Grade 7

All students who are entering Saint Andrew Catholic School & Preschool as transfers from other schools are required to have medical and dental examinations if medical records are not forwarded by the previously attended school.

Sickness

Children should not be sent to school when they have symptoms of illness: temperature elevation, vomiting, a possible injury occurring at home or when not fully recovered from an illness. Students should be free of fever for 24 hours before returning to school.

Children who need to stay inside during outside lunch/recess time must have a note from a physician. The students will stay in the cafeteria. Children should have a book to read or some kind of activity during that period.

Students with injuries

Students with injuries (fractures, sprains, stitches, concussions, etc.) should submit medical notes to the school. The medical note should include type of injury, any restrictions and pain medication, if indicated. This is important to keep our students safe in the school environment.

SICK CHILDREN... SEND TO SCHOOL OR KEEP HOME

People often experience colds and stomach viruses.

The main reasons for keeping your child home are:

- If he/she is too sick to be comfortable at school
- If he/she might spread a contagious disease to other children

Deciding when a child is too sick to go to school can be a difficult decision for parents to make. When trying to decide, use the guidelines below to help you.

Keep your child home if your child has any of the following symptoms:

- **APPEARANCE, BEHAVIOR** -unusually tired, pale, lack of appetite, difficult to wake, confused or irritable. This is sufficient reason to exclude a child.
- **EYES** -thick mucus or pus draining from the eye or pink eye. (With pink eye (conjunctivitis) you may see a white or yellow discharge, matted eyelids after sleep, eye pain and/or redness.)
- **FEVER** -temperature of 100 degrees Fahrenheit or higher. Remember that a child must be fever free for 24 hours before returning to school.
- **GREENISH NOSE DISCHARGE AND/OR CHRONIC COUGH** -should be seen by a health care provider. These conditions may be contagious and require treatment.
- **SORE THROAT** -especially with fever or swollen glands in the neck. (With Strep throat, the child may return to school after 24 hours on antibiotics.)
- **DIARRHEA** -three (3) or more watery stools in a 24-hour period, especially if the child acts or looks ill.
- **VOMITING** -vomiting two (2) or more times within 24 hours.
- **RASH** -body rash, especially with fever or itching. Heat rashes and allergic reactions are not contagious.
- **EAR INFECTIONS WITHOUT FEVER** -do not need to be excluded, but the child needs to get medical treatment and follow-up. Untreated ear infections can cause permanent hearing loss.
- **LICE, SCABIES** -children may not return to school until they have been treated and are free of lice and nits (eggs).
- **CHICKEN POX** -children must stay at home for five (5) days after the onset of blisters, or until all pox are scabbed over and dry.

**IF A CHILD SHOWS ANY OF THE ABOVE
SYMPTOMS AT SCHOOL, IT WILL BE
NECESSARY TO PICK THE CHILD UP FROM
SCHOOL.**

Please try to treat the symptoms of minor illnesses at home so the student can feel comfortable and ready to learn during the school day.

HOME AND SCHOOL ASSOCIATION

The national award winning Saint Andrew Home and School Association plans activities for the children and families. In addition, the Home and School Association organizes and operates fundraisers for the various needs within the school. All children benefit from these activities. Meetings of the association are held throughout the school year and frequent communications are issued regarding upcoming events or needs. Election of officers is held in the spring.

The Home and School Association is not a school board or an administrative or supervisory committee established to operate the school. The Home and School Association supports the school by raising funds for updated and necessary equipment, books and special programs used by our children. It also provides educational programs and social activities for children, parents and families.

INVITATIONS

Party invitations may not be distributed at school unless they are given to all classmates or to all by gender. Parents may not use the student information system as a reference for addresses to mail invitations.

ITEMS BROUGHT TO SCHOOL

Items requested by the teacher for show-and-tell or projects are appropriate. If any other item is brought to school, the permission of the teacher should be obtained prior to bringing in the item. Cell phones must be turned off and kept in the student's book bag and/or locker. Students are not permitted to be on their phone at any time throughout the school day. Smart watches are not permitted in school. Laser beam pointers, tape recorders, cellular phones, digital recorders, CD players, Ipods, MP3 players or any such items are not acceptable items to bring to school or on the bus. Possession of such items will result in school disciplinary action.

