

# **SAINT ANDREW CATHOLIC SCHOOL**



## **PARENT/STUDENT HANDBOOK**

**11835 South 3600 West  
Riverton, Utah 84065**

**PHONE (801) 253-6000  
[www.SaintAndrew-School.com](http://www.SaintAndrew-School.com)**

Revised August 2021

## Table of Contents

<b>SAINT ANDREW CATHOLIC SCHOOL HISTORY .....</b>	<b>4</b>
<b>MISSION .....</b>	<b>5</b>
<b>DIOCESAN POLICIES AND THIS HANDBOOK.....</b>	<b>5</b>
<b>EDUCATIONAL OBJECTIVES .....</b>	<b>5</b>
<b>STUDENT LEARNING EXPECTATIONS .....</b>	<b>5</b>
<b>ACCREDITATION .....</b>	<b>6</b>
<b>ADMISSION REQUIREMENTS .....</b>	<b>6</b>
<b>APPOINTMENTS AND MESSAGES.....</b>	<b>6</b>
<b>CELL PHONES AND DIGITAL DEVICES .....</b>	<b>8</b>
<b>CHANGE OF ADDRESS/PHONE/EMAIL.....</b>	<b>9</b>
<b>ROOM COORDINATOR.....</b>	<b>9</b>
Religious/Moral:.....	10
21st Century Skills from Preschool -8 <sup>th</sup> grade are: .....	11
<b>DAILY SCHOOL SCHEDULE .....</b>	<b>Error! Bookmark not defined.</b>
<b>DISCIPLINE POLICY .....</b>	<b>13</b>
Saint Andrew Catholic School Staff Core Beliefs.....	13
Threat to School Safety.....	16
Harassment of Students .....	16
<b>DRESS CODE POLICY.....</b>	<b>17</b>
Saint Andrew Catholic School Uniform Policy .....	18
Non-uniform Dress .....	19
<b>DROP OFF AND PICK UP .....</b>	<b>19</b>
<b>EMERGENCY AUTHORIZED PICK-UP INFORMATION .....</b>	<b>20</b>
<b>EXTENDED-DAY PROGRAM .....</b>	<b>20</b>
<b>HEALTH ISSUES .....</b>	<b>20</b>
<b>HOMEWORK.....</b>	<b>21</b>
<b>LOST AND FOUND.....</b>	<b>22</b>
<b>LUNCH PROGRAM .....</b>	<b>22</b>
Lunch Room Rules and Procedures .....	22
<b>MEDICAL TREATMENT .....</b>	<b>23</b>
Medical Devices.....	23
<b>PARENT SERVICE.....</b>	<b>23</b>
<b>PARENT-TEACHER CONFERENCES.....</b>	<b>24</b>

<b>PARENT VISITATION .....</b>	<b>24</b>
<b>PARTIES .....</b>	<b>24</b>
<b>PRAYER.....</b>	<b>25</b>
<b>STUDENT INFORMATION SYSTEM .....</b>	<b>25</b>
<b>RECESS .....</b>	<b>25</b>
<b>REPORT CARDS .....</b>	<b>26</b>
Retention: .....	26
<b>SAFE ENVIRONMENT &amp; BACKGROUND CHECK/Likeness waiver .....</b>	<b>26</b>
<b>SCHOOL CLOSURES .....</b>	<b>27</b>
<b>SICKNESS AND ACCIDENT.....</b>	<b>27</b>
<b>DIOCESAN ASSESSMENT POLICY .....</b>	<b>27</b>
<b>SUBSIDIARITY .....</b>	<b>27</b>
<b>TERMINATION OF ENROLLMENT.....</b>	<b>27</b>
<b>TEXTBOOKS .....</b>	<b>28</b>
<b>TRANSFER.....</b>	<b>28</b>
<b>TUITION POLICY.....</b>	<b>28</b>
<b>VISITOR PERMITS.....</b>	<b>29</b>
<b>WELLNESS POLICY.....</b>	<b>29</b>
<b>ASBESTOS DISCLAIMER.....</b>	<b>29</b>
<b>CONCLUSION .....</b>	<b>29</b>
<b>PARENT VOLUNTEER HANDBOOK .....</b>	<b>30</b>
<b>COVID-19 Addendum.....</b>	<b>35</b>

**Diocesan Policies Can Be Found On the Diocesan Website - [www.dioslc.org](http://www.dioslc.org)**

## **FORWARD**

The Diocesan Superintendent of Catholic Schools, Mark Longe, formulates policy, and his office distributes the *Administrative Handbook*, which contains directives for the parochial schools in our diocese. Very often our school policies directly relate to diocesan school policies. In addition, pastoral directives promulgated by the Bishop of the Diocese of Salt Lake City, are referenced when appropriate. You can access the diocesan *Administrative Handbook* on the diocesan website: [www.dioslc.org](http://www.dioslc.org)

Many of the ideas in this handbook come from either the books written by, or the School Law classes taught by Sister Mary Angela Shaughnessy, SCN, J.D., Ph.D., who uses her legal and ethical expertise to minister to Catholic school communities.

Our principal, Erin Carrabba, is responsible for formulating and communicating rules and policies. Following canon law, the pastor of Saint Andrew Parish, Reverend Marco Lopez, oversees all ministries of the parish including the parish ministry. May he continue to guide us for many years.

## **SAINT ANDREW CATHOLIC SCHOOL HISTORY**

Saint Andrew Catholic School is one of 12 Catholic elementary schools located in Utah and is part of the Diocese of Salt Lake City Catholic school system. It is located in the southwest quadrant of the valley, in the city of Riverton, Utah, one of two Catholic schools on the west side of the valley.

Saint Andrew Catholic School opened its doors in August, 2008 with grades Pre-Kindergarten through five and a student body of 110. As students were promoted, the school grew to include grades PK3 through eight. The school is a parochial school and a ministry of Saint Andrew Catholic Parish. The beautiful modern building was the generous gift to the diocese by the ALSam Foundation. The groundbreaking ceremony was held on September 1, 2007, with The Most Reverend Bishop John C. Wester blessing the ground. Reverend Francisco Pires, founding Pastor of Saint Andrew Catholic Parish presided with local civic and diocesan representatives present to turn the soil. Children of the vicinity will benefit from this donation for many years to come.

Sister Karla McKinnie, CSC, was appointed in August of 2007, to prepare and open the school, as the founding principal. The Most Reverend Bishop John C. Wester and the parish/school community proudly dedicated the building on September 13, 2008.

## **MISSION**

Saint Andrew Catholic School is dedicated to forming the whole child in diversity, faith, academic excellence and service.

## **DIOCESAN POLICIES AND THIS HANDBOOK**

Diocesan pastoral directives and policies supersede all items in the Saint Andrew Catholic School Handbook. Nothing in this handbook can be contrary to those directives and policies. The most current version of diocesan directives and policies available at the diocesan website ([www.dioslc.org](http://www.dioslc.org)) always govern. Likewise, the most current version of this handbook available on the school website govern. The school handbook can be found at [www.standrewut.org](http://www.standrewut.org).

## **EDUCATIONAL OBJECTIVES**

- All students are special creations of God's love and can recognize and appreciate the qualities that make them unique.
- All students are capable of learning and they learn best in a safe and secure environment.
- All students spiritually mature in a faith community through the study of Catholic doctrines, participation in the Sacraments and daily prayer experiences.
- All students are held to high, positive expectations based on their individual talents and they are responsible for developing themselves and serving others in the light of the Gospel.
- All students are educated primarily by their parents, working in collaboration with teachers to help students achieve a feeling of competence that enables them to master difficult challenges and experience.

## **STUDENT LEARNING EXPECTATIONS**

### **Knowledge**

- I strive to be a life-long learner.
- I am prepared to learn.
- I set goals.
- I think and problem solve.

### **Faith**

- I know God is the giver of all gifts.
- I love and respect God and all creation.
- I make good choices.
- I know God's word and my faith

### **Community**

- I stand up for others.
- I accept responsibility for my own actions.
- I respect all people.
- I serve others.

## **ACCREDITATION**

Saint Andrew Catholic School is in compliance with the regulations and policies of the Office of Catholic Schools of the Diocese of Salt Lake City. These are the regulations and policies that are published in the *Administrative Handbook* as well as those that may be subsequently determined by the Superintendent of Schools. The Western Catholic Educational Association and the Utah State Department of Education also accredit Saint Andrew Catholic School.

