

2018 - 2019



Quick Facts:

School Office:	614-451-1626	(Dial 0 to reach secretary)
School Fax:	614-451-0272	
Parish Office:	614-451-4290	
Parish Fax:	614-451-8300	
Religious Education Office:	614-451-2855	

Accrediting Organization :	Ohio Catholic Schools Accrediting Association (OCSAA)
School Day:	8:00 a.m. – 2:50p.m.
Tardy Bell:	8:00 a.m.
Weekly School Mass:	Wednesday, 8:30 a.m.
Cafeteria:	\$3.00 for lunch with milk included
School Website:	www.standrewschool.com

St. Andrew Mission and Belief Statements

Our mission is to educate the whole child through our Catholic faith.

St. Andrew educators believe that...

- The four pillars of St. Andrew School are faith, character, academics, and community.
- Faith development includes a growing understanding of Catholic teaching, devotional practices, and Sacraments to form Disciples of Christ.
- Character development includes molding compassionate, responsible, confident, and contributing members of the Church and society.
- Academic excellence is the development of the learner through diverse instructional approaches that meet our students' needs.
- The community benefits from the collaboration among school, parish, and families who provide a rich and supportive educational environment.

*Written and accepted by the staff of St. Andrew School
May, 2015

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A. Spiritual Development

1. **Philosophy Statement:** Religious education at St. Andrew School fosters the message of Christ (“Love of God, Self, and Others”) through prayer, liturgical experiences, and the teaching of Catholic Church doctrine and traditions. Christian values and social responsibility are integrated into the school curriculum. Through the cooperative effort of teachers, staff, and parent volunteers (who serve as outstanding role models), students are encouraged to grow in a Catholic community. St. Andrew School students, motivated by their established faith, will proudly assume their roles in society.

2. **Mass Attendance:** All students at St. Andrew School must attend Mass every Sunday or Saturday evening. This is a serious obligation, and the responsibility for this attendance lies with the parents. During school, students attend Mass on Holy Days at a time designated by the pastor. Students also worship together every Wednesday at the 8:30 a.m. Mass, unless a different day is designated to fit with special feast days, holy days, or the schedules of the clergy. Students are to be seated with their homeroom classes during “All School” Masses.

Students should arrive at school on time for days in which we celebrate “All School” Mass. It is imperative that students be present for homeroom prior to attending Mass as it affords the opportunity for students to be included in lunch counts and daily attendance. Exceptions to this would be excused absence/tardy (i.e. illness and/or doctor’s appointment for which a doctor’s note is needed upon arrival to school). **The accumulation of 5 unexcused tardies may result in the issuance of a school detention.**

3. **Religious Instruction:** The primary responsibility of religious training lies with the parents. However, St. Andrew School is a partner in this development and, in this vein, the school provides 30-40 minutes of daily religious instruction. Students in Grade 2 may receive the Sacrament of Reconciliation in December and the Sacrament of the Eucharist in May. Students in Grade 8 are confirmed by the Bishop each year. Please consult the school calendar for specific dates of the First Holy Communion and Confirmation Sacraments.

Part of the religious program for students in kindergarten through Grade 4 is called Catechesis of the Good Shepherd. This is an approach to God using principles of Montessori. The Catechesis is a form of religious formation rather than instruction and is an experience of child and adult together, and an experience of the mystery of God.

B. Attendance

1. **Absence:** Parents are required to report by telephone or provide a written note of any student absence from school. This communication must be received by the school office no later than 9:00 a.m. on the day of the absence. This procedure assures the child’s safety and informs the school of the nature of the illness. Ohio Law requires that students returning to school after all absences (full or half-day) bring a written note from their parents or guardian that states: (1) the date(s) of the absence(s), (2) the reason for the absence(s), and (3) the parent/guardian signature. All students must receive an admittance slip from the office upon return to school. Excused absences include illness, critical illness in the family, quarantine of the home, or death in the immediate family. A student’s absence message may be left on the school voice mail, extension 224. In some cases a note from a physician, verifying the reason for the absence, may be requested in order to have the absence considered “excused.”
2. **Homework during an absence:** If your child is absent from school due to unexpected illness for only one day, please do not request homework. Keep in mind that many class assignments are posted on

School Speak, which may be accessed by visiting www.schoolspeak.com. you're your child's return to school, he/she should meet with their teacher to discuss any missed work. If your child will be absent for an extended period of time due to illness, please contact the school office before 9 a.m. to make arrangements for homework/textbook pick-up. **Students may take the same number of school days missed to complete daily assignments missed due to absence.** Upon the student's return to school, tests and major projects will be made up, by the student, in a timely fashion.

3. **Tardiness:** Students must report to their classrooms immediately after the 7:50 a.m. bell rings. If they are not seated in their home room classes by 8:00 a.m., they are considered tardy and must report to the school office to obtain a class admittance slip. Students will be assigned to detention starting with the 5th tardy and for every tardy thereafter. Tardies will be erased at the end of each quarter.
4. **Tardy/Absence Guidelines:** A student will be considered tardy if the student arrives late to first period but arrives before 8:55 a.m. A student must be present for a minimum of three (3) hours instructional time (this excludes lunch/recess) to be credited with ½ day attendance. A student must be present for a minimum of five (5) instructional hours to be credited with attendance for a full day. Instructional hours do not include lunch and/or recess time.
5. **Loitering:** Students are not permitted to loiter on school grounds before or after school. Teachers are not required to be at school before 7:30 a.m.; therefore, St. Andrew School cannot be responsible for those students who arrive before 7:40 a.m. with the exception of students being transported by bus. Teachers are not required to be at school after 3:20 p.m. and, therefore, all student must be picked up by 3:30 p.m. Students not picked up by 3:30 p.m. will be sent to the After School Care program and parents will be charged the daily rate for each child attending.
6. **Truancy:** Any student who is absent from school without the knowledge of the parent, guardian, or school personnel is considered truant and subject to disciplinary action.
7. **Appointments:** Regular attendance is essential for advancement of learning. Parents should not make doctor, dental, or other appointments that interfere with classroom hours. If there is no alternative, a note should be brought to school stating the date, time, and type of appointment. The parent, or responsible adult, must pick up the student at either the nurse's office or the school office. The parent, or responsible adult, must sign the student in and out of school. A doctor's note must be presented to the school's main office upon the student's return from an appointment in order to have the absence considered "excused."
8. **Illness:** Prompt attention to minor injuries is always available by the school nurse, teachers, and/or office personnel. Students who become ill at school will be sent to the nurse's office and will be observed by the school nurse until they may be picked up by parents or another adult designated on the student's emergency card. Students may be excluded from school due to communicable diseases.
9. **Lunch Time:** Students are required to remain on St. Andrew School grounds during the lunch period. Permission may be given to eat lunch away from school when a note has been presented to and approved by the school office; however, an adult must accompany the student. The note should include specific day(s) requested and where the student will be going for lunch.
10. **Family Vacation:** It is strongly encouraged that parents NOT take their children out of school for several days due to family vacation plans. However, if a request is made, the principal and teacher will advise the parents of their child's progress and the effects of any prolonged absence on the child's

academic work. The final decision is the responsibility of the parents, and the parents will be required to sign a form that designates their acceptance of scholastic responsibility of such action. This is to be done at a minimum of one week in advance of any planned vacation. Teachers are not expected or required to give homework assignments to students taking a family vacation during school time prior to their departure. It should be understood that due to day-to-day occurrences plans can change. Therefore, providing all homework prior to departure may be unrealistic. This stated, daily homework assignments may be accessed through the school's School Speak website by visiting www.schoolspeak.com.

11. **Parents Out of Town:** If parents plan to be out of town for more than one day, but they allow their child to remain in school, the school office must be notified of the person who is assuming parental responsibility.

C. Code of Conduct

When parents send their children to St. Andrew School, they delegate to the school's faculty and staff the authority to require that standards of good behavior be met. If the parents do not agree with the discipline policies of St. Andrew School, it is the parents' right to seek alternative education for their child.

All rules falling under the Code of Conduct are based on the following premise:

Every teacher has the right to teach, and every student has the right to learn.

The items of this code are applicable to (a) misconduct by a student that occurs off of property owned or controlled by St. Andrew Parish and School but that is connected to activities or incidents that have occurred on property owned or controlled by St. Andrew Parish and School and (b) misconduct by a pupil that, regardless of where it occurs, is directed at a school official or employee or the property of such official or employee and (c) all students when properly under the authority of school personnel during a school activity, function, or event whether on property owned, rented, or maintained by St. Andrew Parish or School or property owned, rented, or maintained by another party. Additionally, the provisions of this code shall apply to school property, within the line of sight of school property, on school transportation, or if the acts affects the operation of the school.

Violation by a student of any one or more of the following rules of conduct may result in disciplinary action(s) as determined by the principal which may include conference, isolation within range of a teacher's vision, demerit(s), detention, suspension, parental contact, referral to legal authorities, emergency removal, removal from field trips or special events, or expulsion.

Activities prohibited by the student code of conduct include:

1. **Activity that changes or alters any student or staff records:** activity that changes or alters any student or staff records; both written and electronic
2. **Bullying:** The Diocese of Columbus and its staffs shall not tolerate any bullying on school grounds or any school activity on or off campus
3. **Bus Misconduct**
4. **Detrimental behavior:** any form of behavior which is detrimental to a proper school and/or school activity atmosphere as prescribed by the administration or as outlined in the student/parent handbook
5. **Cheating:** unauthorized use of any information from any source to improve academic performance (plagiarism, cheating, Internet sources/access).
6. **Damage, destruction, defacement, or vandalism:** damage, destruction, defacement, or vandalism of Parish or school property or private property on Parish or school premises; including buses or at any school

7. Disruption of school: disruption of school by use of violence, force, coercion, threat, harassment, noise, or disorderly conduct. This shall include use of the same to incite others toward acts of disruption.
8. Dress Code: violations of school policies pertaining to dress and appearance
9. Extortion: the act of extortion from any person
10. False Alarms: false alarms including fire and/or bomb threats
11. Falsely reporting incidents: the act of falsely reporting incidents, making false accusations, or giving false testimony to school personnel
12. Falsifying: falsifying in writing the name of another person, times, dates, grades, addresses, or other data on school forms or correspondence directed to the school.
13. Fighting: fighting, including inciting and/or encouraging others to fight
14. Graduation Ceremonies: The principal may prohibit a student from attending and/or participating in the school graduation ceremonies as part of a student's suspension, expulsion, or removal from school
15. Hazing and intimidation: Subjecting other students to pranks, harassment, or humiliation causing substantial risk of mental or physical harm
16. Insubordination or disobedience: refusing to comply with directions or reasonable instructions of school personnel
17. Internet/Computer Use: violation of policies governing Internet and computer use
18. Leaving School Property: leaving school property or assigned area prior to specified dismissal time without official permission
19. Loitering, littering, or causing a disturbance: loitering, littering, or causing a disturbance on public or private property adjacent to, across from, or in close proximity to the Parish or school while either coming to and from school or school activities, or during the school day, or during school activities
20. Misuse of school property: to use equipment, materials, or supplies without permission or in a manner for which the item was not intended
21. Physical, written, or verbal disrespect or threats to school personnel: misconduct by a pupil that, regardless of where it occurs, is directed at a school official or employee or the property of the school official or employee
22. Electronic devices and valuable property: electronic devices such as cellular phones, iPod, hand-held gaming systems, electronic communication devices, and other valuable electronic equipment are discouraged
23. Profane, indecent, or obscene language or messages: use of profane, indecent or obscene language or messages. This shall include use of obscene gestures, pictures, or signs
24. Repeated offenses or flagrant violations: repeated offenses or flagrant violations of any school rules or accepted standards of school behavior
25. Tardiness: repeated tardiness to school or class
26. Theft: theft of school property or school equipment, personal property of school personnel, or of another student or visitor, including property at school –sponsored events.
27. Threatening and/or Inducing Panic: words or actions used and directed at an individual, group of individuals, or the entire school community, which lead one to feel their safety is in jeopardy
28. Truancy: Truancy from school including study hall, class, or any other assigned activity for class, or any other assigned activity for part or all of the school day, without school authorization
29. Vandalism: of school property
30. Unauthorized touching: unauthorized or inappropriate touching including hitting, grabbing, pushing, pinching, etc.
31. Weapons: possession, use, or threatened use of weapons or any object that might be considered a dangerous weapon or instrument of violence, including counterfeit or look-alike weapons
32. Other inappropriate conduct

General Expectations:

1. Students are expected to be on time for school and all classes.
2. Students are expected to respect school employees and adult volunteers.
3. Students are expected to respect their classmates and act accordingly.
4. Students are expected to follow specific classroom, cafeteria, and playground rules.
5. Students are expected not to use abusive language, drugs, or alcohol on school property.
6. Students are expected to walk in all areas of the building.
7. Students are expected to be quiet in the hallways and be respectful of other classes that are in session.

The above “General Expectations” are emphasized in grades K-2 classrooms. Each teacher utilizes a positive plan to reinforce appropriate behavior. Specific details for each classroom plan will be provided during Curriculum Night. More serious infractions will be dealt with on a case-by-case basis.

When a student chooses to break a rule, the following may occur:

1. Warning
2. Demerits: An electronic demerit notice will be issued by the classroom teacher explaining the infraction. This notice will be sent via email to the parents and a copy of the notice will be placed in the student’s conduct file. Demerit notices may come in one of two forms: (1) a 1-Demerit notice or (2) a 2- Demerits notice.

1-Demerit notices are for those offenses less serious in nature.

Examples of behaviors that might earn 1-Demerit include but are not limited to:

- Unauthorized Gum/Candy
- Uniform/Dress Code Violation
- Throwing Objects – Without Intent to Harm
- Unauthorized Consumption of Food and/or Beverage Outside of the Cafeteria
- Disrupting Class/Excessive Talking
- Destruction of Property – Temporary
- Unauthorized Presence in Halls (i.e. Student in halls without expressed permission from faculty and/or staff member)
- Unexcused Tardy to Class
- Failure to Follow Instructions
- Inappropriate Behavior in Class
- Writing/Passing Notes in Class
- Running/Skipping in Halls

2-Demerit notices will be given for those offenses more serious in nature The teacher and/or principal will make any decision about the seriousness of an infraction.