LITURGY

As a Catholic school, Saint Andrew Catholic School & Preschool places great emphasis on the prayer life and spiritual development of all members of the school community. The school day begins and ends with prayers. Classroom prayer services are held regularly. Grade Masses are held weekly in the Marian Room. Several times during the year, the student body celebrates Mass together.

LOST AND FOUND

All articles belonging to a student should be properly identified. Lost and found items are always on display in the cafeteria. Unclaimed items will be donated to those in need.

LUNCH/RECESS PERIOD

<i>Schedule:</i>	<i>Times</i>	<i>Grades</i>
	10:46-11:36	KF1, KF2
	11:36-12:26	KF3, KF4, 1, 4, 5, 6
	12:26 -1:16	2, 3, 7, 8

A lunch program is provided on a daily basis for each full school day. The lunch program is staffed by Aramark, school employees and parent volunteers with proper clearances. Any parent with time to assist in this program is invited to do so, provided they have the necessary clearances. The following are policies to keep in mind:

1. Hot entrees, vegetables, salad, dessert and various beverages may be offered daily.
2. A calendar is issued monthly with the daily meal selections and prices.
3. If a child forgets to bring lunch, food will be provided. Parents are responsible for the cost of the items.
4. Students who bring lunches should not have glass containers.
5. Names, grades and sections should be placed on all lunch boxes, bags or containers.
6. Lunch may be paid in advance through a declining balance system. Lunches may be paid in cash.
7. Forgotten lunches are to be left at the reception desk by 10:30 a.m. with the name and grade of the child clearly marked on the container.

Lunchroom Behavior

The lunch period is a time when good social skills can be developed. Each student is expected to practice manners suitable for a dining room. Some simple rules of courteous behavior which make the lunch period pleasant are:

1. Observe good table manners and remain seated while eating.
2. Give respect and show cooperation to the lunch moderators.
3. Leave the surrounding area clean and orderly, throwing out trash in appropriate containers.
4. Remain seated until the class is called for recess or dismissal.

Playground Behavior

After dismissal by the lunchroom moderator, students are to walk to the designated play area. Appropriate playground behavior is expected of all students. Physical contact with another student *in any form* is strictly prohibited.

School employees and parent volunteers with proper clearances are on the playground during recess. Students are to report any inappropriate behavior to a supervising adult.

Failure to comply with the lunch rules and any evident lack of respect toward lunch and playground moderators will result in disciplinary action.

PARENT/TEACHER CONFERENCES

Formal parent/teacher conferences are scheduled during the first trimester. If there are other times that a conference is needed, please schedule that with your child's teacher.

Parents wishing to confer with the principal or vice principal about a child are welcome to do so after having *first* spoken with the child's teacher.

PHYSICAL EDUCATION

Physical education classes are conducted weekly. Students are expected to show good sportsmanship in physical education. Any student displaying conduct that could bring about harm to himself/herself or another or which reflects poor sportsmanship will be dealt with in a manner considered appropriate by the instructor and/or the principal. Students are expected to wear gym uniforms on the assigned days.

PRAYER FAMILIES

Following morning prayers and announcements, a member of the school ministry team prays with the children of three to four families in the chapel on their prayer day.

REGISTRATION

Registration for the following school year will open in the winter. Registration forms and fees are due in order to secure enrollment for the subsequent year. Please see the Admission Policy section for more details regarding the order of admission.

RETURNING FOR BOOKS

Any student who needs to return to the school must return with a parent and report to the office. Due to extracurricular activities being held in the classrooms, students will not be permitted to return to classrooms after 3:15 p.m.