## **ADMISSION REQUIREMENTS**

At Saint Andrew Catholic School, new students, applying for admission to grades 1-8, must present current report cards and students applying to grades 4-8, will be tested for placement in addition to presenting previous and current report cards. New students are accepted on a probationary basis. In individual cases, some students may be accepted only after signing a contract detailing academic and behavioral expectations. If probationary students do not perform at acceptable levels both academically and socially, they may be asked to withdraw.

Saint Andrew Catholic School policy for admission is as follows:

- 1<sup>st</sup> - Siblings of presently enrolled students
- 2<sup>nd</sup> - Saint Andrew Catholic parish members
- 3<sup>rd</sup> - Other Catholics
- 4<sup>th</sup> - Non-Catholics

## **APPOINTMENTS AND MESSAGES**

We are always happy to talk with you about your child and to assure that there is adequate time to meet with you and to ensure the smooth operation of the school day, we ask that you please make an appointment to meet with us.

Appointments with the principal may be made by emailing a request, or calling the school office during school office hours.

Emailing teachers directly is the best way set-up appointments. However, since class time is so valuable and important, appointments with teachers may only be scheduled before or after school. In no way may a teacher be disturbed from his/her primary duties once the school day begins unless the interruption is approved by the principal.

Telephone messages to students during school hours are strongly discouraged. Only messages of vital **importance** will be relayed to students during school hours since it is impossible to deliver messages without disrupting classes.

The security of our students is vitally important. If, through urgent necessity, a parent comes personally to school to deliver a message or to bring something to a student, the parent must come to the school office. Under no circumstances is the parent to go directly to the student's classroom.

Students are permitted to use the telephone in the office only in cases of extreme need, and then only with permission from a teacher.

### **ATTENDANCE/ABSENCE**

Research and practical experience show us a connection between learning and achievement. Prompt and regular attendance at school is essential for academic success. Parents are urged not to keep their children out of school except for illness or emergencies. Medical, dental, and other such appointments should not be scheduled during school hours unless absolutely necessary.

The school day for Preschool-8<sup>th</sup> grade is from 8:15 am to 3:30 pm Monday through Thursday. Dismissal time on Friday is at 1:00 pm for all students. The school calendar will indicate any other early dismissal days. Students should not arrive on school grounds before 7:45 am and should leave the school grounds before 3:30 pm or at the time of early dismissal. Students who arrive before 7:45 am or have not been picked up by 3:45 pm will be placed in the Extended Day Program (EDP) and the appropriate fees may be billed to the parent.

Saint Andrew is a closed campus. Once at school, students are not permitted to leave the campus without direct adult supervision during school hours. Students may not shop at local convenience stores before or after school without parental/guardian supervision. Students who leave the school grounds without permission are subject to suspension and/or expulsion.

In order to provide continuity in your child's school day, we urge you to avoid having to take your child out of class before the regular dismissal time. However, should it become necessary, please send a note to the office in the morning stating both the reason for and the time of the student's departure. If your child is to be picked up by someone other than the parent or guardian, this should be specified in the note. That person also needs to be listed on the emergency information form that parents fill out each year as well the authorized pick-up list in PowerSchool. Identification will also be checked.

In every instance students must be picked up at the office and checked out by the secretary or designee. A child is considered absent for half of the school day if he/she arrives after 10:30 am or leaves school before 1:30 pm.

If a child is absent, a parent is required to notify the school office by phone or email ([attendance@standrewut.org](mailto:attendance@standrewut.org)) before 9:00 am. If you want to pick up schoolwork for your child at 4:00 pm, please let the office know when you call that morning. Upon the child's return to school, a written note should be sent to the main office indicating the reason for the absence. The note should be dated and signed by a parent.

A student is responsible for materials covered during his/her absence. Teachers are not obliged to administer make-up tests to a student unless his/her absence was due to an illness or another grave reason. Responsibility rests upon the student to make arrangements with the teacher for the administration of the make-up test at a time convenient to both and to get any

missed assignments.

At Saint Andrew Catholic School, a report card may not be issued if a child is absent for 10 or more days in a quarter. A child may not be promoted to the next grade level if they are ineligible to receive 2 or more report cards due to absenteeism in a single school year.

For a student to continue to attend Saint Andrew Catholic School, they must:

- Maintain regular attendance (punctual and consistent)
- Reflect effort and motivation to achieve academic progress suitable to his or her capacity
- Follow the behavior standards of the school
- Reflect maturity in social behavior appropriate to his or her age

The parent/guardian must:

- Be supportive of the school's mission and philosophy
- Cooperate with teachers and administration

### **Tardy Policy**

Being on time to school is important. It allows each student to get off to a good start each day, by being a part of the community meeting and ensures that they do not miss any valuable class instruction. It is an important life skill that will benefit your student throughout their lives. In addition, entering the classroom after school has begun is disruptive to the entire class and interferes with the teacher's lessons.

A child is tardy when he/she arrives after 8:15 am. Students who are tardy must go to the office to a tardy slip before going to class. Students will not be admitted in the classroom without a tardy slip form the office.

If a student is tardy eight or more times in any quarter, that student will not receive more than an S- in citizenship on the report card. Any student with chronic tardiness (more than eight tardy marks in a quarter) will be required to attend a meeting with their parents and the principal to discuss contributing factors. Additionally, the student may be put on a contract to support the family in efforts to improve punctuality. Five Tardy Slips earned will convert to 1 absence and contribute to a student's overall absences. Please see above.

\*\* We understand that parents have the greatest role in arrival time of our students. To honor that role, parents will be given credit for .25 service hours when their students have no tardy marks in a quarter.\*\*

### **CELL PHONES AND DIGITAL DEVICES**

Digital devices include but are not limited to cell phones, smartphones, tablet computers, iPads, iPod Touches and similar items. We recognize the utility of these items in the educational environment and provide all necessary digital devices to students. All personal devices should



be kept in student lockers during the school day. Students in breach of this expectation will have their device confiscated, and parent/guardian notified. Devices will only be returned to a parent/guardian. The principal is final arbiter on what qualifies as a digital device.

### **CHANGE OF ADDRESS/PHONE/EMAIL**

In order to maintain student records current, we ask parents to please report any change of residence, phone numbers, or email address to the office **as soon as it occurs**. Changes in parental custody or guardianship, with legal documentation, also need to be updated so that appropriate changes can be made to emergency medical release information and authorized pick-up forms.

### **ROOM COORDINATOR**

Each grade has one parent who primary duty is to facilitate communication on events and other items. They serve as part of the Parent Teacher Group (PTG) leadership. The Room Coordinator will contact you to let you know about events, volunteer needs for the class, along with other important and fun events! They are the person you can go to get questions answered, parent to parent!

### **COMMUNICATION**

We use multiple methods to pass information to parents and community members. We use email (primary source), the school website, Friday Envelopes, Face Book, and Twitter. This ensures that all messages get home to you in a timely manner and also saves paper resources. Please make sure that we have a current email address for you and notify the office of any changes. Most emails are also posted on our website: [www.standrewut.org](http://www.standrewut.org).

A weekly message will also be emailed each Friday (Friday message). It will also be posted on the school website. Occasionally there will be additional email messages. Please check your email daily so you do not miss any important information.

Messages that need to reach the office or teachers before the end of the school day should be phoned in to the office or sent in writing.

### **CURRICULUM**

The fundamental purpose of Catholic schools is to:

- Provide a safe, nurturing and secure environment in which students encounter the living God, who in Jesus Christ, reveals His transforming love and truth;
- Partner with parents to support students in their learning and in their search for knowledge, meaning, and truth;

- Create a Catholic climate that contributes to the formation of students as active participants in the parish community;
- Foster a culture of educational excellence through critical thinking skills, innovation and rigorous curriculum standards, a global perspective, and an emphasis on moral education, community, and service;
- Promote life-long learning that advances the development of the whole person – mind, body, and soul; and
- Graduate students prepared to become productive, virtuous citizens and church leaders who will fashion a more humane and just world.