Examples of behaviors that might earn 2-Demerit include but are not limited to:

- Academic Misconduct – Copying Homework
- Misconduct on Bus
- Throwing Objects – Intent to Harm
- Destruction of Property – Permanent

- Disrespect
- Inappropriate Behavior During Mass
- Violation of Technology Acceptable Use Policy
- Detrimental Behavior Affecting the Safety of Self or Others – Resulting in no Harm
- Inappropriate Behavior During School Sponsored Event (ex. Performance, Field Trip, Assembly, etc.)

The parent must “sign” all demerit notices whether or not the parent agrees with the issuance of the demerit. The demerit notice is a form of communication with the parent.

*****3 Demerits = 1 Detention**

*****Students who accumulate more than 12 demerits will not be eligible to participate in class field trips or diocesan dances.**

3. **Detention:** Violation of the student code of conduct and other serious infractions may result in a detention (example: disrespect to a staff member, inappropriate language, cheating). Detention is served on Mondays and/or Wednesdays from 3:00 pm until 4:00 pm. A staff member will always be present to monitor detention. Parents will always be notified in writing, via School Speak, at least one day prior to detention day. The cumulative effect of detentions is as follows:
 - A. 2 detentions = parents notified by a detention notice from School Speak.
 - B. After the second detention is issued, a letter will be written to parents and a signed copy acknowledging receipt must be returned to the school office. This letter will advise parents of their child’s conduct status and may indicate that a parent/principal conference is necessary.
 - C. 3 detentions = Friday Afternoon School
 - D. 4 detentions = Saturday School
 - E. 5 detentions = One day In-School Suspension
 - F. 6 detentions = One day Out-of-School Suspension
 - G. Additional detentions = A conference with the student, the parents, the Assistant Principal, and the Principal to determine if expulsion is to be considered.
 - H. Detentions must be served within three, consecutive, scheduled detention days. For example, if a student receives a detention on Tuesday, the detention should be served either the proceeding Wednesday or Monday or Wednesday of the following week. Exceptions will NOT be made for athletics, music lessons, or other appointments. Failure to serve detentions within required time frame will result in an automatic Friday Afternoon School.
 - I. Students earning a detention will receive a detention notice via School Speak indicating their assignment to detention. This notification is emailed to the parent/guardian of that student. This notification will include the date to which the student has been assigned to detention. Detention notices should be “signed” by the parent. The parent is asked to indicate the date the detention will be served within the comments section of the notice. A student skipping detention or not serving within the required time frame will be issued an automatic Friday School.

J. Example of behaviors that might constitute automatic detentions include, but are not limited to:

- Forgery
- Academic Misconduct on a Test or Exam
- Derogatory Talk or Profane Language (Written, Spoken, Gesture)
- Unwelcome Physical Contact (ex. Hitting, Biting, Slapping, Kicking, etc.)
- Insubordination
- Detrimental Behavior Affecting Safety of Self or Others – Resulting In Harm

4. Friday Afternoon School: Friday Afternoon School is held from 3:00 pm until 5:45 pm and is supervised by the principal. A letter will be sent home notifying the parent of the assignment to Friday Afternoon School. Not reporting to Friday Afternoon School will result in a one day Out-of-School Suspension.
5. Saturday School: Saturday School is held at the school from 8:00 am until 12:00 pm and is supervised by the principal. A letter will be sent home notifying the parent of the assignment to Saturday School. When reporting for Saturday School students will enter the school through the main entrance. Any student reporting after 8:00 a.m. will NOT be admitted. Failure to serve a Saturday School will result in a one day Out-of-School Suspension.
6. In-School Suspension: A student will be counted as in attendance at school. A student will complete all school assignments and take all tests and quizzes. He or she will receive full credit for all work. A student in ISS may also participate in all after-school activities. The school principal will monitor ISS. Notice of suspension will occur via letter with a copy given to the student and a copy mailed home to parents/guardians. School administrative decisions on suspension are final.
7. Out-of-School Suspension: Parents will be notified of the suspension and asked to take the student home. The student may not attend school or any other school related activity through the length of suspension. The student will be expected to complete all class assignments while serving OSS. Zeros will be received for all tests and quizzes missed due to OSS. There is no appeal process for an OSS. The principal's decision is final.

Expulsion: A student who exhibits a constant disruption to the learning environment and does not change behavior after the above disciplinary actions have been taken, a student who poses a threat to students and staff, or a student who engages in extreme serious offenses may be expelled from St. Andrew School. There is an expulsion appeal process. Upon the request for a hearing by any parent or guardian, the President of the St. Andrew School Board will appoint a committee of at least three school board members to hear the appeal. Within three school days of the request, a hearing will take place. Statements supporting the charges against the student may be submitted as well as statements by the students and others on the student's behalf. The teacher who registered the complaint, the principal, or another faculty representative and the parents or guardian of the student will be given the opportunity to express their views. The committee, by a majority vote of its membership, may affirm, reverse, or modify the decision to expel the student. On the first school day following the hearing, the committee shall notify the parents or guardians and the principal of its decision, in writing, clearly stating the reasons for the decision reached. The above policy is in accordance with the Diocese of Columbus Policy No. 5114.

9. Suspension and expulsion procedures will be in accordance with Diocese of Columbus Policy No. 5114. In all situations, there will be discretion left to the teacher and the principal. In accordance with Diocese of Columbus Policy No. 5114, at no time will corporal punishment be used as a means of punishment.
10. The principal may notify local authorities if the infraction is of a serious/illegal nature or endangers any person in the school community.
11. St. Andrew School has the right to insist that any student who causes constant disruption in class or poses a danger to the school and other students receives professional counseling at the parent's expense.
12. A student who engages in disruptive conduct outside of school that causes embarrassment to the school and /or poor example to the students may be suspended from the school at the discretion of the principal. Students who attend a Catholic school can receive discipline for behavior that happens outside of school. Cyber bullying, negative blogging and other types of behavior are not acceptable. This behavior affects our school community.
13. The Diocese of Columbus has a concern with conduct by students at school or away from school that may bring discredit or harm to the name of the school or the reputation of the student body. Consequently, conduct at school or away from school that is inappropriate to Christian moral standards, conduct that is in violation of the law, conduct that is detrimental to the common good, threatening, harmful, or offensive to other students or staff or conduct that is of such nature as to jeopardize the good name of the school, may subject a student to discipline. Discipline for such conduct shall be at the sole discretion of the school (Diocesan Policy #5144.3).

D. Communication

1. **Messages:** Parents may leave a message for any teacher by dialing 451-1626 and accessing the St. Andrew School voice mail system. Teachers will listen to their messages daily, and parents may expect to receive a return call within 48 hours. Please use this service for important messages or concerns. The teacher's voicemail number is the same as his/her homeroom number.
2. **The St. Andrew School Website:** may be accessed by visiting <http://www.standrewschool.com>. Both the administration and teachers will use this tool as a secondary method communicate various forms of information throughout the year.
3. **School Speak: This is the school's primary system for communicating important information.** Teachers will communicate weekly and/or daily assignments for classes on their assigned classroom page(s). This system also affords us the ability to send mass e-mails to families regarding schedule changes, important announcements related to the school, or reminders.
4. **Change of Address and/or Telephone:** In order for St. Andrew School records to remain current, and to ensure the timely receipt of school information and email messages, parents are expected to keep their profile information up to date in the School Speak system. Parent profiles should be updated as needed.
5. **Classroom Observations by Parents:** Parents are welcome to observe their child's classroom. Parents who wish to observe should contact the principal to make arrangements for a suitable time. The appropriateness of the observation day and time will be left to the discretion of the student's teacher.

6. **Weekly Newsletter:** The principal publishes a newsletter for each student/family and distributes it through the Thursday Folder. This newsletter includes such items as important dates, meetings, special events, academic information, and any general information about St. Andrew School pertinent to that month. This newsletter is also available on the website (www.standrewschool.com).
7. **Thursday Folder:** A weekly folder system is utilized by the school to disseminate information from the school. Every Thursday, the folder contents will be updated on the school's web page with information distributed by the school and others. It is imperative that families check the contents of the Thursday Folder on a weekly basis. This year e-mails will be sent out reminding families of updates to the Thursday Folder. These e-mails will contain a hyperlink allowing you to be sent directly to the school's web page and Thursday Folder.

All material must be approved by the principal and submitted by 12:00 pm on Wednesday. Organizations outside of the school that wish to have something placed in the Thursday Folder must submit information to the school principal in advance for permission to have the enclosure included in the Thursday Folder posting. The Thursday Folder can be accessed by visiting:
<http://www.standrewschool.com>.

8. **Dial 0:** The school office can be reached by dialing 614-451-1626. To reach the secretary, dial "0" when you hear the phone system automated message.
9. **Invitations:** Invitations for parties at a student's home or elsewhere may **NOT** be distributed during school hours. Delivery of balloons, birthday-grams, and etc. is not permitted.
10. Students and parents may NOT use the school's name and/or logo without expressed written permission from the school administration and the Parish priest.

E. Bus Transportation and School Traffic

1. **Bus Transportation:** Most school districts provide bus transportation at no charge to students who live more than two (2) miles from St. Andrew School. Bus transportation is assigned at the beginning of the school year. **Students ineligible to ride on the bus may not be given permission to ride home on a bus with a friend.** Bus schedules vary from school district to school district, and these schedules are usually available in late August. Parents should contact their local public school district or check with the school office for updated schedules.
2. **Driving on Campus:** At all times, please drive slowly and permit the buses and children to have the right of way. NEVER pull around a bus.
3. **Morning:** Car drop off in the morning occurs in the rear of the building (McCoy Rd.). Students will enter the building through the gym lobby doors (door #8). Buses drop off in the front lot (Reed Rd). Students exiting the bus will enter through door #4. Parents wishing to walk their children into the building are asked to park in the east facing parking spaces of the front lot (Reed Rd) and enter through door #4. If entering before 7:45 a.m., students will report to the school cafeteria. If entering after 7:45 a.m., students will report to their lockers (if applicable) and directly to their first period class. Students are to be seated by 8:00 a.m. If arriving after 8:00 a.m., students should report to the main office to sign in and receive a tardy slip.

4. **Afternoon:** Dismissal buses will pick students up in the FRONT of the school. If visiting the school around the time of dismissal, please be aware that students will be boarding buses and it may be difficult/impossible to get out of the parking lot. Please wait until buses have left the parking lot before attempting to leave the parking lot.
5. Students transported in private cars at dismissal should meet their drivers in the school cafeteria. Car riders are dismissed to the cafeteria at the 2:50pm bell. Drivers will be granted access to the cafeteria through the exterior doors closest to the gymnasium (door # 8) no earlier than 2:50 p.m. Students will wait in designated areas, within the cafeteria, based on the first letter of their last name. All drivers are required to sign out each student they have been authorized to pick up. School personnel will assist with monitoring students and the sign out process. Students in grades 6-8 do not have to be signed out by their authorized drivers and may report directly to the back parking accessed from McCoy Rd. In the beginning of the school year a list of authorized drivers will be solicited from each family relying on private car transportation for their student(s). Any changes to this list throughout the school year must be made by contacting the school's main office (614-451-1626 x200). Students must be picked up by 3:10 from the cafeteria.
6. Students who walk to school will be dismissed after the buses leave. Dismissal for walkers will be signified by a bell that will ring at 3:00 p.m. Any student dismissing by means other than bus or car dismissal procedure described in #5 of this section, will be dismissed at that time.
7. As a safety measure, students shall obey all instructions of school bus drivers.
8. The Safety Patrol operates at St. Andrew School for the good of the student body.
9. Drivers of private cars on school grounds should be extremely careful. If it is necessary to enter the school during the school day, please use the Reed Rd. driveway. Due to buses using the front driveway in the afternoon, cars must not enter the Reed Rd. parking lot after 2:30 p.m.
10. NO traffic is allowed behind the school during school hours.
11. Any changes in your child's method of transportation home for the day must be reported to office staff by 12:00 p.m. in order to insure that the message is passed and teachers are prepared for the change.

F. Enrollment

1. St. Andrew School has approximately 430 students enrolled. Our classes range from Kindergarten through 8th grade. The proposed limit to the number of students in kindergarten is a total of 60 students combined in the whole and half day kindergarten program. Our primary grades are 1st and 2nd grades and have a proposed limit of 30 students, while grades 3 through 8 have a proposed limit of 35 students per classroom. This follows the Diocesan guidelines.
2. **Kindergarten:** According to Ohio Revised Code 3321.01, "no child shall be admitted to kindergarten . . . in August or September unless he is five...years of age...by the 30th day of September of the year of admittance..." Ohio law also requires that a child attend kindergarten prior to the child's admission to first grade. Any exceptions to this law must be in compliance with Diocese of Columbus Policies.

3. **Grade 1:** According to Ohio Revised Code 3321.01, “no child shall be admitted to a first grade...in August or September unless he is six...years of age...by the 30th day of September of the year of admittance...” Any exceptions to this law must be in compliance with the Diocese of Columbus policies.
4. Diocese of Columbus Regulation No. 5119.1 “Guidelines for Admission to Catholic Schools” assists Catholic school administrators in selecting students. The following principles and priorities regarding school admissions are outlined and in effect for St. Andrew School:
 - A. The basic purpose of Catholic school is to assure that Catholic truths and values are fully integrated with the student’s life and academic program. Students should only apply if they deserve and intend to participate as fully as possible in the religious program of the school. A Catholic school is not a refuge to escape public school requirements. To accept a student under these circumstances would violate Catholic school principles and damage community efforts to foster the common good of our city, state, and nation.
 - B. Catholic schools should emphasize the broadening and enrichment educational opportunities afforded in culturally and racially mixed school situations.
 - C. Catholic schools should continue and, where needed, intensify their efforts to recruit teachers and enroll students to achieve integration while maintaining the Catholic character of the school.
 1. Catholic Schools must not become havens for those trying to escape integrated public schools.
5. **Priorities for Admission:** In the admission of students to elementary schools, the recommended order or priority shall be as follows:
 - A. Sponsoring Parish Families
 1. children from families with children already enrolled
 2. children now reaching school age
 3. children from families newly moved into the parish whose children have been in Catholic Schools where such were available
 - B. Children from non-parish families with students already enrolled in school
 - C. Transfer students from other Catholic schools
 1. from parish schools that are closing
 2. from parishes not offering full programs, K-8
 - D. Children of other parishes may be admitted, if on the basis of personal interview, the pastor or his designated authority judges the intent and motivation to be in accord with the highest ideals of Catholic education.
 - E. Other student transfers (children of other faiths) may be admitted if, on the basis of a personal interview, the pastor or his designated authority judges the intent and motivation to be in accord with the highest ideals of Catholic education.
 - F. Parish school administrators are authorized to waive these priorities in favor of furthering racial integration.
6. **Admission Forms:** All parents must complete a registration form and pay a registration fee before a student will be admitted to St. Andrew School. The registration fee in the amount of \$300 is non-refundable but is subtracted from the total tuition cost at the time the balance of tuition is due. Additionally, the Diocese of Columbus requires all kindergarten students and new pupils to complete a physical examination by a licensed physician for admittance to St. Andrew School.
7. **Student Placement:** Placement at St. Andrew School is based on meeting admission qualifications, recommendations from the student’s previous teachers, and any other recommendations and concerns that may be appropriate. Special learning needs and emotional needs, for example, are considerations at the time of placement. If parents have concerns related to placement that need to be made known to the

school, they **MUST** put their concerns and rationale for placement in writing, and submit it to the school administration the year prior to a student's placement at the next grade level. The deadline for such written concerns is May 15th.