SACRAMENTAL PROGRAM

Parents are expected to follow Saint Andrew Catholic Parish policy with regard to sacramental preparation and celebration. The policy is explained more fully through communication with our Religious Coordinator. Since catechesis involves much more than classroom preparation, ***the most important preparation for full membership in the church is active participation in the Sunday Liturgy.*** Information necessary for the celebration of each sacrament is sent home at the appropriate time.

SCHOOL DANCES

Several times throughout the school year, on Friday evenings, the Home and School Association hosts dances for seventh and eighth grade parishioners. In the spring, one dance is hosted for sixth, seventh and eighth graders. The graduation dance, on a Sunday evening in June, is for Saint Andrew Catholic School seventh and eighth graders only; students who do not attend the school may not attend. There is a nominal fee to attend the dances.

Although the students may dress casually, there are certain rules and regulations which must be followed. Hats are not permitted. Clothing should not be revealing. No shirts depicting anything of a violent nature or against the teachings of the Catholic Church are allowed. A detailed letter is sent out in January to the seventh and eighth graders' parents with the requirements for the graduation dance. This letter contains a signature slip which must be returned acknowledging that the parents are aware of and will follow the graduation dance rules.

Dances are for the entertainment and socialization of the students. Although students may bring cell phones for emergencies, they may not use them to text, take videos, talk or take photos during the dances. Students are encouraged to dance to the lively music provided by a professional disk jockey. Misbehavior will result in a student being sent home from the dance and, depending on the infraction, being prohibited from future dances. A school administrator or teacher will be in attendance at every dance.

Parents are encouraged to participate as chaperones for the dances. At each dance a different homeroom is assigned to help clean up at the end. Only 7th grade parents are asked to chaperone the Graduation Dance.

Saint Andrew Catholic School and Preschool does not condone or permit the practice of bringing dates to dances. The students are entirely too young to participate in this practice. Kissing, dancing suggestively, grinding, etc. are prohibited.

SCHOOL HOURS/SCHEDULE

6:30 – 7:50 a.m.	C.A.R.E.S.
7:40 a.m.	Teacher/Staff Update (Wed.)
7:40 a.m.	Teacher/Staff Arrival
7:50 a.m.	Student Arrival
8:10 a.m.	Morning Prayers
	Morning Announcements
8:25 a.m.	Morning Session Begins
10:46 a.m.	Lunch and Recess Begin
11:15 a.m.	Preschool Half Day Dismissal
11:45 a.m.	K-AM Dismissal
2:50 p.m.	C.A.R.E.S. Dismissal
2:55 p.m.	Afternoon Prayers/Announcements
3:00 p.m.	Car Rider and Bus Dismissal
3:00 - 6:00 p.m.	C.A.R.E.S.

SMOKING/VAPING

Saint Andrew Catholic School & Preschool is a smoke-free environment. No smoking, vaping or use of any tobacco products is allowed on the school premises. Violations by students will result in suspension from school and school-related activities until a conference can be arranged with the parents and the principal.

STATIONERY SUPPLIES

Each child is issued stationery supplies in September according to classroom needs. Parents must replenish items that are lost, destroyed or used up. Additional and replacement copybooks and theme tablets must be purchased at school. Please send in a note and money to the front office to the attention of Megan Pruitt, and the item(s) requested will be delivered to the classroom. Fourth through eighth grade students may write in black ink or pencil only.

STUDENT INFORMATION SYSTEM

Parents are encouraged to log-in to FACTS to access students' homework, grades, projects, due dates, missing assignments, assessment dates, etc. Students in the upper grades are also encouraged to access FACTS. Saint Andrew Catholic School & Preschool uses FACTS as the student information system (SIS). An SIS is a web-based management application designed for a structured information exchange integrating students, parents, teachers and the administration.

STUDENT RECORDS

Students' records may be reviewed by parents/guardians after a written request is sent to the school. The principal or designee must be present while records are reviewed.

Student records include:

- Permanent Record Card
- Standardized Tests Results
- Medical File

SCRIP (SUPER DOLLARS)

Scrip (Super Dollars), a gift card program, allows for the purchase of gift cards to be used in many major and local stores and, at the same time, assists with tuition payments. Purchases of gift cards may be made by cash or check, no credit cards. The participating stores and the denominations are listed on the order form.