Our program of studies reflects the mission, philosophy, goals and objectives of the Diocese of Salt Lake City, in keeping with the primary goal of providing a quality, accessible, and affordable Catholic education. Diocesan curriculum provides the framework from which we build our program. Saint Andrew Catholic school students are provided opportunities in the following areas:

**Religious/Moral:**

- Course exploration in the beliefs and traditions of the Catholic Church
- Participation in prayer and worship
- Knowledge of the person and message of Jesus Christ and an understanding of His Church
- Development of moral and spiritual values, ethical standards of conduct and basic integrity
- Personal interaction that respects the rights of all individuals, groups, nations, races and cultures

Religious instruction is central to the program of studies, which is designed not only to present a well-organized exposition of subject matter, but also to bring each student to a personal experience of his/her faith and a deeper knowledge of and love for Jesus Christ. We accomplish this through daily prayer, weekly attendance at Mass, monthly Sunday liturgies, prayer services, opportunities for the Sacrament of Penance, and special observances of the Church year.

Christian teachings promote the building of community through service to God, the Church, and neighbors. The spiritual life of the students is and must be a paramount concern of our pastor, principal, faculty/staff, and school parents. Since parents are the primary teachers of their children, the efforts of students and staff should be supported at home by family prayer and Sunday worship.

Students in second grade prepare to receive the Sacraments of First Penance and First Holy Communion. In order to receive these sacraments a student must be a baptized Catholic and the baptismal certificate must be on file in the school office. The parents or guardians must also attend the preparation sessions.

Students in the eighth grade prepare to receive the Sacrament of Confirmation. In order to receive this sacrament, the student must have received the sacraments of Baptism, Penance, and First Holy Communion. The parents or guardians must also attend the preparation session.

Religion is taught every day in every grade.

**Intellectual:**

- Education in the core subjects of English, language arts, mathematics, social studies, science
- Development of 21<sup>st</sup> Century Skills: problem identification, problem solving, linear logic, collaboration and innovation
- Education in physical education, art, music, technology, and Spanish
- Expectation of quality work and achieving excellence
- A variety of learning strategies and life skills
- Integrated knowledge and applying multi-disciplinary approaches to explaining concepts
- Development of strong oral and written skills

**Aesthetic/Cultural:**

- Develop a sense of wonder and an appreciation for beauty and the arts
- Experience and participate in cultural and artistic events
- Develop understanding of how to participate in a multicultural world grounded in Catholic social and moral teaching

**Physical/Emotional/Social:**

- Development and preservation of good spiritual, physical and mental health
- Acquisition of skills for dealing constructively with the tensions inherent in change and adaptation
- Development of interpersonal skills and conflict management
- Development of a sense of responsibility for oneself and for our local and world community
- Development of a sense of responsibility for worldwide social justice

**21st Century Skills from Preschool -8<sup>th</sup> grade are:**

- Problem Identification
- Problem Solving
- Linear Logic
- Collaboration
- Innovation

**Preschool-Pre-Kindergarten:** An emphasis is given to preparing students to be successful in our primary grades (K-2). Students explore literacy, numeracy, school socialization, and God's love. We want student to develop a lifelong love of learning as well as developing the desire to serve others.

**Primary Grades (K-2):** A strong emphasis is given to developing mastery of fundamental skills in English language, literacy, numeracy and math, as well as success as a lifelong learner. Other subjects (e.g. social studies, science, art, music, Spanish, physical education, computer, library) are presented in ways that contribute to the social aspects of the child’s growth in the early years of development and education. Strong emphasis is placed on giving service to the family community

**Elementary (3<sup>rd</sup> – 4<sup>th</sup>):** These years are the closest to the “standard” elementary classes we have. Catholic education, especially in Utah, has always gone above and beyond the standard around it. Develop age appropriate mastery of science, math, English language arts, with an emphasis in writing and reading. Other subjects (e.g. social studies, science, art, music, Spanish, physical education, computer, library) are presented in ways that contribute to the social aspects of the child’s growth in the early years of development and education. Emphasis is gain placed on service to the family along with the connection to the school community.

**A Year of Transition (5<sup>th</sup>):** A full year of transition from elementary to middle school expectations. Parents also receive extra support as this is also a transitional year for them as their child begins adolescence. Service to family and school are emphasized.

**Middle School (6, 7, 8):** The purpose is to prepare students to be leaders at our academically rigorous high schools. Students develop skills and knowledge to succeed in high school thru instruction in math, science, social studies, and English language arts. Other subjects include library, art, computer, music, physical education, and Spanish. An emphasis is also placed on developing important life skills including: self-reliance, study-skills and accountability. The curriculum in the 5<sup>th</sup> through 8<sup>th</sup> grades is departmentalized for English language arts, Mathematics, Science, and Social Studies. Students have the opportunity to receive instruction from different teachers who have specific training in and passion for these very important subjects. Students engage in service to family and school while introducing the connection to the larger community we live in.

#### **DAILY SCHOOL SCHEDULE**

**7:00-8:00** Extended Day Program (EDP) – No student should arrive prior to 7:45 unless part of EDP (a \$5.00 fee per day per child is charged)

**7:45** **Staff Prayer in the common area**

**8:15** Tardy bell – Prayer and Opening Exercises in the gym as a school.

**8:30** Attendance must be entered into RenWeb

**10:50-12:50** Recess and lunch - Monday, Tuesday, Wednesday, Thursday (on Friday there will be no lunch recess break)

**11:10 11:30/11:30-11:50** **Recess and Lunch for K, 1<sup>st</sup> & 2nd**

**11:30-11:50/11:50-12:10** **Recess and Lunch for Pre-K, 3<sup>rd</sup> & 4th**

**12:05-12:25/12:25-12:45** **Recess and Lunch for Middle School**

**Friday Lunch Times:**

	<b>11:50-12:10</b>	<b>Recess and Lunch for K, 1<sup>st</sup> &amp; 2nd</b>
	<b>12:10-12:30</b>	<b>Recess and Lunch for Pre-K, 3<sup>rd</sup> &amp; 4th</b>
	<b>12:30-12:50</b>	<b>Recess and Lunch for Middle School</b>
<b>1:00</b>	Dismissal on all Fridays	
<b>3:30</b>	Dismissal on Monday through Thursday	
<b>3:30-6:00</b>	Extended Day Program (EDP)	

## **DISCIPLINE POLICY**

At Saint Andrew Catholic School, each student is a unique individual with unique personal, social, and educational needs. As a result, every disciplinary situation is unique in nature. Consequences for misbehavior provide the best learning value when matched to the unique student and the unique situation. The odds for children learning from their mistakes increase dramatically when children see a reasonable connection between their behavior and the resulting consequences.

Discipline takes place in a Christian environment, in which the rights and responsibilities of students and teachers are recognized. The staff dedicates itself to following a set of core beliefs that provide a guide for dealing with student discipline. These core beliefs guide our attempts to individualize disciplinary procedures and to help students see reasonable connections between their behavior and the resulting consequences. Since these core beliefs provide the guiding light for our professional decisions, the staff encourages parents to bring concerns and questions to us in the event that we operate in ways that appear to be inconsistent with these core beliefs.

At the most fundamental level, the discipline policy is guided by the rule of respect. Actions and words that are respectful are encouraged and admired. Those that are disrespectful are to be avoided. When in doubt, ask the question, “Was it respectful?” If the answer is “yes”, do more of it. If the answer is “no”, stop doing it.

### **Saint Andrew Catholic School Staff Core Beliefs**

The following list of core beliefs outlines the professional actions and attitudes of all staff members in this school.

1. Every attempt will be made to maintain the dignity and self-respect of both the student and the teacher.
2. Students will be guided and expected to solve their problems, or the ones they create, without creating problems for anyone else.
3. Students will be given opportunities to make decisions and live with the consequences, whether they are good or bad.
4. Misbehavior will be handled with natural or logical consequences instead of punishment, whenever possible.
5. Misbehavior will be viewed as an opportunity for individual problem solving and preparation for the real world as opposed to a personal attack on school or staff.
6. Students are encouraged to request a “due process hearing” whenever consequences

appear to be unfair.

7. School problems will be handled by school personnel following the policies of the Diocese of Salt Lake City. Criminal activity will be referred to the proper authorities.