8. **Withdrawal:** If withdrawal of a student during the school year is necessary, the school office should be notified as soon as possible. A principal-parent conference may be scheduled to complete any necessary forms and discuss the reason for withdrawal.

G. Field Trips

1. Whenever a class is involved in a field trip, students will take home permission slips for a parent signature. Permission slips **MUST** be returned to the student's teacher(s) for the student to be allowed to accompany the class on the field trip. St. Andrew School cannot accept responsibility for such trips without written parental permission.
2. Whenever possible, bus transportation will be provided. If a private passenger vehicle is used, the following information as a minimum must be provided in writing, signed by the driver, and reviewed by the supervisor and/or principal prior to the field trip:
 - a. Valid driver's license
 - b. Valid vehicle registration
 - c. The vehicle must be insured for minimum bodily injury liability coverage limits of \$100,000 per person/\$300,000 per occurrence. A copy of the insurance policy or insurance card will be required.
 - d. Security background check (fingerprinting)
 - e. Protecting God's Children
3. Any student being transported on a field trip in a private vehicle shall use a seat belt. Each driver and/or chaperone should be given directions to and from the event and preferred route(s) to be traveled. The emergency medical form corresponding to each student must be in the vehicle.

H. Drug, Alcohol, and Tobacco Product Policy

1. According to the Diocesan Policy #5131.1, alcohol, tobacco, other drugs, harmful intoxicants and illegal substances and/or paraphernalia are defined as banned substances. Banned substances are not to be used, possessed, or sold on the property of schools/parishes of the Diocese. This also applies to all school related events held off school property.
2. Violations will result in an immediate telephone call to the parents (or guardian), referral of student to school counselor and/or outside agency or treatment center, and suspension from school in accordance with established suspension policies.
3. Re-admission will only take place after a meeting with the student, parents (or guardian), and the Drug Intervention Team (Pastor, principal, school nurse, guidance counselor, homeroom teacher) has occurred and an action plan has been accepted by the parents (or guardian) and the student.
4. The student and parents/guardians must meet with the Drug Intervention Team prior to re-entry to school in order to discuss the evaluation of the chemical dependency assessment. The student must follow all recommendations made by the Drug Intervention Team.
5. Any further violations following re-entry will result in automatic expulsion from St. Andrew School.

I. Health

1. Emergency Medical Cards will be sent home on the first day of school. Emergency Medical Cards are to be completed by the parents or guardians for each student. It is imperative that these cards be returned the following day. Parents should report any health problems, immunizations given during the summer, and any medication the student is taking at the present time. St. Andrew School's medication policy adheres to the medication policy issued by the Diocese of Columbus (Policy No. 5141.0).
2. The St Andrew School's medication policy is as follows:
 - a. St. Andrew School will NOT administer over-the-counter (non-prescription) drugs unless the school nurse has received a written notification from the student's attending physician.
 - b. If your student needs to receive medication while in attendance at St. Andrew School, please complete the "Permission to Give Medication at School" form which can be attained from the St. Andrew School website (www.standrewschool.com). Under the Nurse's page you will find the necessary form. **This form is to be completed by the parents as well as the physician for any prescription or non-prescription over-the-counter-medication. The permission form releases school personnel harmless from any and all liability resulting directly or indirectly from the administration of such medication and use of the medication by the student.**
 - c. After receiving parental consent, St. Andrew School reserves the right to consult with the student's physician regarding the administration and use of the medication.
 - d. The prescribed medication must be sent to school in the original pharmacy container. The name of the student, medication, and the student's attending physician, along with the dosage, must be stated on the original container.
 - e. St. Andrew School will administer Acetaminophen ("Tylenol") and throat lozenges when needed, but only with written parental consent.
3. Parents shall report all communicable diseases to the nurse's office. Forms will be sent home informing parents of their child's exposure to any communicable disease.
4. If your child is ill or absent from school for any reason a message must be left on the nurse's voicemail by 8:55 AM. The number is 614-451-1626 (ext 225). Please include on the voicemail the child's name, grade level, and reason for absence. This procedure assures St. Andrew of the child's safety and informs the school of the nature of the illness. Upon the students return, please provide a note with the dates and reason for absence. Please remember that a student may return to school if they have been fever free for 24 hours.
5. Parent-Teacher conferences will be held when it is deemed advisable or upon request at any time. Any medical problems that need special consideration in the classroom should be discussed with the student's teacher.
6. All immunizations must be completed and up-to date within 10 days following the opening of school. The Diocese of Columbus also requires that a student have a physical exam prior to entering St. Andrew School.
7. Vision and hearing screenings, as well as a general health appraisal will be given to students in grades K, 1, 3, 5, and 7. Students in grades 6-8 are given a scoliosis screening to detect early curvature of the spine. Screenings can also be requested by the teacher or parent of any student at anytime.

8. St. Andrew School has designated tables in the lunchroom for student with food allergies.
9. Food that is provided for parties and/or functions at St. Andrew School during school hours must be store bought. Processed foods that are purchased from a store have labels that are easily read. This food label makes it permissible to check for any ingredient(s) that might cause a potential allergic reaction. Fresh fruits and vegetables are always welcome and encouraged. Providing a healthy and safe environment for our students is of utmost importance.

J. Wellness

St. Andrew School recognizes that it is essential to educate the whole child, spiritually, academically, physically, socially, and emotionally. Similarly, wellness education must be multidimensional and encompass all the same areas in order to promote ultimate health. St. Andrew aids this emphasis on total wellness by embracing the reverence for life, self-respect, and respect for others. The primary goal of nutrition education is to positively impact eating behaviors.

Nutrition Education:

1. Wellness objectives concerning nutrition are supported through the Diocese Health Course of Study grade-level indicators relating to diet, nutrition, and exercise. Additionally, similar grade-level indicators are included in the Science Course of Study.
2. Nutrition guidelines, food pyramids, charts, suggestions for healthy food choices, and other messages that support wise food choices will be displayed in or near the cafeteria as well as in classrooms during the nutrition unit of instruction.
3. The primary purpose of Physical Education is to promote physical fitness and to have students develop habits that will be beneficial throughout their lives.

Physical Education:

1. Physical fitness is supported through the Diocesan Physical Education Course of Study.
2. All grade levels at St. Andrew School may participate in Physical Education.
3. Students are encouraged to participate in school and community sports programs and be physically active outside of school.

St. Andrew has activities in which both nutrition and physical education are inherent parts of the activities, and is mindful of these connections when planning activities.

School-Based Activities

The Religion Course of Study supports reverence for life, self-respect, and respect for others, which are foundational concepts of wellness. All school-based activities are rooted in the Religion Course of Study concepts. All schools with a lunch program must follow nutritional guidelines.

Nutrition Guidelines

1. The St. Andrew School lunch program:
 - a. Follows nutritional guidelines established by the Ohio Department of Education – Office of Child Nutrition Services.
 - b. Schedules lunch periods to provide nourishment within a reasonable time frame from the start of the school day.
 - c. Evaluates food and beverage products sold and determines nutritional guidelines for all foods and beverages that are available.
2. Drinking fountains are available through the building.

Measurement and Evaluation:

1. The St. Andrew wellness policy is reviewed regularly to evaluate school-wide compliance and effectiveness.
2. Based on the regular reviews, St. Andrew determines any revisions necessary to support wellness in the school.
3. Whenever applicable, students may monitor wellness through activities such as monitoring their heart rate, or keeping a food and/or exercise journal.

K. Technology (Diocesan Student Acceptable Use Policy)

Schools within the diocese of Columbus have implemented voice, data, and video electronic communication systems that will allow unprecedented educational opportunities for students and staff to communicate, learn and publish information. These network resources provide students and staff access to electronic resources and are to be used for educational purposes. Communication over the diocesan network is not to be considered private. Network supervision and maintenance may require review and inspection of network activity.

Terms and Conditions for Internet Access and Use

The use of the Internet must be in support of education or research and adhere to the educational goals and objectives of the Diocese of Columbus Department of Education. While some materials accessible via the Internet may contain information that is inappropriate or inaccurate, the Department believes that the benefits to students exceed disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using network resources.

Acceptable use of the Internet:

Students are responsible for appropriate behavior when using the Internet just as they are in the classroom or hallway. Students are expected to abide by generally accepted rules of network etiquette:

DO NOT view, send or access abusive or harassing material. A good rule to follow is never view, send or access materials, which you would not want your teachers or parents to see. Should students encounter such material by accident, they should report it to their teacher immediately.

DO NOT access or participate in chat rooms, or multi-user environments including but not limited to IM, MUDs or MOOs; download or play games; subscribe to or access listservs; download music files or check, send and receive email unless prior permission is granted by a teacher.

DO NOT give out personal information including names, addresses, phone numbers or credit card information pertaining to them or any other person without appropriate staff approval.

DON NOT engage in any commercial, for-profit activities.

DO NOT violate copyright laws. Material accessed through the Internet must be properly cited when referenced in a student research assignment.

DO NOT download or install any commercial software, shareware, or freeware onto network drives or disks.

DO NOT copy other people's work or intrude into other people's files.

DO NOT waste school resources by printing excessively or consuming limited hard drive space or network space.

DO NOT use the Internet in any way which disrupts the service or its operation for others.

Consequences for Inappropriate Use of the Internet:

Since Internet access is a privilege and not a right, users have the responsibility to use the Internet in an appropriate manner. Consequences of misuse or abuse of the Internet, depending upon the severity of the situation, may include one or more of the following:

- A warning followed by re-clarification of the acceptable use guidelines.
- A consequence such as Behavior Report or an after school detention.
- Loss of privilege of the Internet access for not less than 45 school days.
- Notification of parents and administration by phone or personal conference.
- Referral to proper authorities for disciplinary and/or legal action.

Terms and Conditions for Technology Network and Equipment Access and Use

Schools within the Diocese of Columbus provide a variety of technology resources that will allow unprecedented educational opportunities for students and staff to communicate learn and publish information. These resources include computers, SMART boards, software, scanners, printers, digital cameras, video cameras, mobile devices and much more. Students will be required to act appropriately when utilizing technology equipment and work areas.

Acceptable Use of Network and Technology Equipment:

Students are responsible for appropriate behavior when using Diocesan or school technology resources. Students are expected to abide by the following:

DO NOT intentionally damage computers, computer systems or computer networks. Students should take special care with the physical facilities, hardware, software, and furnishings. Students may not

remove/move, unplug, alter or add equipment or software to the network without the approval of the network administrator.

DO NOT create or willfully disseminate computer viruses. Students should be sensitive to the ease of spreading viruses and should take steps to ensure that disks and files are virus free.

DO NOT attempt to gain unauthorized or illegal access to Diocesan technology resources or any other technology resources.

DO NOT attempt to gain access to the Diocesan or any other computer system or go beyond your authorized access by entering another person's password or accessing another's files.

DO NOT download, install, or run any software without the expressed permission of your teacher or the network administrator.

Personal technology equipment brought to school is subject to the procedures outlined in the Student Acceptable Use Policy.

DO NOT alter the computers or change the settings or system configurations in any way.

DO NOT alter damage or vandalize Diocese technology equipment or software in any way.

DO NOT use Diocese resources to create, manage or access personal web pages or personal servers without the expressed permission of your teacher or network manager.

Consequences for Inappropriate Use of Network or Technology Equipment:

Users have the responsibility to use technology resources in an appropriate manner. Consequences of misuse or abuse of these resources, depending upon the severity of the situation may include one or more of the following:

- A warning followed by re-clarification of the acceptable use guidelines, a Behavior Report or a Detention.
- Loss of access to Diocese technology resources or a consequence determined by teacher/administrator.
- Notification of parents and administrators by phone or personal conference.
- Referral to proper authorities for disciplinary and/or legal action.
- Students who have lost technology privileges may not use personal equipment in lieu of diocese or school equipment.

Conclusion

School personnel will exercise reasonable oversight to ensure that the communication and technology resources of school and diocese are used in the appropriate manner. The Diocese makes no guarantee that the functions or the service provided through the Diocesan system will be error free or without defect. The Diocese will not be responsible for any damage you may suffer including, but not limited to, loss of data or interruption of service. The Diocese is not responsible for the accuracy or quality of the information attained through or stored on the system. The Diocese will not be responsible for the financial obligations arising from unauthorized use of the system (Diocesan Policy #6142.1 revised 10/2001).

L. Cell Phones and Valuable Property:

1. **Students are NOT permitted to CARRY on their person cellular telephones during school hours (8:00 a.m. - 2:50 p.m.). Students are NOT permitted to USE cellular telephones in any capacity while on school grounds.** Therefore, all cellular telephones must be kept in lockers and remain in the “off” position throughout the school day. Students in violation of this cellular telephone policy will have their cellular telephone confiscated, and a parent/guardian will be required to pick it up. If a parent or guardian needs to contact a student throughout the day, please call (614) 451-1626 and dial “0” at prompt.

2. The use of valuable property, including but not limited to - digital cameras, cellular telephones, Ipods, CD players, expensive jewelry, electronic games (ex: Nintendo DS, Gameboys) or any other type of mobile device - is discouraged while on school grounds. Therefore, it is recommended that the aforementioned items NOT be brought to school. The school will not accept responsibility for the loss of personal property.

M. Phone Calls

Generally, students who forget homework, books, and other materials for which they are responsible will not be permitted to call home. We ask parents to support this effort in building a sense of responsibility in their child(ren). Naturally, students will be allowed to use the phone for things more serious in nature. Students will be permitted to use the phone in the office with permission from the classroom teacher. In cases of illness, either the school nurse or one of the office personnel will contact the parents.