Gift Cards are available through School. Days and hours of operation are published in the school newsletter and in the parish bulletin. Orders for Scrip (Super Dollars) can be sent into school on Monday, Wednesday, and Friday. The orders will be filled and returned the same day.

The number of tuition credits varies by the vendor which is being purchased. The Scrip (Super Dollars) order form lists the vendors and the credit amounts. Tuition credits can be applied to Saint Andrew Catholic School & Preschool, Religious Educational Program, any parochial high school and any private Catholic elementary school, high school or university. Once you receive the Scrip (Super Dollars), Saint Andrew Catholic School & Preschool and/or Parish are not responsible for lost or stolen

certificates.

TELEPHONE

The school telephone number is 215-968-2685. Students may use the telephone only in cases of emergency. Forgotten lunches, homework assignments, projects, test papers, etc. do not qualify as emergencies. Students may not receive telephone calls during school hours. Cell phones are not permitted in school, at dismissal or during after school activities. At no time should students be receiving cell phone calls or texts from parents or anyone else during school hours. Students using cell phones will be subject to disciplinary action.

The first time infraction for cell phone usage is a demerit. The second time infraction is detention, and a parent must pick up the cell phone from school. The third time infraction is suspension.

TRANSFERS

Parents of students transferring from Saint Andrew Catholic School & Preschool must:

1. Notify school administration as soon as possible. Please know that this plays a large role in our personnel decisions and will be kept confidential if needed.
2. School administration will share an exit survey requesting feedback about your child's experience.
3. Records will not be sent until all obligations have been fulfilled such as outstanding tuition payments, C.A.R.E.S. bills, missing textbooks and library books.

TRIPS AND VACATIONS

Please communicate any travel plans to your child's teacher. **Teachers are not expected to assign work before trips and are not expected to re-teach the material missed while the student is on vacation.** In some cases, work may be available on Google Classroom, but this will not be done for specific individuals or to accommodate missed school. Students are responsible to make up work upon return to class. Due dates for missing work should be worked out with each teacher. All tests missed due to vacations will be made up at the convenience of the teacher and taken in the building.

Report Card grades may be delayed due to test make-ups and missing assignments.

The school will not be responsible for administering standardized testing to any student who misses testing due to trips and/or vacations.

TUITION

The parish has a tuition program. Tuition is paid through a service called Parish Giving. The amount of tuition is published yearly from the rectory. Since non-parishioners and non-Catholics are not supporting Saint Andrew Catholic Parish, a higher tuition is required.

It is imperative, in justice to all, that the fee be paid or an appointment be made with the pastor of Saint Andrew Catholic and Preschool to explain any difficulty regarding tuition. All questions regarding

tuition should be addressed to the rectory.

Report cards will be withheld until all financial obligations have been met (including C.A.R.E.S. fees, lost textbooks, overdue library books, etc.).

VOLUNTEERS

Parents are welcome to enter our school community through full participation in all events. Volunteers for school events and routine school needs are most welcome providing all clearances are on file and up-to-date. All volunteers are required to have an up-to-date Pennsylvania State Police Clearance, Pennsylvania Child Abuse History Clearance, Federal Bureau of Investigation Fingerprint Clearance, a current TB clearance record and verification of attendance of the Safe Environment program on file in the school office.

Parents who wish to volunteer during the school day must be invited or have a scheduled time and purpose. No visitor or volunteer may go directly to any area of the school without first signing in at the office. Each person will receive a visitor’s badge and will be directed to the appropriate area.

For the safety of the children, visitors and volunteers are not permitted to go to a classroom to visit, confer with a teacher without an appointment or visit any child in class or at lunch. Volunteers may not bring younger children with them to help work due to liability.

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Saint Andrew Catholic School & Preschool reserves the right at any time to amend or add to the policies, rules and regulations contained in this handbook, and to make such changes applicable to current and new students when the situation dictates.