To help the child, parents should:

- Recognize that the teacher takes the place of the parent while the child is in school and teach the child to respect the teacher accordingly.
- Teach the child respect for law, authority, the rights of others, and for private and public property.
- Show an interest in school by attending school functions and by taking part in PTG meetings, fund-raising projects, and other school related activities.
- Stress the importance of schoolwork by having a designated place to do homework and the supplies and time necessary to complete assignments.
- Teach the child to be tolerant of teachers and classmates whose way of life may be different from their own.
- Be familiar with school rules and encourage the student to comply with them and to cooperate with the school.

Close communication between teachers and parents enhances performance and promotes desirable behavior. School policies will be communicated to the students.

A. Behaviors resulting in immediate consequences include, but are not limited to:

- Hitting/kicking/fighting
- Use of illegal substances including but not limited to illegal drugs, tobacco, e-cigs, vaping devices
- Improper language
- Disrespect to persons or property
- Inappropriate use of social media (cyber bullying, harassing phone calls/text messages, posting derogatory comments about others, etc.)

Close communication between parents and teachers will benefit the child as well as the rest of the class. Teachers will guide students in using problem solving strategies. When appropriate, parents will be notified as to how they can support the solutions put forth by their child and agreed to by the teacher.

Students may be placed on probation by the school administration after a single serious action or after having served repeated detentions or suspensions. The principal or designee may require specialized professional care for students as a condition for continued enrollment. This is at the discretion of the principal in accordance with local diocesan policy. If, a probationary student continues to demonstrate inappropriate behavior, he/she may be asked to withdraw. If a student's behavior or attitude is detrimental to his/her welfare or to others, probation,

suspension, or expulsion are options. The principal is the first authority in these matters. Decisions are made in consultation with the pastor and superintendent.

B. The following behavior does not contribute to a safe, respectful, Christian environment and will not be tolerated:

- Causing physical harm (fighting, biting, throwing objects, using or distributing drugs or illegal substances, weapons, etc.)
- Causing psychological harm (intimidation, threats, pornographic materials, etc.)
- Using a tone or gesture of disrespect that is abusive (profanity, harassment, etc.)
- Showing disrespect for property (vandalism, theft, etc.)
- Demonstrating irresponsible behavior (repeated violations of or unwillingness to follow school rules, etc.)
- Failing to follow direction of adult staff member
- Being dishonest (lying, cheating, forging official signatures, plagiarism etc.)
- Disrupting the class while in session, misbehaving at Mass, in classrooms, restrooms, halls, or assemblies
- Habitual lack of effort leading to failure in classroom work

#### **LE (Learning Experience) Group (Grades 5-8 only)**

A student that earns 3 or more negative SACS card signatures in a week of school receives a 45-minute mandatory LE Group on Friday afternoon immediately following the dismissal bell at 1:00pm. During this time the student will reflect on the reasons for the negative signatures and complete any assigned tasks. Parents will be notified of the assigned LE Group prior to 1:00pm on Friday. The purpose of this is to create a level of accountability, for each student, in regard to their own academic and social development. Grades 5 through 8 represent age groups where crucial cause and effect experiences can shape future behavior and lead to healthy, thoughtful and responsible decision-making. These experiences follow students as they enter high school and institutions of higher education and contribute to the lifelong habits of successful adults.

Reasons for a negative signature **include but are not limited to** the following:

- Breaking of any school rules pertaining to personal devices, dress code or behavior expectations.
- Failing to complete and turn in work/assignments
- Being unprepared for class
- Unexcused tardy
- Any points bulleted above under A and/or B

#### **Suspension/Expulsion**

C. Some behaviors are more serious and can result in immediate suspension or expulsion and may necessitate notifying the authorities. Examples of these behaviors are:

- Using language or behavior which is immoral, profane, vulgar, or obscene
- Possession, use, or sale of any form of tobacco, e-cigs/vaping devices, alcohol, or drugs on school, church, or adjacent property used by the school
- Threatening a teacher or any other person
- Possession of or using fireworks or other explosives
- Initiating or participating in a fight
- Leaving class or the school campus without permission
- Possession of knives or other weapons/instruments, matches, or pornographic materials

### **Threat to School Safety**

Any student who acts in such a way as to threaten his/her or any other person's safety in the school building or is in possession of, or brings onto school property, any article or substance\* that may endanger him/herself or any other person in the school building will be suspended immediately and may be subject to expulsion.

The principal or designate retains the right to search a student's person and/or possessions and seize possessions whenever there is reasonable suspicion in accordance with diocesan policy

**\*Note:** In this policy an unsafe substance includes but is not limited to: any narcotic, tobacco, e-cig or vaping system, alcohol, or other drugs, or any objects such as knives, guns, laser pointers, etc. that could cause harm to students. Actions may be reported to law enforcement.

### **Harassment of Students**

Saint Andrew Catholic School recognizes that harassment of any kind has a negative effect on individuals and the environment. Statements will be taken seriously and investigated by the principal or designee. Students who are isolated, intimidated, and fearful cannot give their education the single-minded attention needed for success. Harassment can also lead to more serious violence. Every student has the right to an education and to be safe at school.

Due to the Christian climate and Catholic culture at Saint Andrew Catholic School, harassment of any kind will not be tolerated and will be investigated. Immediate and appropriate disciplinary action will be taken whenever it is determined that a violation of this policy has taken place. Intervention and consequences will be given according to the nature and severity of the incident(s) or situation(s). Student privacy is always paramount. As such, any actions or consequences determined to be appropriate will not be disclosed to anyone other than to the student's immediate family who is receiving consequences. Aggrieved parties/students are not entitled to this information.



## **DRESS CODE POLICY**

At Saint Andrew Catholic School students shall be dressed appropriately at all times. Students are required to be in complete uniform every day. Exceptions are special occasions: Denim Dollar Days, official meeting days for Brownies, Girl Scouts, Cub Scouts and Boy Scouts, student's birthday and other specified dress down days. Please ensure that your child maintains a neat, clean and well-groomed appearance and comes in the complete school uniform. If, for any reason, your child is not wearing the school uniform, please send a written explanation to the teacher.

At Saint Andrew Catholic School we take pride in the appearance of our students. We believe in a uniform policy for the following reasons:

1. It allows the student to focus on academics rather than on dress.
2. It helps to eliminate competition for expensive and/or fad clothing.
3. It helps the student when getting ready for school in the morning.

School is the "job" of our students. Therefore, it is important for all individuals in the school community to dress appropriately. This shows respect for each other and for one's self. Pride in one's appearance is important in academic and professional settings. The dress code will be enforced during school hours and while on school property and may be enforced for any school sponsored or school related event. ***Interpretation of the dress code will be at the sole discretion of the principal or designee.***

**Boys: natural (original) hair color only.** Hair must be neat, clean, well groomed, and trimmed on the side and back. Hair is not to extend further than the **BOTTOM OF THE COLLAR** and must be out of the eyes. Sideburns should be neatly trimmed and may extend only to the middle of the ear. Extremes of any kind are not permitted (i.e. Mohawks, spiked hair, etc.). Earrings may **NOT** be worn.

**Girls: natural (original) hair color only.** Hairstyle must be worn in a neat and tasteful manner and must be out of the eyes. Earrings are limited to post style, no hoops. For safety purposes, girls are not to wear bracelets or dangling earrings to school. Only religious necklaces on a small link chain are allowed. Nail polish, if worn, must be either clear or light pink.

**Shoes:** Leather dress shoes in brown, black, or navy blue, OR athletic shoes that are predominately navy, black, or white with shoelaces may be worn. Athletic shoes can only be navy, black, or white. There can be no coloring in with markers. **DRESS BOOTS, SHOES WITH LIGHTS OR WHEELS, PLATFORM SHOES, SHOES WITH HEELS HIGHER THAN 2", SANDALS, or CLOGS** are NOT allowed. Weather-proof boots may be worn in inclement weather, but shoes should be brought to wear in class.

### **Uniform Requirements**

Saint Andrew Catholic School has an official uniform consisting of choices. The uniform is

supplied by Dennis Uniform and may not be purchased from other stores. Uniform choices consist of pants, skorts, skirts, shorts, or jumper for the girls and a white or blue polo shirt and or Oxford for both girls and boys. The oxford shirt must always be worn with the sweater vest or cardigan sweater. In cool weather, only the official school sweaters or sweatshirt may be worn in class. A solid white undershirt with no words or pictures may be worn on cold days. Girls' socks should be solid white, gray or blue knee high, crew, or anklet style. Boys may wear solid colored crew or ankle socks that cover the ankle in: white, gray or blue. Boys' and girls' socks should not be below the shoe line to appear as if there is no sock. Tights may be worn in cold weather. Athletic shoes with a non-marking sole are required for PE days.