N. Backpacks/School Bags

Due to the dangers created in classroom aisles (fire codes), and narrow hallways, the use of backpacks and/or school bags DURING school hours is prohibited. Students must carry their books to class. Backpacks and school bags may be used to transport materials to and from school only. Students are encouraged NOT to utilize backpacks with wheels as they create safety issues. Not only do these types of packs take up more space, leading to fire hazards in the halls, but they also impede traffic in the halls when wheeled around the building.

O. Lockers

Students in grades 5 through 8 will be assigned a locker for the storage of personal belongings throughout the school day. A combination lock will be issued to each student in grades 7 and 8 for the purpose of securing belongings in their assigned locker. Students in grades 7 and 8 are expected to maintain this lock and use it as it is intended to be used. Lost locks will be replaced at the expense of the student. Students in grades 5 and 6 are strongly encouraged to provide a lock to secure items left in their lockers. The proper use of the lock is the only way to ensure the security of items stored in lockers. Locker combinations must be shared with the student’s homeroom teacher. The school is not responsible for any valuables left in lockers. Pictures placed in lockers must be reflective of the values held by and taught at St. Andrew School. Lockers are school property and by virtue of that, may be searched at any time. Lockers will be routinely inspected.

Locker Visitation: Students in grades 7 & 8 are permitted to visit assigned lockers during designated times based upon locker location (i.e. upper locker/lower locker). School administration will work together with

the 7/8th teachers to determine an appropriate locker visitation schedule. This schedule will be clearly communicated to students.

P. Harassment Policy

Our Catholic values require behavior that reflects mutual respect for and positive treatment of one another. Therefore, harassment of any type is considered a serious offense and will not be tolerated. It may result in suspension or expulsion. Charges of harassment are to be reported to the principal. Charges will be investigated in a prompt and responsible manner.

1. Any harassment of administration, faculty, staff, or student is prohibited.
2. Specifically forbidden is harassment of sexual, ethnic, or religious nature. This includes remarks, gestures, physical contact, or the display of written material or pictures derogatory to either gender or to racial, ethnic, or religious groups.
3. Conduct that constitutes sexual harassment is prohibited. Sexually harassing conduct includes but is not limited to the following:
 - A. Offensive sexual flirtations, advances, propositions
 - B. Continued or repeated verbal abuse of a sexual nature
 - C. The display of sexually explicit or suggestive writing, pictures, or objects
 - D. Spreading rumors about or categorizing others as to sexual activity
4. Conduct that constitutes harassment is prohibited. Such conduct included but is not limited to the following:
 - A. Continued or repeated verbal or physical abuse
 - B. Spreading rumors that harm the reputation of another person
 - C. Offensive graffiti that intends to humiliate another person
5. Anyone who believes that they are being harassed should report this to a responsible school official. The Diocese of Columbus has guidelines that will help the administration deal with these issues. The parent of a child who believes his son/daughter is being harassed should report this situation to the principal, assistant principal, or pastor. A complaint should be filed in writing.
6. The Diocesan Policy is included with this handbook so each family will know the exact the stance that the Diocese of Columbus and St. Andrew School takes with regard to harassment issues.
7. Discipline for harassment issues will be appropriate for the offense. The principal will deal with harassment issues and if necessary, call upon the Harassment Committee to officially work on the investigation of the harassment complaint.

Q. Bullying

1. Bullying is a PATTERN of abuse over time and involves a student being “picked on.” Bullying includes physical intimidation or assault; extortion; oral or written threats; teasing; putdowns; name-calling; threatening looks, gestures, or actions; cruel rumors; false accusations; and social isolation.

2. Staff members who observe or become aware of an act of bullying are expected to take immediate and appropriate steps to intervene. If a staff member believes that his/her intervention has not resolved the matter, or if the bullying persists, he/she should report to the school principal for further investigation.
3. The diocese expects students and parents who become aware of an act of bullying on school grounds or at any school activity on or off campus, to report it to the school principal for further investigation. The principal will contact parents of the aggressor and the victim. This investigation may include interviews with students, parents, teachers, school staff, and reviewing records.
4. Consequences for students who bully may include counseling, parent conference, detention, suspension and/or expulsion, depending on the results of the investigation. The principal and/or faculty committee will determine these consequences.

R. Lunch Information

1. Cafeteria service is provided for all students in Grades K-8. The students are offered a nutritious and balanced meal. The cost for lunch is \$3.00 (milk included) and, for those students who bring their lunch, the cost for a carton of milk is 45 cents. These costs may be adjusted during the school year as needed.
2. St. Andrew cafeteria offers many nutritious lunch options for its students and staff. Our menu follows specific nutritional guidelines. We offer five items: meat/meat alternative, bread/grains, vegetable, fruit and milk. Students may decline two items. We will continue to offer dessert most days. Additional items sold to students in grades 3-8 include: salads, soup, bagels, hot pretzels, nachos, water, and juice. Desserts may be sold if available. Only full lunches will be sold. Extra entrees may be ordered and purchased with a lunch. Monthly menus will be published in advance and posted on the school's website and School Speak page.
3. Prepared salads, with fresh vegetables, are available for purchase as a lunch option. The cost is \$3.00 (the same price as regular lunch). Students purchasing the salad bar option are given a plate and are permitted to make one trip to the salad bar station.
4. For qualifying families, we do provide free or reduced priced lunches. Applications for free or reduced priced lunches may be attained by contacting the cafeteria manager, Mrs. Patti Beattie (pbeattie@cdeducation.org) or by visiting the cafeteria section on the school's website. All application information and student participation will be kept strictly confidential. Please contact Patti Beattie or Joel Wichtman for more information.
5. The cafeteria uses an account debit system. Each student has an account and is assigned a pin number. It is expected that parents and guardians will maintain a positive balance to cover any purchase(s) made to that account. E-mails are sent twice weekly to parents and guardians when an account reaches \$10.00. Checks, made payable to St. Andrew School Cafeteria, may be turned in to the student's homeroom teacher or to the school office. Separate checks must be made for each student and must include the student's name.
6. When an account falls to \$-10.00, the student will be served a bagel and milk instead of lunch. Interims and report cards may be withheld for any student with a negative balance at the end of each reporting period. At the end of the school year all negative balances must be paid in full in order to receive the student's final report card and/or have transcripts sent to other schools.

7. Any positive balance left in an account at the conclusion of the school year will carry over to the following year. Any money left in an account of a graduating student will be transferred to a returning younger sibling of that student. **No money is refunded.**

8. Milk Allergies need to be documented by a physician and submitted to our nurse.

9. **The distribution of “treats,” or other perishable items, in celebration of birthdays and/or other personal events is prohibited.** Alternatives to this would include the distribution of special pencils, erasers, other practical items used in the classroom or making use of the Birthday Book Donation club further described in the Library/Media Center section of the handbook (pg. 24).

S. Library/Media Center

1. **Scheduling:** Classes in grades K-5 are assigned a specific time slot each week for use of the Media Center by the total class group. The time allotment for these class visits is 40 minutes per week. Generally, the first portion of this time is devoted to such activities as story time, book talks, student reports, demonstrations of audio-visual equipment, or explanations of the location of specific student material. Students in grades 6-8 will have time slots available to them throughout the school week. Depending on the discretion of the departmental teacher, the use of these time blocks will vary. Students may come as individuals, as small groups, or as a total class group, depending upon their needs at the time.

2. **Circulation:** Books may be borrowed by students in Grades 1 through 8 for a period of two (2) weeks. This applies for the use of regular circulating material of books, magazines, records, and audio-visual items. Reserve materials are designated with special markings. Reserve materials may only be borrowed for a one-week (seven day) period. Kindergarten may check out one book at a time. The number of books allowed out is increased as the children grow older.

Kindergarten	1 book
Grade 1	2 books
Grade 2	3 books
Grades 3-5	4 books
Grades 6-8	6 books

The younger children are usually finished with their book or books within 1 week and should return their book on their library day so they are eligible to check out a new book.

3. **Book Fines:** The library charges no fines. Overdue notices are printed and sent home periodically in order to get books back that are not being read. At the end of the year, all books must be returned 2 weeks before school is out. Students with library books and/or textbooks still out that have not been paid for may not attend end-of-year events and will have their grade card held until the missing books are paid for or returned.

4. **Discipline:** It is not necessary to maintain complete silence at all times in the Media Center. Students may talk about books or other materials with classmates or work jointly on class projects. On occasions, though, the Media Center may be used for Sustained Silent Reading at which time silence will be requested. Uncooperative or loud, discourteous behavior on the part of the student will be reported to the classroom teacher with a warning that use of the Media Center may be denied if the student’s behavior is not corrected. If a student fails to improve his/her behavior, the student will be suspended from the Media Center until the student has made a “statement of intent” to the librarian to be a responsible user of the facility.

5. **Lost or Damaged Materials:** Students are expected to make restitution for lost or damaged materials. Lost or damaged materials and equipment should be reported to the librarian. Students will pay the full cost of books that are lost or damaged. St. Andrew School cannot accept a book donation of another title in replacement for those materials that are lost or damaged. The librarian reserves the right to withhold grade cards until books are returned or replaced.

6. **Accelerated Reader Program:** Our school uses the web-based Accelerated Reader program, where children take quizzes on the computer over books they have just read. There are over 100,000 quizzes on a variety of book titles – fiction and non-fiction, from very early reading books to young adult and adult books. Students may take quizzes in their classrooms and the library.

The recommended minimum Accelerated Reader points earned per quarter, per grade level is:

- 2nd grade – 5 points per quarter
- 3rd grade – 10 points per quarter
- 4th grade – 15 points per quarter
- 5th grade and up – 20 points per quarter

7. **Birthday Book Donations:** The Birthday Book Club was established so that students and parents may donate a personally selected new book to the Media Center to commemorate a student's birthday. A special bookplate placed inside the front cover will highlight the honored person and the donor. Gifts given for other special occasions will be marked with the donor's name. Through such a gift, students take pride in knowing they have added to the school's collection, in addition to giving pleasure to others who will read their choices. Families who wish to contribute used books to the Media Center should contact the librarian. Materials may or may not be processed for circulation. The determining factors will be the condition of the book(s), the value of the material for curriculum enrichment, and the extent to which these materials meet the Media Center's selection criteria.

8. In addition to their scheduled library time, children may visit the library before school on Tuesday and Thursday mornings and/or after school everyday until 3 pm.

9. We are fortunate to have a terrific selection of fiction and non-fiction books, magazines, and newspapers. Please don't hesitate to call the librarian at 451-1626, ext. 303 with any suggestions or concerns you have about your child's reading choices.

T. Cafeteria Behavior (Rules are posted in the Cafeteria.)

1. Students are to enter the cafeteria in an orderly manner.
2. Students are to follow the lunch purchasing system as outlined by the cafeteria manager.
3. Students are to remain in their seats during lunch.
4. Students are to raise their hand to ask for condiments, utensils, napkins, or to be excused from the table.
5. Students are to keep their table and area clean.
6. Students are to use appropriate table manners at all times.
7. Students are to use "inside" voices in the cafeteria.
8. Students are to respect all cafeteria monitors and staff.
9. Students are to complete assigned wiping of tables and sweeping of floors before going outside.

U. Recess

1. Students are to follow all recess guidelines to insure the safety of all students.

2. Students are to respect our neighbors and stay off of their private property.
3. Students are not to go near Reed Road.
4. Students are to respect the recess monitor and teachers on recess duty.
5. Students are to be fair and kind to one another.
6. Students are to incorporate our Catholic faith in their dealings with one another on the playground.
7. Students will have recess indoors during inclement weather and/or if the outside temperature (including wind chill) is below 25°F.
8. Students are to bring necessary clothing needed to provide warmth for outdoor recess during the winter months. When outdoor temperatures (including wind chill) drop below 45°F students must have a jacket, coat, or sweatshirt in order to participate in outdoor recess.

V. Parental Involvement

1. **Parent-Teacher Conferences:** Parent-Teacher Conferences are conducted twice per year; fall and winter. The master calendar for the year notes the specific dates for these conferences. It is strongly recommended that fall conferences be attended by all parents.

The winter conferences are based on the teachers' academic and classroom concerns for individual students. Teachers will initiate these conferences with parents. If a teacher has not contacted a parent regarding a conference for their child, and that parent would like to conference with their child's teacher, they may contact the teacher to make proper arrangements for a conference.

Should parents feel the necessity for a conference, at any time, they should contact their child's teacher to set a time and date. .

2. **Volunteers:** St. Andrew School believes that the use of volunteers within the school program enhances the educational process, not only for students, but also for the entire school community. Volunteers are recruited through the school. All volunteers must be in total compliance as stated in Diocesan Policy #4110.0. Those interested in learning about volunteer opportunities may contact the school office, or individual teachers. To learn about Diocesan Policy 4110.0, which deals with required training for school volunteers, contact the Parish Office at 451-4290. An information sheet explaining the rights and responsibilities of St. Andrew School and individual volunteers will be given to anyone who chooses to volunteer. St. Andrew School appreciates its volunteers and wants to make their experience valuable for all. **ALL VOLUNTEERS MUST SIGN IN AT THE SCHOOL OFFICE AND RECEIVE A VISITOR'S PASS.**

3. **Cafeteria and Recess Volunteers:** Parents are always welcome to have lunch with their children. We would also welcome any parent volunteer who would like to help with cafeteria or recess monitoring. If you are in total compliance with the Diocesan Policy #4110.0 (Protecting God's Children/Fingerprinting), you may volunteer in the cafeteria and during recess. Please contact the school office if you are interested.

4. **Parent Concerns:** If parents are dissatisfied or have a concern with academic areas or discipline concerns, they should first arrange a meeting with their child's teacher. If after this meeting the parent is still not satisfied, the parent should set up a meeting with the child's teacher and the principal. If after this meeting the parent is still not satisfied, the parent should set up a meeting with the Pastor, the principal, the school board president, and the child's teacher.

W. Safety

1. **Child Custody:** Parents have an obligation to inform the school immediately anytime the custody of a child changes. School officials will need to make a copy of the court ordered document for the child's permanent record. Both the custodial and the non-custodial parent are entitled access to their child's records and to conferences with the teacher, unless the court has ruled otherwise. However, the non-custodial parent may not visit the child at school or remove the child from the premises without the expressed written and verbal permission of the custodial parent. Step-parents have no legal rights to records, reports, or conferences without permission from the custodial parent. While the school will do its best to satisfy custody arrangements, the parents and child must assume some responsibility.