Jackets and sweatshirts other than Saint Andrew Uniform may be worn to and from school and at recess but not in the classrooms. Only uniform sweaters and sweatshirts may be worn inside.

Uniform options and/or vendors are regularly evaluated. Changes to the uniform policy are only made after careful consideration.

**Saint Andrew Catholic School Uniform Policy** Revised 8/10/17

It is important for all students to present an appropriate appearance at all times. The dress standard applies to all students while on campus as well as designated off-campus school related activities. The uniform policy will be enforced during school hours. Parent cooperation regarding the following policy is appreciated to keep us in compliance with our contract. Dennis Uniform is Saint Andrew Catholic School's exclusive uniform supplier. Uniform clothing **MUST BE PURCHASED** from Dennis Uniform. **Uniform items from other vendors are not allowed and students may be excluded from school until the proper uniform has been purchased.**

**The following items must be purchased from Dennis Uniform:**

Uniform Item	Boys	Girls	Notes
Navy Blue Twill Pants	✓	✓	2nd - 8th grades must wear belt
Navy Blue Twill Shorts	✓	✓	2nd - 8th grades must wear belt
Navy Blue Twill Skorts		✓	K-8 <sup>th</sup> grades (Plaid skirt is different from skort)
Plaid Jumper		✓	K-4th grades
Plaid Skirt		✓	4 <sup>th</sup> -8 <sup>th</sup> grades ( <i>Fitted to fall at top of knee</i> )
Peter Pan Blouse – white (long or short sleeve)		✓	K-4th grades must be worn with jumper, sweater or sweatshirt
Polo Shirt –white or light blue (long or short sleeve)	✓	✓	K-8th grades
Oxford Shirt – white or blue (long or short sleeve)	✓	✓	K-8th grades must be worn with sweater or sweatshirt
P.E. Gym Uniform	✓	✓	Required 5th-8th grades

Cardigan or Sweater Vest – navy blue	✓	✓	Required with Blouse or Oxford Shirt
Tie – school plaid	✓	✓	Optional- mandatory on mass day (Fridays)
Belt	✓	✓	2 <sup>nd</sup> -8 <sup>th</sup> Grades: Mandatory with pants or shorts

**Additional Requirements:**

- Solid white t-shirt (undershirt/thermals and undergarments) may be worn under the oxford or polo shirt if covered by the uniform shirt.
- Students 2<sup>nd</sup> through 8<sup>th</sup> grades must wear a belt with pants and shorts.
- Athletic shoes with a non-marking sole are required for P.E. days.
- Girl’s socks should be solid white, gray or blue knee high, crew, or anklet style. Boys may wear solid colored crew or ankle socks that cover the ankle in: white, gray or blue.

2nd - 8th grades must wear belt. \*Pre-school must wear navy bottoms with a light blue or white polo. (These items do **not** need to be purchased through Dennis Uniform Store.)

**Pre-school 3 and Pre-K 4 Classes**

Children in the Pre-school 3 and Pre-K 4 classes may wear navy bottoms (shorts, jumpers, pants) and white or powder blue top (short or long sleeve polo shirt) that come from vendors other than St. Paul’s Place. Closed toed shoes or sneakers must follow the dress code policy above. Tights must be worn with jumpers for girls. Socks must follow the dress code policy above. Jewelry and accessory guidelines are listed above.

**Kindergarten**

St. Paul’s Place logo tops bottoms and jumpers must be worn in accordance with the dress code policy above. Closed toed shoes or sneakers must follow the dress code policy above. Tights must be worn with jumpers for girls. Socks must follow the dress code policy above. Jewelry and accessory guidelines are listed above.

**Non-uniform Dress**

Students are given the opportunity to dress in something other than their uniform, the following rules apply: No short shorts, halter tops, high heels, sandals, T-shirts with inappropriate language/pictures/logos, or blue jeans (except when given permission) are allowed. All the rules for hair and make-up apply as well. On theme days students will be instructed as to what to wear. The principal is the final judge when question regarding compliance arise.

**DROP OFF AND PICK UP\* Please see COVID-19 Addendum attached at the end of this document for addition information.**

Your child’s safety is our main concern. Students are to be dropped off at the front (east) door of the school (enter and leave the parking lot from 11800). At dismissal, the car pool line will enter from 11800. Students will be lined up in their classes and the teachers will see that they get safely into the cars. **Parents using this entrance are not to park their cars in the parking**

**lot.** If you wish to get out of your car, please use the entrance on 3600 West and park your car in the south lot. It is very dangerous for the children to walk between waiting and idling cars to get to their own. When you have picked up your child, please be aware of other children when you pull away from the curb.

### **EMERGENCY AUTHORIZED PICK-UP INFORMATION**

If, for some reason, your emergency and/or authorized pick-up information changes during the year, please request a new form, fill it out, and promptly return it to the office. This will help us to have our records current and be able to better serve your student in case of an emergency.

All children who become ill during the day should report to the school office. If the condition warrants that the child be sent home, parents/guardians or those listed as the Emergency Contacts will be contacted. It is the responsibility of the parent/guardian to make arrangements for the child to get home promptly and safely. For safety reasons, it is required that all students be signed out before being removed from the school building. Anyone picking up a student may be asked for identification. A copy of identification document may also be made. At no time are students to use a personal or teacher's cell phone to call home during the school day.

### **EXTENDED-DAY PROGRAM**

Our Extended Day Program (EDP)-before and after school care, is available from 7:00 am to 8:00 am and/or 3:30 pm to 6:00 pm for an additional fee. It is available for students on the days they are enrolled in the program. If you are interested in receiving more information regarding EDP please ask the school secretary for a copy of the Extended Day Handbook. It can also be found on the school website.

All students who arrive at school between 7:00 am and 8:00 am and/or who are not picked up by 3:45 pm may be put into the Extended Day Program. This will help ensure the safety of your child. Before school they will report to the gym where they will be supervised until the teachers join them at 8:15 am for prayer. After school they should be picked up in the EDP room using the south door to EDP since there may not be someone in the office 4:00. pm.

### **HEALTH ISSUES**

In order to protect the group as a whole, we ask that parents assist us by keeping sick children at home. In the event that a child becomes sick while here the family will be notified and prompt pick up arrangements will be made. If a child is sick, unable to play outdoors, and/or unable to participate in regular daily activities, alternate arrangements for care must be made.

Children with infectious illnesses cannot attend.

When child should not attend school:

- Fever 99.9 degrees and higher: This includes the night before/morning of school. There should not have a fever for 24 hours without taking fever reducing medication before

returning to school.

- Rash: Unexplained rash-Consult doctor. Please bring a note stating your child is not contagious.
- Vomiting or/and Diarrhea: All symptoms should have gone and no vomiting or diarrhea for 24 hours before return.
- Strep Throat: Consult doctor and please bring a note. Child should be on antibiotics for 24 hours and be without a fever without medication for it.
- Conjunctivitis (red eyes with yellow discharge)/Pink Eye: Consult doctor and please bring a note. Child should be on eye drops/antibiotics for 24 hours before return.

A child may return when he or she is free from symptoms and no longer infectious. The child should also be well enough to actively participate throughout the day. In any case of serious or unexplainable illness, a doctor's medical clearance may be required prior to admission back into care.

If you have any questions about whether your child should attend, please call before bringing your child.

Please be courteous of all children in our program, and refrain from bringing an ill child until 24 hours have passed since any fever, vomiting, diarrhea, or any other communicable symptoms have occurred.

Please call or email and notify us of your child's absence.

## **HOMEWORK**

At Saint Andrew Catholic School, homework is a necessary part of your child's education. Often the real objective of a homework assignment might be deeper than just what is stated in the directions. Homework is assigned to reinforce material that has already been taught and to foster habits of independent study. Parents should take an active interest in the child's day-to-day progress and should provide suitable conditions for home study.

We fully support that time after school should be rich with family activities. Teachers carefully consider the homework assigned to ensure it is an appropriate amount and level of difficulty for the developmental stage of their students.

If your child is taking an inordinate amount of time to complete the work, **PLEASE CONTACT THE TEACHER!** This is vital information for the teacher to gauge the progress of all students. Homework is more than just about "getting it done". It provides important information to our professional teachers in order to make good decisions for our students!

Homework may consist of assignments other than written assignments. Activities including but not limited to reading for book reports, studying for tests, research projects, online math practice, and essays may be assigned. Drill and memorization, oral reading practice, and make-up work missed through absences may also be assigned for homework.

One important aspect of homework success is the involvement of parents in the education of their child, leading to deeper relationships between home and school. Two important parent responsibilities regarding homework include:

- To show an interest in the homework and to give guidance when appropriate
- To provide a home environment conducive to study

The child should be able to do assignments with minimal help and supervision. Since parents have completed schooling, they are not expected to do the homework for their student(s). Parents are to assist their student(s) with homework. Work should be the product of the child. Continued serious difficulty with assignments indicates a problem, at which point parents should contact the teacher.

If a student consistently neglects homework assignments, the teacher might notify the parents but using RenWeb is the best way to keep track. One way parents can help and become more aware of their child's teacher's homework procedures is by attending Back-to-School Night and parent-teacher conferences.

### **LOST AND FOUND**

All books, school bags, lunch boxes, and items of clothing should be clearly marked with the child's first and last name, not just with initials. Purses and wallets should contain some kind of identification. Lost and found articles are sent to the school office. Periodically lost items will be donated to charity. Any article found by a student must be taken to the office.

**LUNCH PROGRAM \* Please see COVID-19 Addendum attached at the end of this document for addition information.**

Our school is fortunate to be able to provide a hot lunch program for purchase. Please log on to [www.saintandrewbistro.com](http://www.saintandrewbistro.com). Our students will be able to purchase a balanced hot meal daily. It provides nutritional, well-balanced choices for the students. There are many options made available and changes to the program happen from time to time.

**In accordance with the Diocesan Wellness Policy, fast food lunches will not be allowed in school. Please do not bring or send fast food to school for your child. Our lunch program offers a wide variety of food choices each day. Lunches brought from home must be "ready to eat." There isn't a microwave in the kitchen for heating up food.**

### **Lunch Room Rules and Procedures**

The following are the rules and procedures to be followed in the school lunchroom. (repeated problems in the lunchroom may result in the loss of the privilege of using the cafeteria):

- Follow directions the first time they are given.
- Students must clean their own lunch area.
- Do not throw food.

- No running or playing in lunch area.
- Talk in a reasonable tone and use respectful language.
- No sodas or high energy drinks such as Red Bull, Volt, Monster, etc. are allowed.
- Fast food is not to be brought into the lunchroom.

**MEDICAL TREATMENT \* Please see COVID-19 Addendum attached at the end of this document for addition information.**

At Saint Andrew Catholic School the secretary or designee in the office dispenses all medications, including inhalers, cough drops, etc. Proper medical and parent consent forms are needed in order for medication to be given. The medical authorization form can be obtained through the school office or via our website. Parents must provide the medication. Under no circumstances may a student have any type of medication, inhaler, or drugs such as aspirin and similar medications on their person or with his/her personal belongings. (Students in grades 4-8 may keep an EPI pen with them if parents have turned in the proper paper work to the office.)

### **Medical Devices**

Medically necessary aides are welcome at Saint Andrew Catholic School with a written diagnosis from a licensed medical professional indicating it is medically necessary, the establishment of an individualized learning plan, and a team meeting with student's teacher, parents, principal or designate, and others as the principal or designate may determine necessary to be present. Medical devices can include fidget spinners or the other fidget types devices.

### **PARENT SERVICE- \*Parent service hours are suspended this year due to COVID-19**

Studies show that successful schools are those in which parents are actively involved. Our parent service program allows you to demonstrate to your child how important his/her education is to you. It gives you an opportunity to meet other parents and it enables the school to maintain costs by not having to "hire out" services. Parents may donate \$200.00 to the have service hours waived for the year. The donation must be done by October 15<sup>th</sup>.

Two parent families are asked to complete 25 hours of parent service to the school and single parent families are asked to complete 20 hours of parent service to the school. All hours must be completed and reported by the second Friday in May unless other arrangements have been made. Your account will be charged \$20.00 for each uncompleted hour.

As a parent you are automatically a member of Saint Andrew School's Parent Teacher Group (PTG). Your volunteer involvement in PTG provides much needed support to the school and helps you to complete your 20 or 25 hours of service. There are a variety of opportunities in which you can participate to complete your hours. Check the school website and your weekly white envelope for volunteer opportunities. Room Coordinators will also contact about service opportunities.

Volunteers have legal responsibilities to students, and are expected to behave the way a reasonable adult would in the situation. A Volunteer Handbook has been included at the end of this handbook. All regular volunteers in the school must complete the Diocesan Safe Environment training ([www.dioslc.org](http://www.dioslc.org)) and a background check. You will be able to begin volunteering once these two items are completed and in good standing.

### **PARENT-TEACHER CONFERENCES**

At Saint Andrew Catholic School, we believe there is a definite correlation between student progress and parent interest in that progress. Therefore, parent/teacher communication and conferences are vital to the child's education. Parent / Teacher conferences are held twice a year. In the spring, the teachers will schedule a conference with the parents they need to see, but any parent can request a conference at this time.

**PARENT VISITATION \* Please see COVID-19 Addendum attached at the end of this document for addition information.**

Once school has begun, parents are not permitted to enter the classrooms with forgotten items. These are to be dropped off at the office. Volunteer or visitor passes are required of all parents whenever it is necessary to enter the school hallway or classrooms. Passes can be obtained after checking in at the front office.

**PARTIES \*\* Please see COVID-19 Addendum attached at the end of this document for addition information.**

Holiday-themed celebrations may take place during the course of the school year at the discretion of the classroom teacher and cooperating room parent. These celebrations are to last 30 minutes or less. All treats or take-home items should be distributed with the awareness of any classroom allergies or sensitivities.

Birthday parties are never held in classrooms. Please do not bring treats to be distributed in class. Saint Andrew Catholic School requests that parents who would like to honor their child on their birthday donate a book to the school library. A book plate will be inscribed in the student's name and put on the inside cover. Please check with the librarian or classroom teacher for recommendations of needed books.

Students are honored on their birthday by the entire school! At morning prayer, students will be called forward by the principal. She or he will receive a birthday ribbon and small gift! Students may wear non-uniform attire on their birthday.

No invitations to birthday parties may be distributed at school unless they will be distributed to the whole class. Contact your room coordinator to facilitate invitations. Balloons and/or flower bouquets are not permitted in class. Parents are always welcome to arrange play dates, parties,



gatherings outside of school hours!

The reason for this policy is out of necessity to protect instructional time, medical issues, and the wishes of fellow parents.

### **PRAYER**

Our Catholic faith is a precious gift that will be shared daily in the classroom. One aspect of the Christian spiritual life in our school is prayer. Several times each day we pause with our students to "lift up our hearts and minds to God." Each class is called to prayer at least four times each day: at the beginning of the day, before and after lunch/recess, and at the close of the day. Along with formal prayers, teachers utilize scripture and spontaneous or reflective prayer to enrich the prayer experience of our students. Teachers are encouraged to respond to any special or extraordinary events by having their students pray.

Please let the principal of any serious illness or death in the immediate family so the school community can lend its support through prayer. We are a close community and we want to share our support with one another!

### **STUDENT INFORMATION SYSTEM**

RenWeb is a student information system that we use for a variety of purposes including but not limited to keeping parents informed of their students' progress. Parents will receive a password that will allow them to access their children's grades and check on missing assignments. It is a web based program and can be accessed via the Internet. There is a link for RenWeb on the school website. Grades are updated at a minimum on the 1<sup>st</sup> and 15<sup>th</sup> of the month.

### **RECESS**

The purpose of recess periods is to provide students with supervised mid-day breaks for physical and mental relaxation. Students are expected to treat each other and their adult supervisors with kindness and respect, and will be held accountable for their behavior at all times. Students are to come to school dressed appropriately for the weather.