2. **Directory Information Notice:** Directory information regarding students will be released in various formats including websites unless a parent notifies the school that such information is not to be released regarding his/her child. Directory information includes the names of students, grade level, homeroom, home address, phone number, etc.

3. **Personally Identifiable Information:** A consent signed and dated by the parent(s) of a student must be obtained to release personally identifiable information. Personally identifiable information is information that makes the identity of a student more traceable. Personally identifiable information includes pictures with and without names, addresses, social security numbers, ID numbers, personal characteristics (height, weight, etc.), and education records (Policy 5126.2)

4. **Anyone entering the building is to sign in at the office.** Visitors will be issued a tag to wear while in the building. In compliance with fire regulations and safety precautions, all visitors and parent volunteers are required to sign in and out of the school building on the Visitor Sign-In Sheet. The Visitor Sign-In Sheet is found in the school office. All visitors must wear a St. Andrew School Visitor's Tag while in the building. Entry to the school is limited to the front door at the Reed Rd. entrance.

5. **Bicycles:** Use of bicycles is restricted to students in Grades 3 through 8. Notes authorizing permission for students to ride bicycles to school should be presented to the school office at the beginning of the school year. Students must walk their bicycles to and from the driveway entrances on school property. Bicycles are to be placed in the bicycle rack and locked. The bicycle racks are found near the gym entrance in the back of the school. A warning will be issued to students for violation of these rules. If a student receives more than one warning, bicycle privileges will be suspended. Parents must assume responsibility for the safety of their children riding bicycles to and from St. Andrew School. Skateboards, rollerblades, scooters, and motorized pedestrian vehicles are strictly prohibited on school grounds.

6. **School Dismissals:** If a student is going somewhere other than home after school, then a written note must be sent to the student's teacher. If a note is not sent, the student will not be permitted to go elsewhere other than home. A telephone call will not suffice except in the case of an emergency. Long-term childcare arrangements can be handled with one note presented to the school office at the beginning of the school year.

7. If Police are called to the school with regards to breach in the security and safety of the school or school property, written notification will be sent home by the next school day.

8. If building personnel are alerted that a crisis exists in another school or public building, the principal or designee may decide to impose an emergency lock-in. The following procedures are in place.

- A. An announcement will be made notifying teachers that the school is imposing a lock-in.
- B. Maintenance staff will ensure all exterior doors are locked, including the church doors.
- C. The windows to all classrooms will be covered.
- D. No outdoor recess
- E. Students will be kept in classrooms.
- F. Admission will be granted at only the front door, door #1.

G. An announcement will be made when the lock-in is over.

As stated in Diocesan Policy #4110.0, all school staff and volunteers who have care, custody, and control of students must have on file a current Bureau of Criminal Investigation criminal background check and must attend the “Protecting God’s Children” Workshop. Anyone with questions regarding any detail of the parish policy or registration for the training classes, may call the Parish at 614-451-4290.

10. St. Andrew Parish Safer Environment Policy Statement:

- A. **All clergy and employees**, regardless of their level of contact with children and youth, ...
- B. **All volunteers in a program or ministry for children or youth**, regardless of their level of contact with children or youth, ...
- C. **All volunteers for other parish programs or ministries who have been delegated care, custody, or control of children or youth**, ...
- D. **Any volunteer who has the possibility of working alongside, being delegated care, custody, or control of children and youth**, ...

...while acting on behalf of St. Andrew Parish organization/event/committee/board/ school, and is age 18+ years of age, is required to complete a civilian criminal background check, through BCI&I, and participate in a “Protecting God’s Children” training session in order to begin service. To proceed with compliance or obtain additional information, contact Mary Beasecker at mbeasecker@standrewparish.cc or call the parish office at 614-451-4290.

X. Dress Code

Kindergarten Students (Boys and Girls)

Shirts	Red polo shirts - long or short sleeves. Red turtle necks may also be worn.
Pants	Navy blue uniform style pants or dress cords
Shorts	Navy blue mid-thigh uniform shorts may be worn from the beginning of the school year through October 15. In the spring, students may resume wearing shorts April 15 and continue through the last day of school.
Skorts	Navy uniform skorts may be worn by Kindergarten girls
Socks/Tights	Socks must be worn at all times. Socks must be all white, gray, or black in color and match shoe color. White or navy knee socks or tights may also be worn.
Shoes	Majority white, gray or black athletic shoes. Shoes must be greater than 50 percent white, gray or black. Accent colors should be subtle (i.e. no neon or flashy colors). No light up or flashing shoes. Shoelaces must be white, gray or black and match the shoe. Shoes must be laced and tied appropriately at all times for safety purposes.

Girls in Grades 1-5

Jumpers	Blue plaid jumpers with shirts worn underneath. Length should be the top of the knee or longer.
Blouses	White peter pan collar or white button-down oxford style in long or short sleeve under the jumper. White polo style shirt may be worn with pants or shorts. White turtlenecks may also be worn. Sewn logo is optional on left side of shirts.
Socks/Tights	Socks must be worn at all times. Socks must be all white, gray, or black in color and match shoe color. White or navy knee socks or tights may also be worn.
Sweatshirts	St. Andrew sweatshirts – Letter “A” style. The A may be plaid or navy blue. (Note: Sweatshirts that are purchased at spirit sales or printed with St. Andrew logos, (such as hooded style), but are not in compliance with our uniform policy, may NOT be worn in school as part of the school uniform during the school day.)
Sweaters	Navy blue cardigan, pullover V neck, or round neck. St. Andrew logo sewn on left side is optional.
Shorts	Navy blue mid-thigh uniform shorts may be worn from the beginning of the school year through October 15. In the spring, students may resume wearing shorts April 15 and continue through the last day of school. White shirts or blouses are to be worn with shorts and must be tucked in at all times.
Pant:	Navy blue uniform pants or dress cords. White shirts may be worn with the pants. The white shirts must be tucked in at all times.
Shoes	Majority white, gray or black athletic shoes. Shoes must be greater than 50 percent white, gray or black. Accent colors should be subtle (i.e. no neon or flashy colors). No light up or flashing shoes. Shoelaces must be white, gray or black and match the shoe. Shoes must be laced and tied appropriately at all times for safety purposes.

Girls in Grades 5-8:

Skirts	Blue plaid skirt. Length should be to top of knee or longer. Shorts are to be worn underneath.
Vests	Navy or gray sweater vests; sewn logo optional on left side. Vest must be worn with the skirt unless, at the very end of the school year when the weather gets particularly warm, special permission is given from the principal to remove vests
Blouses	White peter pan collar or white button-down style in long or short sleeve. White button-down oxford style may also be worn. White turtlenecks may also be worn. Sewn logo optional on left side.

Sweatshirts	Gray sweatshirt with St. Andrew logo sewn on the left side or the letter “A” sweatshirt. (Note: St. Andrew sweatshirts that are part of spirit wear, such as hooded style, are not in compliance with the description above and therefore may not be worn in school as part of the regulation dress code during the school day.)
Socks/Tights	Socks must be worn at all times. Socks must be all white, gray, or black in color and match shoe color. White or navy knee socks or tights may also be worn.
Sweaters	Navy blue cardigan, pullover V neck, or round neck. Sewn logo optional on the left side
Shorts	Navy blue mid-thigh uniform shorts may be worn from the beginning of the school year through October 15. In the spring, students may resume wearing shorts April 15 and continue through the last day of school. The white shirts or blouses are to be worn with the shorts and are to be tucked in at all times.
Pants	Navy blue uniform pants or dress cords. White shirts or blouses may be worn with the pants and are to be tucked in at all times.
Shoes	Majority white, gray or black athletic shoes. Shoes must be greater than 50 percent white, gray or black. Accent colors should be subtle (i.e. no neon or flashy colors). No light up or flashing shoes. Shoelaces must be white, gray or black and match the shoe. Shoes must be laced and tied appropriately at all times for safety purposes.

Boys in Grades 1-5

Pants	Navy blue uniform pants or corduroy trousers
Shirts	Light blue three button pullover with collar (long or short sleeves) or light blue button down Oxford dress shirt (long or short sleeves). Shirts are to be tucked in at all times. Sewn logo on the left side is optional.
Sweatshirts	Gray sweatshirts with St. Andrew logo sewn on the left side or the letter “A” sweatshirt. (Note: Spirit wear sweatshirts, such as the hooded ones, that are not in compliance may not be worn in the building as part of the regulation uniform during the school day.)
Sweaters	Navy cardigan or pullover, V or round neck, with optional logo on the left side
Shoes	Majority white, gray or black athletic shoes. Shoes must be greater than 50 percent white, gray or black. Accent colors should be subtle (i.e. no neon or flashy colors). No light up or flashing shoes. Shoelaces must be white, gray or black and match the shoe. Shoes must be laced and tied appropriately at all times for safety purposes.
Shorts	Navy blue mid-thigh uniform shorts may be worn from the beginning of the school year through October 15. In the Spring, students may resume wearing shorts April 15 and continue through the last day of school. Cargo style shorts are not permitted.
Socks	Socks must be worn at all times. Socks must be all white, gray, or black in color and match shoe color.

Belts Navy, brown, or black belts are required at all times. Gaudy, decorative belt buckles are not permitted.

Boys in Grades 6-8

Pants	Navy blue uniform pants or corduroy trousers
Shirts	Light blue three button pullover with collar (long or short sleeves) or light blue button down Oxford dress shirt (long or short sleeves) Shirts are to be tucked in at all times. Sewn logo on the left side is optional.
Sweatshirts	Gray sweatshirt with St. Andrew logo sewn on the left side or the letter A sweatshirt. (Note: St. Andrew sweatshirts that are part of spirit wear, such as hooded style, are not in compliance with the description above and therefore may not be worn in school as part of the regulation dress code during the school day.)
Sweaters	Navy cardigan or pullover, V or round neck, with optional logo on the left side
Sweater Vest	Optional grey sweater vest with optional sewn logo on the left side
Shoes	Majority white, gray or black athletic shoes. Shoes must be greater than 50 percent white, gray or black. Accent colors should be subtle (i.e. no neon or flashy colors). No light up or flashing shoes. Shoelaces must be white, gray or black and match the shoe. Shoes must be laced and tied appropriately at all times for safety purposes.
Shorts	Navy blue mid-thigh uniform shorts may be worn from the beginning of the school year through October 15. In the Spring, students may resume wearing shorts April 15 and continue through the last day of school. Cargo style shorts are not permitted.
Socks	Socks must be worn at all times. Socks must be all white, gray, or black in color and match shoe color.
Belts	Navy, brown, or black belts are required at all times. Gaudy, decorative belt buckles are not permitted.

Gym Uniforms for boys and girls in Grades 4-8

Grey T-shirt with silkscreen logo on the left side. Navy knit or jersey shorts.

General Uniform Guidelines:

1. Girls' and boys' uniforms are available at various uniform stores, although The School Closet is the store that knows our dress code best.
2. Uniforms are required from the first day of school until the last day of school.

3. Organizational uniforms (Cub Scouts, Brownies, etc) may be worn on meeting days.
4. If it is necessary for a student to come to school in clothing other than the required uniform, parents must send a note explaining the reason.
5. If earrings are worn, they are to be simple, small, post type only. Boys are not permitted to wear earrings of any type.
6. Make-up is not to be worn.
7. Good grooming is expected. Hair should be neat, clean, and cut in a manner that is appropriate for school. Traditional haircuts are required. A boy's hair may not be long enough to touch the collar of his shirt. No etching is permitted. Neither girls' nor boys' hair may cover their faces and eyes. The principal will make the final decision concerning any issue regarding the length of hair.
8. Kindergarten uniforms are different from the uniforms of students of the other grade levels to make them easily identifiable.
9. Only one button at the very top of shirts or blouses may be unbuttoned; otherwise, all the buttons should be fastened.
10. All undershirts must be white. Undershirts must be WHITE only. There is to be no writing/lettering on undershirts.
11. If a student's attire or hair violates the school's dress code policies, parents will be notified by telephone and will be required to pick-up their child and rectify the problem before the student may return to class.
12. Please keep in mind that the school dress code is established to reinforce the Catholic virtues and values we are teaching our children.
13. Heelies are not permitted to be worn as shoes at St. Andrew School.

Y. Snow and Inclement Weather

1. When inclement weather is predicted, please listen to the radio or television stations for updated school closings. The Superintendent will determine the closing of the Columbus Catholic Schools. If you hear **THE COLUMBUS CATHOLIC SCHOOLS** are closed, then St. Andrew is closed. At this time you will also receive an automated message from the School Announcement Alert System indicating that the school is closed. If closing should become necessary during school hours, please do NOT call the school office since telephone lines need to remain open for outgoing calls. The school will contact you if the public district you reside in were to close early for any reason. Please listen to your radio or television. The announcement will be "COLUMBUS CATHOLIC SCHOOLS". If in doubt, call the school's answering machine at 614-451-1626 and choose option 5.

Z. Student Schedule

The normal daily schedule for St. Andrew School is as follows:

7:50-8:00	Report to First Period/Homeroom
8:00	Tardy Bell Rings
8:05	Morning Announcements/Prayer
8:10	Class Begins
10:55-11:20	First Lunch (gr. 2, 3)
11:30-11:55	Second Lunch (gr. 4, 5)
12:00-12:25	Third Lunch (gr. 6, 7, 8)
12:30-12:55	Fourth Lunch (gr. K, 1)
2:50	Dismissal
3:15	All children must be picked up by this time
3:30	All classroom locked – NO ENTRY PERMITTED

Note: Kindergarten scheduling is different than the above schedule. Parents receive this schedule before the first day of school.

AA. Academic Information

1. **Achievement Tests:** In accordance with the Diocese of Columbus regulations, batteries of Cognitive Ability and Achievement Tests are given in early October to grades 3,4,5,6,7, and 8. These students are tested in the following areas: vocabulary, reading, language, spelling, capitalization, punctuation, usage, work-study, visual materials, reference materials, mathematical concepts, problem solving, and computation. The Cognitive Ability and Achievement Tests provide information concerning each student's ability or potential.

Additionally, these tests give parents and teachers a better understanding of the potential achievement of students and clarification of each student's current achievement and growth. From these results, programs can be further developed and curriculum and instruction can be enhanced. Results of these tests are always shared with parents.