Playground regulations are posted in the classroom and will be periodically reviewed with the students. Students must abide by the playground regulations as follow:

#### **Outdoors**

- Follow directions the first time they are given.
- Students must remain on the playground during recess. Permission to enter the building must be received from the adults on playground duty.
- No snowball throwing, tackle football, contact sports, or sliding on the ice.
- Student will refrain from using an inappropriate language.
- At the end of recess, students need to line up quietly at the designated area. The

teacher/playground monitor will then promptly escort her/his students in to class/lunch.

### **Indoors**

Indoor recess during inclement weather is supervised in the gym or the classrooms. P.E procedures apply. Students must ask permission to leave the classroom/gym to use the bathrooms.

### **REPORT CARDS**

At the end of each quarter, report cards will be sent to the parents through the student's Friday Envelope. Kindergarten students receive report cards for the 2<sup>nd</sup> and 4<sup>th</sup> quarters. Report card envelopes need to be signed by the parents/guardians and returned the next school day. You may keep the report cards at home.

#### **Retention:**

If, in the school's judgment, a student has not mastered the necessary academic skills, lacks the emotional maturity to advance to the next grade level or has missed more than 10 school days in a quarter and not received grades in one or more quarters, Saint Andrew Catholic School reserves the right of retention. The principal will make the final decision when and if retention is in the best interest of a student. The principal will consult with teachers and parents in making the decision to retain. Parents are an integral part of this process. We will work together to decide the best course of action to meet the unique needs of each student.

### **SAFE ENVIRONMENT & BACKGROUND CHECK**

The Diocese of Salt Lake City has a strict Safe Environment Policy and as a school dedicated to ensuring the safety and well-being of our students, we are bound to follow it. Everyone who volunteers could establish a relationship with a student during the year and therefore must complete the Safe Environment process. In addition, everyone who volunteers for an offsite activity (such as chaperoning a field trip) must complete the training even if it is only for one trip. Information on how to complete this training can be obtained on the Parish or Diocesan websites or at the school office. Background check are done online now. Both the Safe Environment certification and background check must be completed before anyone can volunteer at the school or a school sponsored activity. The principal is the sole judge for who must complete Safe Environment Training.

As part of the Catholic School and Religious Education Program and in accordance with the Diocesan Safe Environment Policy, the *Right Relationships* curriculum is taught in all the Catholic Schools in the Diocese of Salt Lake City. "The curriculum was designed with two goals in mind: to promote and model safe environment principles and to help prevent abuse by teaching our children about right relationships and what to do when something is not right. The program's age-appropriate concepts of right relationships: Knowing the Rules; Communication; Respect and Trust; Boundaries; and Unconditional Love, Forgiveness, and Reconciliation are integrated into existing curriculum to help students understand the principles of healthy relationships and what to do when a relationship is not healthy." The curriculum content can be found on the Diocesan website under Safe Environment.

### **Likeness Waiver**

Saint Andrew Catholic School loves to celebrate our students and school events. By signing the signature page (sent separately), you give us permission for the school to use your child's likeness on our social media pages as well as internal and external school communications. If you do not wish to have your child's likeness used, you must reach out to the school principal at [erincarrabba@standrewut.org](mailto:erincarrabba@standrewut.org)

### **SCHOOL CLOSURES**

The principal in consultation with the superintendent of schools, has the final authority to determine school closures. Information regarding school closures will be broadcast through email blast, website, Facebook, and Twitter. We will also notify KSL Radio and TV. Contact information is pulled directly from RenWeb so it is extremely important for the school to have updated contact information.

### **SICKNESS AND ACCIDENT**

In case of accident or injury, the school will apply basic first aid procedures. If further medical care is necessary, the parents or contact person on the Emergency Form will be notified immediately. Therefore, it is important for the school office to know where to reach a parent or guardian during the school day. Current emergency telephone numbers (home, work, relative, friend, or neighbor) should be on file in the school office at all times. In an extreme emergency, 911 will be called.

### **DIOCESAN ASSESSMENT POLICY**

The purpose of the Diocesan Assessment is to provide more information to our professional teachers to guide faith-based instruction. In accordance with diocesan policy students in 5<sup>th</sup> and 8<sup>th</sup> grade students take the ACRE (Assessment of Catechesis/Religious Education) test in November.

Student progress in reading fluency is assessed three times each year in grades 2-5. STAR reading and math assessments are administered during the year to track student skill levels and progress. The ACT Aspire test is administered at the end of each year for summative data collection used to drive instructional practices at Saint Andrew Catholic School.

### **SUBSIDIARITY**

At Saint Andrew Catholic School, we follow the Catholic pastoral policy of subsidiarity. That policy realizes the inherent benefits in bringing your questions or concerns first to the person directly involved. Parents should always begin by speaking with the teacher. The proper chain of command is **teacher → principal → pastor → superintendent**. This process will promote understanding, effective communication, and a spirit of reconciliation.

### **TERMINATION OF ENROLLMENT**

#### **Expulsion**

Saint Andrew Catholic School does all within its power to assure its students the right to just and fair treatment as befits a Christian institution. Sometimes, in spite of all that is done by the school personnel to guide and work with students, their continued presence in the school may be deemed detrimental to their own welfare or the welfare of others. The expulsion of students will be considered when, in the estimation of the principal, all other means of correction fail to change unacceptable conduct. Expulsion may also result from a single major disciplinary infraction. The principal retains discretion in deciding such matters. The principal may expel or suspend students for conduct inside or outside of school that is damaging to the reputation of the school. Ultimately, expulsion is the result of a student's or family's refusal to accept the help offered by the school. In accordance with diocesan policy any decision to expel will be done in consultation with the pastor and superintendent. Principal's decision is final.

### **TEXTBOOKS**

Students have full responsibility for the care of textbooks issued to them. All textbooks must be kept neatly covered and are to be handled with care at all times. Students are to use backpacks to carry books to and from school. Textbooks should be kept free of ink or pencil marks; answers to problems, quizzes, or tests should **NEVER** be written in textbooks. If a textbook is lost or damaged, the student will be expected to pay for its replacement.

### **TRANSFER**

Students transferring to Saint Andrew Catholic School for admission to Grades 1-8 will need to apply for admission.

A student who is withdrawing from Saint Andrew Catholic School must return all books and school property before records will be released. All financial obligations must be met as well.

Notification is required prior to transfer from Saint Andrew Catholic School so that we have sufficient time to prepare the paperwork. Student records will be sent directly to the receiving school upon request from that school. Information for transfer can only be released after all financial obligations to Saint Andrew Catholic School are met.

### **TUITION POLICY**

Tuition for Saint Andrew Catholic School is handled through the FACT Tuition Management Company. Tuition is paid through 12 automatic withdrawals from a checking or savings account (beginning in June and ending in May). Unsuccessful payment withdrawals will be subject to service charges from FACT and possibly from your bank as well.

Families with unusual hardships during the year should make an appointment with the principal at least a week before their scheduled withdrawal date to avoid finance charges. The principal is more than willing to work with financial situations but families must be willing to contact the principal and work with the school to meet their financial obligations.

Parents who do not wish to use automatic withdrawal may pay the tuition in full before the first

day of school.

### **VISITOR PERMITS**

At Saint Andrew Catholic School all visitors must, upon arrival, report to the school office and wear a visible pass. This helps to ensure the safety of our students. No one is allowed to go directly any part of the building without first checking in with the office. The security of students is taken very seriously.

### **WELLNESS POLICY**

Saint Andrew Catholic School adheres to the Wellness Policy of the Diocese of Salt Lake City as outlined in Diocesan Policy #5130. In addition, regular health, asbestos, and safety inspections are carried out periodically.

### **ASBESTOS DISCLAIMER**

**Saint Andrew Catholic School has been constructed with materials that do not contain asbestos. A letter from the architect has been sent to the State Department of Environmental Quality, Division of Air Quality, Salt Lake City, Utah. Copies of this letter are on file in the school office and at the Catholic Schools Office, Diocese of Salt Lake City, 27 C STREET, SALT LAKE CITY, UTAH.**

### **CONCLUSION**

This policy handbook is limited in content. Emphasis has been placed on those things that are deemed most pertinent and beneficial to the students, parents, and personnel of Saint Andrew Catholic School at the present time.