2. **Awards:** Awards are given at various times to students who have excelled in different curriculum fields and other areas of school life. Some of these awards include: academic awards, altar server awards, outstanding 8th grade server, athletic awards, monthly student recognition awards, safety patrol awards, science fair awards, and outstanding 8th grade student awards. End-of-year awards may be given for grades 4-7 in the classroom with 8th grade having a formal awards ceremony.

3. **Evaluation Reports:** Schools within the Diocese of Columbus believe that grades should communicate exactly what a student knows, understands, and can do. The emphasis is on both the academic content and the process a student takes to mastery. The intent is to present information regarding a student's progress so that intervention or enrichment strategies can be applied to help a child learn and to honor the dignity of each student as a child of God. The Diocese of Columbus has adopted a standards-based progress report system. Progress reports reflect academic achievement in relation to diocesan curricula and content standards. Using a diocesan wide system means that all Diocesan schools are using the same grading criteria. Students are evaluated on the basis of the following:

Exceeds Essential Standard

- E** The student exceeds the essential standard by consistently demonstrating an advanced level of understanding and/or the ability to apply knowledge at a higher level. For example, the student synthesizes information and makes connections between concepts to apply the knowledge in new and unique ways or to apply the concepts to solve real world problems

Consistently Meets Essential Standard

M The student has consistently met the essential standard taught.

Working toward Meeting (or Inconsistent)

W The student is working toward mastery of the essential standard or is inconsistent in his/her demonstration of mastery when assessed.

Not Meeting

N Student has not demonstrated mastery of the essential standard. This is usually given to students that are at the beginning stages in learning a new concept or is working below grade-level.

Insufficient Evidence

INS There was insufficient evidence provided for demonstration of mastery when assessed, usually because of lack of attendance or effort. There should be corresponding documentation on other parts of the report card. Students will be given the opportunity to provide sufficient evidence by the end of the next grading period.

Modified Curriculum

***** Only for those students whose curriculum content area and standards have been modified based on Services Plan/IEP Goals. This does not apply to students who only have accommodations

Evaluation report cards are distributed after the end of each quarter during the school year.

4. **Graduation Ceremony:** A graduation ceremony is held at the end of the fourth quarter for students who have successfully completed grade 8.

5. **Homework:** Research indicates that homework study time has a direct bearing on academic success. Student achievement rises significantly when teachers assign homework and students conscientiously do it. The main purpose of any assignment is to allow practical application of skills taught in the classroom. All students benefit from study outside of school. Homework is to aid students in developing the ability to work independently; to provide struggling students with practice of basic skills initiated in the classroom; and to provide the advanced student and opportunity for challenging study. Students are expected to turn in assignments on time and completed to the best of their ability.

Homework is defined as: (1) assignments not completed in school; (2) projects connected with subjects being studied; (3) reading assignments; (4) studying...not all homework is written; (5) any other item(s) deemed appropriate by the individual teacher.

Parents should assist students by providing a quiet place and a regular study time each evening. It should be noted that even in the absence of specific assignments, study time should be observed.

Some students require more time with homework and more homework supervision than others. However, play, rest, and social contact are also essential for proper growth. The extent of homework time varies with each student. If there is a daily time allotment for homework, it is based upon the ability of an average student. The following are suggested daily time allotments for homework:

Primary (Grades 1 and 2)	20 minutes
Primary (Grade 3)	40 minutes
Intermediate (Grades 4 and 5)	60 minutes
Middle School (Grades 6, 7, and 8)	90 minutes

6. **Academic Intervention:** Should an academic problem arise in a particular subject area, the teacher, the parent, or the student should feel comfortable in asking for a conference at a mutually convenient time. If the situation continues, the teacher will notify the parents either by telephone, note, or email requesting a conference to enlist their help in resolving the problem. If further assistance is required, the principal will be used as a resource mediator to offer help in attempting to solve the problem.

A student in grades 5-8 missing two or more homework/classroom assignments will be required to attend Academic Intervention during their recess time to make up missing work. Please understand that completing homework/classroom assignments is imperative to the academic success of each student. Ensuring that students complete assigned work assists each student achieving their maximum academic potential. Students unable to attend “Academic Intervention” may be asked to forfeit recess time, stay after school, or miss a scheduled school program to complete missing assignments.

7. **Student Records:**

According to the Diocese of Columbus regulations regarding student records, “No data shall be released about pupil’s records without the written consent of the parents or the student if the student is 18 years or older. Parents have the right to insert into their child’s permanent record a written rebuttal of information they consider inaccurate. No one but school personnel, parents, or students 18 years or older should have access to pupil data without either a subpoena or the written permission of the 18 year old or older student or parents. School personnel may release information concerning students for research and statistical purposes as long as the individual student’s identity is protected.”

8. **Algebra for High School:**

The opportunity for eighth grade students to take Algebra for credit will be given to those students who will pass the Diocesan placement test, the Iowa Algebra Aptitude Test. This placement test will be given to all eligible seventh graders during the month of May. Note: Students taking Algebra in eighth grade will not receive high school credits but will gain credit for having taken Algebra in the elementary school. Successfully completing Algebra then makes the student eligible for taking Geometry upon entering high school.

9. **Life Skills Report:**

Life skills reports are sent to parents if there is concern from a teacher regarding student action that is consistently occurring in the classroom and may eventually impact the academic progress of the student. Student behavior, incomplete assignments, cooperation on class projects, or quality of work are some areas of concern. If a parent receives a Life Skills Report, they are asked to sign the report, keep one copy of the report, and return the original to school. These Life Skills Reports are kept on file in the office. Parents should feel free to contact the teacher if additional information or questions need to be addressed.

10. **High School Athletic Eligibility:**

In order to be eligible for high school athletics, an 8th grade student must have received markers indicating proficiency in 75% of subjects in which he/she was enrolled for the fourth quarter. Summer school grades for students who are consistently falling short of meeting most – all essential standards in the final grading period may not be used to correct eligibility. Semester and yearly marks have no effect on eligibility. Eligibility for high school athletics is determined by looking at fourth quarter marks only.

BB. Kindergarten

1. The philosophy of St. Andrew School's Kindergarten Program falls under the umbrella of the general school philosophy. The curriculum for the kindergarten program is a good balance between academics and socialization. All state and diocesan guidelines are followed. In addition, each curriculum area has a course of study that lists objectives that are to be taught at that level.
2. Local public school districts that service St. Andrew School provide transportation. These school districts will transport students both in the morning (pick-up) and in the afternoon (dismissal). No mid-day transportation is available.
3. There are two (2) full-day sessions, and one of those sessions has students who opted to enroll for only one-half of the day. The full day sessions begin at 8:00 a.m. and conclude at 2:50 p.m. The pupil-teacher ration for each session is 30:2.
4. For admission to the kindergarten program, please see St. Andrew School's Admission policy found on page 11 of this handbook.
5. Screening of all incoming children takes place in the early spring. Parents should bring in their child's immunization records at that time.
6. A child in all-day kindergarten does qualify for the multiple child discount.
7. Kindergarten students are required to wear uniforms. The dress code is on page 22 of this handbook.

CC. Promotion

1. Promotion from one grade to the next is based on the amount of effort shown by the student during the school year and the student's progress in each major academic subject area. Major academic subject areas are those subjects that a student has every day that school is in session.
2. Those students in grades 7 and 8 who consistently fall short of meeting most-all essential standards for more than two (2) major academic subject areas are required to repeat that specific grade before being promoted to the next grade. Summer school requirements allow, at a maximum, for only two (2) academic subject areas to be repeated.

DD. Special Services

1. Through the services of the Ohio Department of Education Auxiliary Funding Program, the following services and personnel are available to St. Andrew School:
 - Intervention Services Department (4 Full Time Teachers)
 - Speech and Hearing Therapist (Part-Time)
 - Intervention Aides (Part-Time in varied grades)
 - Psychologist (as needed)
 - School Counselor (Full Time)
2. The services of the Remedial Reading Teacher, Speech and Hearing Therapist, and Learning Disability Tutor are provided in multiple rooms throughout the building.
3. Any student who qualifies through testing or recommendation from a teacher may receive assistance in these programs. If parents believe their child may qualify for any of the above service, they should contact their child's teacher.

EE. Tuition

1. **General information:** The St. Andrew Parish community remains committed to excellence in Catholic education. With approximately 440 students and budgeted expenditures of \$2,280,000, the cost to educate each student is significantly higher than the cost of tuition. The difference is made up by contributions from the parish, state funds, and other supporting Catholic parishes.
2. **Rates:** Tuition rates for the current school year can be found in APPENDIX I of this handbook. Non-participating tuition is the tuition charged to families who do NOT belong to a supporting Catholic parish or do NOT meet their parish standards as a contributing member. If, for any reason, another parish refuses to pay its share of the student's tuition subsidy, the student's family is charged the Non-participating Tuition rate for tuition. It is the responsibility of the school family to submit a Parish Subsidy Form and remain up to date with their parish pastor.
3. **Payment Methods:** There are two payment options available for payment of tuition. The first payment option is to pay the tuition in full so that the school office receives it no later than the close of business on the last business day in June. The second payment option is through the monthly tuition payment plan. St. Andrew School uses the FACTS Tuition Management as part of our payment service available to you. Ten monthly deductions are debited from your bank account from July through April. The FACTS fee to manage deferred tuition payments is \$41.00 per family, regardless of the number of students in the family. Information on the program can be obtained in the school office.

If no payment has been made by the last business day in July, the student(s) will not be admitted to St. Andrew School for the school year unless parents have made special arrangements with the pastor or principal. All tuition for the school year must be paid in full by April of the current school year.

4. **Delinquent accounts:** Under the FACTS Tuition Payment Plan, the school family will immediately incur the fines for delinquent payments as a credit charge or bank fee for a non-sufficient check. The fees can be very costly to the family.
5. **Refunds:** Students who withdraw from St. Andrew School after the start of school year will be charged for the remainder of the school year for which the student is enrolled. The only exceptions to this policy are withdrawals due to impairment of the student, which results in the student becoming physically unable to attend St. Andrew School, relocation of the student's family out of the greater Columbus area, or on the recommendation of the school administration. In those instances, tuition is charged from July 1 through the end of the month in which withdrawal occurs based on a ten month payment period (July-April). Yearly tuition will be calculated as current tuition (after all discounts) less any pre-paid registration fee (if applicable). As stated during registration, and as stated on the registration form, the registration fee is non-refundable. This policy also applies to partial refunds of prepaid tuition.
6. **Financial aid:** To a limited extent, financial assistance is available for school tuition through the Diocese of Columbus Tuition Assistance Program. Applications are submitted on line via the FACTS Tuition Grant and Aid and are required to be submitted no later than March 15 each year for the following school year. Since all diocesan schools participate in this program, there are a limited number of "grant-in-aid" awards available through the Diocese. In order to be considered for Parish Aid, parents **must** first complete the FACTS Tuition Grant and Aid Application. The Parish program supplements the Diocesan Assistance and is determined based upon information received through the application. The pastor retains the authority to grant tuition assistance to families who are faced with a financial emergency or other special need.

FF. SPICE Program

The Special People in Education (SPiCE) program supports the education of children in our school with special learning needs. As we work to serve a broader range of student needs, the SPiCE program provides financial support to assist with our commitment that each child in our parish is a child of God and possesses his/her own unique spiritual and educational needs. Since we are committed to serving the needs of all of our children, SPiCE serves as a means to raise awareness, promote discussion, and raise funds to employ needed personnel and to provide specialized educational supports.

GG. Preschool

St. Andrew Preschool offers a two-day 3 year old, three-day 4 year old and five-day pre-kindergarten preschool program during the school day. Please call Director, Mrs. Annie Stephas, at 614-459-1402 for more information.

*** The **PRINCIPAL** is the final recourse and reserves the right to amend this handbook. Parents will be given prompt notification of changes or additions.

Appendix

- I. Tuition Rates for 2018-2019
- II. Programs and School Activities
- III. Food Allergy Policy
- IV. Head Lice Policy
- V. Door Numbering System
- VI. Latchkey Program

Appendix I: Tuition Rates for 2018-2019

	<u>Non-Parish</u>	<u>Participating Parish</u>
1 st Child	\$6,400	\$4,620
2 nd Child	\$6,400	\$3,915
3 rd Child	\$6,400	\$3,045
4 th + Child	\$6,400	\$755

Appendix II: Programs and School Activities

Some of the activities that occur during and after school hours for the enrichment of St. Andrew School students are listed below. Specific information about each program is provided to students throughout the school year.

Altar Servers: Girls and boys in Grades 5 through 8 may sign up for this program, where they are taught by the pastor and other priests, the various procedures of the Mass. These students then assist at regularly scheduled Masses offered at St. Andrew Church. In May of each year, girls and boys in Grade 5 are instructed on proper serving techniques.

Art: As part of the school's curriculum, all students are required to take art where they learn to express a variety of mediums. Painting, sculpting, paper mache, and drawing are among the various activities students explore. Students' artwork is displayed throughout the school and a number of pieces are selected for display at various art shows.

Athletics: St. Andrew Parish has a strong sports program that begins with students in Grade 4. Students play in diocesan leagues unless they participate in a sport, such as golf or tennis. In those cases, students compete with other public or private schools in the area. The St. Andrew Parish Athletic Association is responsible for all sports programs offered at St. Andrew School. The programs are offered to students and to all members of St. Andrew Parish in the appropriate grade levels.

1. Volleyball: Fall, Boys and Girls, Grades 4-8
2. Basketball: Winter, Boys and Girls, Grades 4-8
3. Football: Fall, Boys, Grades 5-8
4. Baseball: Spring, Boys, Grades 4-8
5. Softball: Spring, Girls, Grades 4-8
6. Cheerleading: Fall and Winter, Girls, Grades 6-8
7. Viking Magic: Winter, Boys and Girls, Grades 4-6 (Viking Magic is a performing basketball drill team from St. Andrew Parish that performs ball-handling and dribbling exhibitions during the half-time show at high school, college, and professional basketball games. Tryouts are necessary for this group.
8. Soccer: Spring, Boys and Girls, Grades 4-8
9. Field Hockey: Fall, Girls, Grades 6-8
10. Golf: Fall, Boys and Girls, Grades 7-8

Cultural Artists Visits: St. Andrew School's Media Center and Enrichment Staff invite nationally known artists and authors of children's books to visit the school on a regular basis. Classes are able to meet with the artist or author, and students are invited to ask questions and learn more about the artist or author's works.

Band: Band lessons are available through the Bishop Watterson High School Area Band Program. Group band lessons are given one day per week, during school hours, at St. Andrew School. Students in grades 5 through 8 have the opportunity to participate in this program. There are fees associated with band instruction, and private or semi-private lessons are available. Band students have the opportunity to participate in the following programs during the school year: Christmas program, winter and spring concerts, solo and ensemble contests, and the Honors Band.

Boy Scouts: Boys in Grades 6 through 8 are eligible to participate in Scouting with Troop 96, which meets at Greensview Elementary in Upper Arlington. Outdoor activities and community projects are emphasized and boys advance through the ranks as they earn various merit badges and other awards.

Brownies: Girls in Grades 1 through 3 are eligible to participate in Brownies. As an introductory level of Girl Scouts, Brownies have regular troop meetings where they have an opportunity to participate in various activities.

Cantoring: Students in grades 7 and 8 have a unique ministry opportunity through the cantoring program. Cantoring involves leading the community in song during school Masses and liturgies.

Children's Choir: St. Andrew offers an extraordinary opportunity for students to share their musical talents with the church. Students in grades 3-6 are invited to join the Children's Choir, led by the St. Andrew Parish music director.

Community Outreach Programs: Sponsored by St. Andrew Home and School Association, these programs are designed to teach students about community service and give them a sense of caring for and sharing with others.

Computer Lab: St. Andrew School students in grades kindergarten - 5 attend classes in the technology labs where they are taught the fundamentals of computers, computer applications, and typing skills. In addition, students periodically have the opportunity to use computers for classroom projects and/or lesson enrichment.

Cub Scouts: St. Andrew Parish sponsors Pack 296. Boys in Grade 1 (Tiger Cubs), Grade 2 (Wolfs), Grade 3 (Bears), and Grades 4 and 5 (Webelos) attend monthly Pack meetings and participate in various den activities organized to provide them with adventure, a chance to learn new skills, and experience outdoor activities.

Daisy Scouts: Kindergarten girls are eligible to join the Daisy Scouts program. As an introduction to Scouting, girls participate in organized games and other activities.

DARE (Drug Abuse Resistance Education) Program: Offered by the Upper Arlington Police Department, this intensive drug and alcohol awareness program is presented to all students in Grade 5.

Enrichment Program: St. Andrew School employs one part-time Enrichment Teacher to work with students in every grade, presenting them with academic challenges in various areas, such as languages, creative writing, newspaper publishing, and environmental projects. The Enrichment Coordinator works collaboratively with teachers across the grade levels, to reinforce skills and develop learning extensions.

Field Trips: Students in all grades participate in class field trips (parental written permission required) to such places as COSI, the Columbus Zoo, Franklin Park Conservatory, Olentangy Indian Caverns, Ohio Historical Society, and Columbus community plays, just to name a few. Field trips are grade-appropriate.

Geography Bee: Students in Grades 4 through 8 are eligible to participate in the Geography Bee, sponsored by National Geographic Society. Classroom winners advance to the school-wide competition and subsequent winners are eligible for regional competition.

Girl Scouts: Girl Scouts are sponsored by St. Andrew Parish. Girls in Kindergarten (Daisy), Grades 1 through 3 (Brownies), Grades 4 through 6 (Juniors), and Grades 7 and 8 (Cadets) are involved in field trips, community projects, and group activities.

After School Care Program: The program provides supervised after-school childcare for students in Grades K through 8. Further information concerning this program is provided in this Appendix. A program manual is also available in the school's main office.

Liturgies of the Word: Depending on the month or the specific religious event, students, teachers, and religious leaders of St. Andrew School celebrate a variety of spiritual occasions with a special liturgical service. Organized by the Parish's Director of Religious Education, each child has an opportunity to fully participate in these small liturgies. This opportunity provides more meaning to the student's faith life. All students attend Mass every Wednesday at St. Andrew School.

Math Counts: This is an optional program, which exposes students in Grades 7 and 8 to more advanced math problems. Students meet once per week, before or after school, to learn various math problem solving techniques and compete in an array of math games.

Music Programs: All students participate in a comprehensive musical program, learning the basics of music. Through this experience students are exposed to a variety of musical instruments. They explore popular, classical, and spiritual music as well as perform musical programs for the school. On alternating years, the school's music program presents a student talent show or school musical during the second half of each school year.

Plays: With the music teacher's assistance, students in various grades may present plays/musicals for fellow students, families, and/or guests. Theme plays/musicals are scheduled throughout the year.

Safety Patrol: Girls and boys in Grades 5 and 6 are eligible to participate as members of the Safety Patrol. Student members commit to this responsibility for the entire school year and serve as crossing guards for the busy streets around St. Andrew School and Parish.

Social Events: Classroom parties are hosted by the room parents for classroom celebrations of Halloween, Advent, and St. Valentine's Day. These events are sponsored by the St. Andrew Home and School Association. Any additional parties must be approved by the school administration and individual classroom teacher.

Spelling Bee: Students in Grades 4 through 8 are eligible to participate in the St. Andrew School Spelling Bee. Classroom winners advance to the school-wide competition and subsequent winners are eligible for regional and state competitions.

Appendix III: Food Allergy Policy

St. Andrew School recognizes that food allergies, in some instances, may be severe and even life threatening. The school has adopted this policy to create a framework for accommodating students with food allergies and to reduce the likelihood of severe allergic reactions of students with known food allergies while at school.

Background:

An allergic reaction can happen immediately and can progress rapidly. Delayed action and delayed administration of epinephrine can lead to more serious and sometimes fatal reactions. When in doubt, it is best to give the epinephrine and seek medical attention.

An allergic reaction can present with a range of symptoms collectively called anaphylaxis. Anaphylaxis refers to a collection of symptoms often affecting multiple symptoms in the body, the most dangerous of which are breathing difficulties and a drop in blood pressure. A life-threatening allergic reaction can occur within minutes or a reaction can be delayed for up to two (2) hours. Some reactions are “biphasic” in nature with an initial period of symptoms, a symptom free period of two to three (2-3) hours followed by life-threatening shock-like symptoms. At present there is no cure for food allergies and strict avoidance is the key to preventing reactions. Exposure may occur by eating the food or by contact.

Symptoms of anaphylaxis may include one (1) or more of the following:

- A. Hives
- B. Difficulty swallowing
- C. Vomiting
- D. Wheezing
- E. Itching (any part of the body)
- F. Difficulty breathing, shortness of breath
- G. Diarrhea
- H. Throat tightness or closing
- I. Swelling (of any body part)
- J. Sense of doom
- K. Stomach cramps
- L. Itchy scratchy lips, tongue, mouth and/or throat
- M. Red, watery eyes
- N. Fainting or loss of consciousness
- O. Change of Voice
- P. Dizziness, changes in mental status
- Q. Runny nose
- R. Flushed, pale skin
- S. Cough
- T. Throat Clearing
- U. Cyanotic (bluish) lips and mouth

Education & Prevention

One of the key elements of keeping students and staff safe in a district is education and prevention. Preventing exposure to the allergen is the primary goal. After identifying the student’s life threatening allergy and obtaining an

Emergency Care Plan, educational and preventative measures should be implemented. The school will proactively work to educate students, raise awareness, teach advocacy and safety, as well as build a strong sense of community.

Emergency Care Plans

Identifying students with life-threatening allergies is the first step in the process of developing a plan. Those students identified with life-threatening allergies need to have an individualized emergency care plan written by their physician. This plan of care is to be given to the school nurse at the beginning of the school year. The school nurse will meet with the parents and review/ develop a plan that is unique to the student and his/her specific allergies. The plan should include the student's name, identifying features with a photo, specific allergies, warning signs of reactions and treatment. Location of medication and epinephrine injectors should also be included. Access to these lifesaving medications should be considered at all times. Emergency care plans need to be considered for all situations in the school setting, including classrooms, cafeterias, recess, field trips, extracurricular functions and school transportation. All staff members, including substitute teachers and coaches, that have responsibility for the student with life-threatening allergies need to be made aware of the emergency care plans.

SCHOOL'S RESPONSIBILITY

- A. Be knowledgeable about and follow applicable federal and state laws.
- B. Follow federal/state laws and regulations regarding sharing medical information.
- C. Review student health records submitted by parents and physician and ensure staff knows how to access these records.
- D. Enforce a “**no food**” policy for rewards, birthdays and similar unplanned celebrations in the classrooms. We do want to acknowledge and honor students birthdays, but encourage parents to do so in other ways. (ie pencils or stickers for classmates, or a donation of a book to the school library in honor of the student's birthday)
- E. Food items for curriculum-related events, daily organized snacks, and seasonal class parties must meet classroom allergen restrictions and be approved in advance by the principal/designee or school nurse to give sufficient time for communication to all families outlines the allergens that are not permitted. Curriculum-related school events should not exclude students with allergies or medical conditions.
- F. On special days where lunch is eaten in the classroom (ie early dismissal days), an allergy free zone will be made available during each lunch period and will be supervised by an adult (staff or volunteer). The classroom desks and chairs shall be properly sanitized before and after the lunch period.
- G. Inform all teachers and aides with supervisory responsibility of a student with a life-threatening allergy of the students emergency care plan. Require teachers and aides to include information about the student's emergency care plan. Provide information and training as needed.
- H. Notify the Director of Nutritional Services of all students with life-threatening allergies and provide a copy of the student's emergency care plan. If a student participates in a school-sponsored extra-curricular activity, a school administrator shall notify the supervisor of the activity of the student's emergency care plan and provide training as needed.
- I. School staff will take age-appropriate opportunities to educate and reinforce knowledge and advocacy of life-threatening allergies and symptoms with affected students.

SCHOOL NURSE RESPONSIBILITIES:

- A. Provide the principal, student's teacher(s), aides and other staff members a confidential, current list of students with life-threatening allergies at the beginning of the academic year along with updates and additions throughout the year.

- B. Provide educational materials for staff regarding students' life-threatening allergens, symptoms, risk reduction procedures and emergency procedures.
- C. In collaboration with the principal, physician, and parent/guardian determine how best to promote a multidisciplinary approach to plan for the care of the student with a life-threatening allergy.
- D. Ensure appropriate professional development is provided on a case-by-case basis, (including substitute personnel), for reducing the likelihood of severe allergy risks, recognizing food allergy symptoms and emergency procedures.
- E. Reinforce no trading/sharing of food, drinks, straws or utensils at all times.
- F. Establish an allergy safe zone as needed in the school cafeteria. These zones will be labeled and will be cleaned and sanitized per school protocol.
- G. Instruct and reinforce the importance of implementing proper cleaning protocol to ensure that the threat of allergens is minimized with custodial staff.
- H. Oversee that appropriate documentation, communication and training is complete.

FAMILY RESPONSIBILITIES:

- A. Provide the school nurse with all necessary documentation from the student's healthcare provider, including an emergency care plan that states student specific symptoms that could help identify an allergic reaction and any updates or changes to the student's allergies.
- B. Provide the school nurse with all emergency medications including epinephrine and benedryl.
- C. Notify the school and the student's teacher of the student's allergies and whether they are severe or life-threatening upon enrollment and prior to each school year.
- D. When appropriate, communicate with the Director of Nutritional Services about any medical diagnosis and /or dietary restrictions.
- E. Participate with teachers in planning for field trips and extracurricular activities, if applicable, regarding needs related to the student's allergies.
- F. Encourage your student to take age-appropriate responsibility for their own safety. As students grow older, teach them to:
 - a. Encourage self-advocacy of the seriousness of the allergy to adults and peers
 - b. Communicate symptoms as soon as they appear to the nearest adult, school nurse and teacher
 - c. Do not eat anything with unknown ingredients or known to contain allergen
 - d. Develop awareness of their environment and to practice age-appropriate behavior regarding health and safety.

STUDENT RESPONSIBILITIES:

- A. Be proactive in the care and management of his/her food allergies and reactions based on developmental level and to education/inform their teacher and classmates of their allergy and symptoms.
- B. Develop a relationship with the school nurse and/or other trusted adult in the school to assist in identifying issues related to the management of the food allergy in the school.
- C. Never trade food or share utensils with other students.
- D. Wash hands before and after eating.
- E. Do not eat anything with unknown ingredients or known to contain any allergen.
- F. Recognize symptoms of an allergic reaction.
- G. Notify an adult immediately if he/she has eaten something that may contain the known allergen.
- H. Know what to do if an allergic reaction occurs:
 - Promptly report symptoms to a parent or trusted adult such as a teacher

- Know how to access an epinephrine auto-injector(s) during the school day, during field trips, and during any after school activities at the school

I. Notify an adult if he/she is being teased or threatened by other students as it related to their food allergy.

DIRECTOR OF NUTRITIONAL SERVICES AND PERSONNEL RESPONSIBILITIES:

- A. Establish appropriate communications and training for all school nutritional services staff and related personnel relative to food allergens.
- B. Provide training for all nutritional services personnel on safe food handling practices and the prevention of food cross-contamination and monitor that techniques are followed. Ensure that nutritional services employees wear non-latex gloves.
- C. Provide a designated area for quick access for nutritional services personnel regarding guidelines to reading labels for common food allergens.
- D. Maintain food labels as required by law.
- E. Maintain contact information with vendors to access food content information
- F. Understand and comply with the laws protecting students with food allergies as they relate to food services.

CUSTODIAL SERVICES SUPERVISOR & PERSONNEL RESPONSIBILITIES

- A. Receive training in allergen safe zone maintenance areas.
- B. Use cleaning procedures and equipment to avoid cross-contamination of shared items such as desks, chairs and tables.
- C. Use cleaning methods for public spaces such as the playground, entrance and other areas of the school grounds where allergens may be prevalent.
- D. Participate in professional development/training for custodians concerning students with allergies.

FIELD TRIP PROTOCOLS:

- A. Field trips shall be chosen carefully so as not to exclude a student from a field trip because of risk of allergen exposure.
- B. If allergen exposure is a concern, the teacher will notify the parent/guardian of the student with an allergy of the field trip details and create a plan to ensure inclusion of all students.
- C. A trained staff member accompanying the class on the field trip, will maintain each applicable student's emergency medication (including epinephrine), a copy of the student's emergency medical form and will follow the emergency care plan if needed.
- D. Copies of the student's emergency care plan will be carried on all field trips and adult chaperones supervising a student with a life-threatening allergy will be informed about the students emergency care plan.
- E. Staff will call 911 in all instances of epinephrine use. Parent(s)/legal guardians will be notified.
- F. Protocols for field trips shall include timely notification to the nurse by the teacher(s) organizing the field trip when a student with a life-threatening food allergy is involved to allow sufficient time for planning.
- G. While on field trips, the name and telephone number of the nearest hospital will be part of the chaperone's emergency plan.
- H. A cell phone or other communication device must be available on the trip for emergency calls.
- I. Meals for students with food allergies should be stored separately to minimize cross-contamination.

PERSONS IN CHARGE OF CONDUCTING BEFORE AND AFTER-SCHOOL ACTIVITIES RESPONSIBILITIES (coaches, advisors, school-age child care):

- A. Provide reasonable accommodations for extracurricular activities. The parent/guardian is asked to work in cooperation with the activity advisor/coach to discuss and coordinate any requested accommodation.

- B. The emergency care plan will be available for parents to copy and give to others who assume responsibility for their student.
- C. Maintain a list of students with life-threatening allergies. Obtain emergency care plans for students with life-threatening allergies.
- D. Professional development/training will be provided for impacted staff on a case-by-case basis for students with life-threatening allergies.

Appendix IV: Head Lice Policy

In accordance with the recommendation of the Ohio Department of Health, St. Andrew School approves the following guidelines after a student has been identified with head lice:

- a. Any student found to have pediculosis may remain in the classroom and go home at the end of the day to be treated. The parent or guardian will be notified by telephone.
- b. Verbal and/or written instructions regarding pediculosis control will be given to the parent or guardian.
- c. Students will be readmitted to school as soon as proof of treatment is provided to the school nurse and no active infestation is identified. This can be accomplished overnight, allowing readmission the following day. The parent or guardian is encouraged to accompany the student to school the day following identification. The student will be examined by the school nurse trained in the procedure and examined again 7 to 10 days later. Active infestation will be defined as presence of live lice or no progress in nit removal. Safe, effective treatment options are considered prescription or over the counter pediculicides.
- d. If a student is found to have active infestation (live bugs or no progress in nit removal), the parent or guardian will take the student home for further treatment. Treatment options will be provided to the parent or guardian.
- e. If the parent or guardian is not compliant with treatment options and the student has missed more than one day of school, the following measures may be implemented: (1) review of attendance policy and truancy guidelines; (2) conference at school with the school nurse, principal, and counselor with a plan developed for treatment and return; (3) referral to an outside agency for investigation.

APPENDIX V
Door Numbering System
(on the outside of the building)

- 1** – *Front door/Main entrance*
- 2** – *South landing located at the top of the steps near the first grade rooms*
- 3** – *Glass doors that lead to the cafeteria lobby*
- 4** – *Brown double doors that lead to the cafeteria*
- 5** – *Door that leads to the library by the court yard*
- 6** – *South End of the gym which leads to the field*
- 7** – *West doors near the dumpsters*
- 8** – *Doors which lead from back parking lot to the gym lobby*
- 9** – *East set of doors that are set in a cubby near the music room*
- 10** – *Back door for room 103*
- 11** – *Back door for room 104*
- 12** – *Back door for room 105*
- 13** – *Back door for room 106*
- 14** – *Back door for room 107*
- 15** – *Back door for room 108*
- 16** – *Back door for room 109*
- 17** – *Brown double doors by the PSR rooms*
- 18** – *Door which leads to the stairs to the art room*

Appendix VI

AFTER SCHOOL CARE PROGRAM

*During the school day you may contact call
(614)451-1626 ext.105 or email: kscheirmann@cducation.org*

1. Program Philosophy

St. Andrew School acknowledges parents as the primary educators of their children. It is the school's responsibility to assist parents in nurturing the social, academic, emotional, and spiritual growth of their children in a caring, learning environment which encourages creativity and independent through, responsibility for one's own learning, and respect for the rights of others to learn.

St. Andrew School's After School Care Program is designed to complement the school program by providing a safe and happy environment for school-aged children during after-school hours. Since after-school hours would otherwise be spent at home, this program strives for a home-type atmosphere. Children are offered opportunities for physical activities; for play and socialization with other children; for creativity through arts and craft projects; and for quiet time to read or work on homework. Students are invited to celebrate their own uniqueness, and the uniqueness of others, and to join in creating a community where the Catholic faith is lived daily.

2. Program Objectives

St. Andrew School's After School Care Program objectives are as follows:

- A) Provide children with a safe, clean, and stimulating environment, rich in age appropriate art, music, science, and creative dramatic activities.
- B) Provide an atmosphere that enhances positive self-image, self-confidence, self-control, and respect.
- C) Provide opportunity for free choice and problem solving, within limits, to encourage independence and responsibility.

Needs of parents are met through a program that:

- A) provides a value-oriented environment that compliments both home and school environment.
- B) is sensitive to the needs of children and families.

3. General Information

A) Location

The primary location of St. Andrew After School Care is the cafeteria of St. Andrew School. Other locations within the school may be used as they become available. Examples of alternative locations include, but are not limited to, the gym, playground, media center, and music room.

B) Program Description

The program operates from 3:00 p.m. until 6:00 p.m., Monday through Friday, on days when school is in session. The program is not held on days when there is a scheduled early dismissal (i.e. 1 p.m. dismissal days).

St. Andrew After School Care is in operation from the first day of the school year until the last regular schedule day of the year.

C) Enrollment Policies

- *Parents will receive a copy of the After School Care program's policies upon enrollment of their child. Please contact the director for necessary forms.
- *Children are enrolled on a first come, first serve basis. This is a service for working parents. If space is not available, due to restrictions related to staff/student ratios, applicants are placed on a waiting list until space becomes available.
- *Children must be in grades K-8 and attend St. Andrew School.
- *Children with special needs will be enrolled provided the staff has the ability to meet their special needs.
- *A maximum average daily staff/child ration of approximately 1:18 will be maintained.
- *All registration paperwork and registration fees must be submitted prior to a child participating in the After School Care Program.
- *Children are enrolled without discrimination regarding race, color, religion, sex, or national origin.

D) Tuition and Payment Schedules

1) Enrollment options with tuition amounts are as follows:

- 5 days a week at the rate of \$75 a week*
- 4 days a week at the rate of \$65 a week***
- 3 days a week at the rate of \$55 a week***
- 2 days a week at the rate of \$40 a week***
- Daily at the rate of \$30 per day*

**Please note that additional days, beyond the contracted number of days, will be charged at a rate of \$25 per day.

- 2) Parents must enroll in the FACTS program, which will deduct monthly payments directly from a bank account, for this service. All necessary forms must be completed and signed before beginning this program.
- 3) Fees may be paid in full no later than Sept 15th.
- 4) NO CASH WILL BE ACCEPTED FOR TUITON PAYMENTS. ONE OF THE TWO OPTIONS LISTED AND IN DETAIL BELOW ABOVE MUST BE CHOSEN.
- 5) Payment Options:

Options 1: Enroll in FACTS. FACTS is the same program the school uses for monthly tuition payments. These payments are withdrawn directly from your bank account on the same day each month. You have the option of having it withdrawn on the 5th OR 20th of each month. Payments will be taken out for 9 months, starting in September and ending in May. The amount owed will be distributed over the 9 months; however, you may pay a portion up front by check in order to decrease the amount withdrawn from you account each month. *No administrative fee will be charged if you choose this option.* If FACTS tries to take the money from your account on the scheduled day and funds are not available, FACTS will charge \$25 each time they attempt that missed payment. FACTS will try to process payment up to 3 times. This is a fee on top on what your bank may charge you for insufficient funds. If you withdraw from the After School Care Program, payment is due through the end of the month in which withdrawal occurs. If a student's After School Care balance is more than one month in arrears, the child will not be permitted to attend the program until the balance is made current.

Option 2: Pre pay. Payment in full for year by August 24th. *No administrative fee will be charged if you choose this option.* If you withdraw from the After School Care program, a refund will be issued for any unused full month. If a student's After School Care balance is more than one month in arrears, the child will not be permitted to attend the program until the balance is brought current.

E) Withdrawal Procedures

If a parent chooses to withdraw their child/ren from the program, two weeks, written notice must be given. If a parent fails to give a 2 week notice, the parent will still be responsible for payments for those two weeks whether the child attends or not.

If a parent chooses to re-enroll their child after a withdrawal, new registration papers must be filled out, a new registration fee must be paid, and the child/ren will only be accepted back into the program if space is available and the previous account is in good standing.

F) Dismissal and Late Pick-Ups

All children must be picked up by 6:00 p.m. Parents will be charged a late pick-up fee of \$1 per minute after 6:00 p.m. Any late pick up fee must be paid in cash at the time of the late pick up. The late fee must be paid within a week of incurring the late fee. Unpaid late fees may result in the child's removal from the After School Care program. If late pick up becomes a habit, the child may be removed from the program.

Advanced notice of alternative authorized individuals picking up student(s) is necessary. In these cases, a picture ID will be required to verify identity. Parents may call the After School Care Program telephone number (614-451-1626, ext 105) and leave a message at anytime to indicate a change in pick up.

It is imperative that authorized individuals, including parents, sign out the child and inform the staff that they are departing with their child. Those picking students up are required to sign their child out each day. In case of emergency, the sign out sheet will be used to verify current attendance.

G) Daily Expectations

- 1) A nutritious snack will be available to the children at approximately 3:30 p.m. (i.e. juice, milk, peanut butter crackers, fresh fruit, chips, etc) A menu of snacks being served will be located in the game room. If your child would prefer a different snack, they may bring an item from home. Parents need to inform the staff, in writing, of any food allergies.
- 2) A variety of age-appropriate activities will be offered each day. Activities include art, crafts, physical activities, board games, videos, opportunity for homework, puzzles, etc.
- 3) The children may bring extra clothes to change into for the After School Care program. Children are responsible for all their personal belongings. Children will have access to assigned baskets to store personal items each day.
- 4) Children should come prepared to After School Care for outdoor play. It will be up to the director the amount of time spent outside and on which days. All children who wish to participate in outdoor large motor time when the weather is cold must be dressed appropriately with head covered, a warm coat, mittens or gloves, and pants or tights on their legs. Children must have boots to play in the snow. Children may not be allowed to attend outdoor play time if they do not have the proper attire for the weather. If you do not want your child outside on particular days, please inform the director.

H) Absence

Since all children in the program attend St. Andrew School, the After School Care Program receives a daily absentee list. However, if a child is unable to attend the program, for a reason other than their absence from school, parents should call the After School Care Program director. You may leave a message at anytime on the cell phone 614-419-3456 (preferred method), or during the school day you may call 614-451-1626 ext. 105 or email kcheirmann@cducation.org.

I) Abuse and Neglect

By law, it is the responsibility of each professional staff member to immediately report to the appropriate community agency any suspected case of child abuse and/or neglect.

J) Health

If a child becomes ill while attending the After School Care Program, the staff will make the child as comfortable as possible and contact a parent/guardian to pick up the child. In emergency situations, the paramedics will be called. If possible a staff member will accompany the child to the hospital. An Emergency Medical Transportation Authorization form must be completed before admission to the After School Care Program.

If a child needs to take medication during After School Care, a written note from the doctor and a note from the parent/guardian must accompany the medication in order for it to be administered. You may access forms on the school nurse's page of the St. Andrew School website.

K) Discipline

The After School Care Program "golden rule" is respecting yourself, others, and the work around you. The After School Care program is designed with the choice of well planned activities in the hope children willingly and happily participate. We often have reward charts in place and they are located in the game room for parental viewing.

Upon registration children and parents will be asked to sign a participation agreement. All the rules are stated in detail on this agreement and are expected to be followed.

The After School Care Program discipline policies are based on loving guidance and reinforcement of positive behaviors. The After School Care Program philosophy is that discipline teaches the difference between right and wrong is not viewed as punishment. Discipline should teach self-control and help others enhance self-esteem. There will be no corporal punishment. Positive discipline techniques will be used to promote positive behavior and deter undesirable behavior. The staff understands that children will have difficult days from time to time and need to be disciplined constructively. In most cases, we do not expect to proceed beyond the third step listed below.

- 1) Unacceptable behavior will be discussed immediately with the child, emphasizing constructive and alternative ways of address the situation other than those that "break the rules".
- 2) If the behavior is repeated, the child will be separated from the group and activity for a short time, but will be supervised. The expectation is that the child will think about ways to return to the group or activity and deal with the situation in an appropriate manner during this time. The staff will discuss the situation with the child and both will come to an understanding of how the problem may be avoided in the future. Depending on the behavior a school demerit may be issued (grades 4-8) or a student may be expected to clip down the following day (grades K-3).
- 3) In situations where severe and repeated discipline problems occur, and after sufficient attempts have been made to alter any behavior that could result in unsafe conditions for the child and others or cause damage to the program environment, the director/staff will request a conference with the child's parent or talk to them at the time of pick-up. A discipline plan that addresses the undesirable behavior will developed with parent input. This will include discipline strategies to be used at home and in the program.
- 4) If, after a sufficient period of time, the discipline plan implemented and no positive results are observed, the parents may be asked to receive outside assistance, perhaps through a physician or outside counseling agency. Referrals will be made available, including agencies that work with families on a sliding fee basis. The parents and the concealing or physician will work as a team, exchanging information. Every effort will be made to keep the child in the program while working with the agency and family. However, should the parents chose not to seek help from professionals when requested by the latchkey program, the child may then be dismissed from the program.

- 5) Although outside assistance is received and ongoing, a child may be suspended for up to five days for serious, recurrent infractions of behavior that result in unsafe conditions for the child and others, or causes damage to the program environment. This will not be done without prior notification to the parents, at least 24 hours in advance.
- 6) Prior to being readmitted to the program after suspension, a conference must be held between the child, parents, a staff representative, and the principal. A behavior plan will be discussed. If the behavior is displayed again the child will be dismissed from the program. This will not be done without 24 hour notice being given to the parents.
- 7) Children who are dismissed from the program will not be re-enrolled in St. Andrew School After School Care Program. The only exception to this rule is if both the child and the parents have participated in counseling and/or medical treatment for a prolonged period of time, after which it is the opinion of the professionals treating the family that significant progress has been made in the child's behavior is likely to stay within the limits of the program and warrants trial re-admittance. The parents must present a letter from the professional as to the above information. A trial behavior contract will be signed stating that if the undesirable behavior returns the child will be permanently dismissed from the program without the possibility of return.