The principal has the right to amend the handbook at any time during the school year. Parents and students will be given prompt notification of such changes.

It would be impossible to anticipate all problems that may arise in the future. Anything that distracts from or disrupts the spirit, education, philosophy, or dignity of Saint Andrew Catholic School will be held to be unacceptable even though not explicitly set forth in these policies.

You will not find every possible situation concerning proper behavior mentioned in these guidelines. Questions will arise that are not covered here or special circumstances may justify a course of action inconsistent with those listed in this handbook. ***In any case, the principal and/or pastor have the final decision in all matters pertaining to the school.***

We are so happy to have you as part of the Saint Andrew Catholic School family. We look forward to serving you and your student(s) and to another incredible year of spiritual, intellectual, and emotional development for our wonderful students!

*Let us continue to encourage, support, and affirm one another as we endeavor to heed God's call to "Let the children come to me."*



**PARENT VOLUNTEER HANDBOOK \* Please see COVID-19 Addendum attached at the end of this document for addition information.**

Welcome to Saint Andrew Catholic School! We are thankful that you have made the decision to volunteer your services to our students. With the support of volunteers like yourself, the opportunity to meet the individual needs of each child is significantly increased.

The staff at Saint Andrew encourages parents / guardians and other members of the community to share their abilities and time with our students. Volunteers in our school enhance the educational program and fortify our school's relationship with businesses, homes, private institutions and public agencies.

The education of today's youth takes an entire community. Devoted members of our community bring new resources and energies into our schools. Schools from all around our country are drawing support from their communities through the efforts of volunteers who work in our schools, become career mentors, contribute goods and supplies, and those that support our schools financially through endowments and grants.

This handbook is designed to provide you with practical information that will assist you in your volunteer placement. It is our goal that the time you spend with our students is worthwhile for you as well as for the students. If you have any questions that have not been addressed in this handbook, please feel free to call the school office or seek out a member of our excellent school PTG.

Once again, thank you for helping make a difference in the lives of the students at Saint Andrew Catholic School.

Sincerely,

Erin Carrabba, Ed. MA  
Principal





## **GOALS**

- To provide individualized educational assistance to students.
- To enrich children's experiences through activities, resources, and the gift of your time.
- To assist teachers, thus providing more time for instruction.
- To contribute to a more informed community which actively supports the school program.
- To model the importance of school and education for your child and all children.

## **SUGGESTIONS FOR STARTING YOUR VOLUNTEER EXPERIENCE**

The following are suggestions that will prove helpful in developing a successful partnership with our students and teachers:

- Meet with the teacher or staff member before you start
- Go over "Initial checklist"
- Ask questions of the teacher if you are unclear about something
- Keep communication open
  
- Know the school grounds
- Know the location and phone number of the school office 801-253-6000.
- Know the location of important rooms such as the library, cafeteria, office, bathrooms, etc.
- Find out where to park
  
- If you are volunteering in a classroom, spend some time observing the class
- Become familiar with classroom procedures and routines
- Identify the location of supplies in the classroom
  
- Establish positive relationship with the students
- Be friendly; let them know you are glad to be there!
- Be encouraging to the students

## **WHEN WORKING WITH AN INDIVIDUAL STUDENT**

- Let the student know that you care about his/her thoughts and ideas
- Accept the student for who he or she is...don't try to make them into something they are not
- Be encouraging
- Recognize and praise effort as well as results

## **WHEN WORKING WITH A GROUP OF STUDENTS (SMALL OR LARGE GROUPS)**

- Find out specifically what the teacher wants you to work on
- Indicate to the children how you should be addressed. The teacher may have preferences in this area
- Discuss with the teacher ahead of time what classroom management techniques you should be using (if there is a need for discipline, find out how the teacher wants to handle this)
- Encourage all the students you work with, not just the ones with the correct answer
- Give each student the opportunity to answer...don't allow other students to jump in and answer
- Let the children and yourself enjoy the time you spend together!

#### **LEARNING STYLES**

None of us learn in the same way. Your learning style is the way you learn best. Most people use all or most of their senses when learning. However, one sense generally dominates. Here are some descriptions and suggestions that may be helpful when working with students:

##### ***Auditory Learners***

- They learn best through verbal demonstrations
- They prefer to talk about a situation and enjoy listening to themselves talk
- Read instructions aloud to these learners
- Have them repeat instructions to you
- If the student is having difficulty understanding, rephrase instructions

##### ***Visual Learners***

- They learn best by observing
- They prefer to watch demonstrations
- They like to write, doodle, and study their environment
- Keep a copy of the written instructions, charts, etc. in front of these learners
- Use visual cues for references (maps, charts, pictures)
- Try having students draw or write problems on paper
- Encourage students to use a homework notebook to remember assignments

##### ***Tactile Learners***

- They learn best by doing
- They remember best by what they did, not by what they saw or heard
- They need many breaks when studying and are easily distracted when they are not able to move
- Have students use manipulatives when possible, such as money or blocks with math problems

#### **CHARACTERISTICS OF CHILDREN AGES 5-8 YEARS**

### ***Physical Characteristics***

- Full of energy
- Tire easily
- Aware of physical limitations
- Increasing fine motor skills (using scissors, writing, etc.)
- Proud of accomplishments

### ***Self Image***

- Self image based mostly on what they think others think of them
- Proud of their own accomplishments
- Eager to please adults they admire
- Becoming more independent of home and parents
- Thrive from positive reinforcement about specific things

### ***Relationships***

- May be aware of the opposite gender but unsure of relationship; teasing often denotes attraction to opposite sex
- Interested in current events
- Increased skills in reading and expressing ideas in writing
- Learning to think abstractly
- Often try to be perfectionists which can result in frustration

### **CONFIDENTIALITY**

You will be serving in a unique capacity with our students. Sometimes students share things with a volunteer that they have not shared with anyone else. This information may be about private family matters, or information about themselves that they are entrusting to you. It is very important to the integrity of your work with students that you do not share this information with others. If you feel it is important that another person have this information, please talk to the teacher or the principal.

There may also be a time when a student shares something with you that causes you some concern, such as concern about their personal safety. ***If this should be the case, please immediately contact the classroom teacher or principal.*** That person will know the proper procedure to deal with this situation.

Most people do not want anyone saying anything about their child. Please respect student and parent rights. If anything happens in the classroom, **it is the teacher's responsibility to contact the parent.**

Please remember that volunteering to work in the classroom is a privilege – not a right. Violations of confidentiality may cause school authorities to suspend that privilege.

### EXPECTATIONS OF PARENT VOLUNTEERS

*All volunteers must complete the Diocesan Safe Environment Program and background check in order to be allowed to work with students.*

1. *Please dress appropriately for working with children.*
2. *Volunteers may not “discipline” another parent’s student.*
  - a. *If a situation occurs between two children while at home, please talk with the parent or child while at home. Rules for adults are quite different when on school grounds.*
  - b. *If a situation between two children occurs at school – whether it involves your child or other children, please notify the teacher and let the school officials take care of the discipline.*
3. *If you cannot make the pre-arranged time, please let the school know as soon as possible so plans can be changed.*
4. *Please do not just drop in to offer help unless the teacher needs your help and is aware that you will be coming in. **All volunteering should be pre-arranged** with the teacher. Lesson plans are commonly written around volunteer’s availability. Teachers will not have time to put together work for you to do without notice.*
5. *Parents should not offer rides to students unless they have prior arrangements with that student’s parents and the parent /guardian of the child has notified the school.*
6. *Cell phones should be off while in school. If you must make or take a call, please do so before you arrive or after you leave school. Talking on the phone is very distracting to students, faculty and staff that are working and trying to concentrate.*
7. *Parent Volunteers must make other arrangements for siblings and/or other children while volunteering in the classroom. Younger children and older siblings are distracting to the educational environment.*

### INITIAL VOLUNTEER CHECKLIST

When you begin your volunteer experience, please discuss the following with the teacher:

- Signing in and out of the building and wearing a volunteer badge
- Your schedule
- School-wide rules and which ones apply to adults as well as students
- The teacher’s classroom policies, procedures and rules, as well as his/her management system, methods of reinforcing students, and emergency procedures
- What your specific duties will be, materials you should use, and strategies to use when working with students
- How and when to contact the teacher/staff member regarding a change in your schedule, etc.
- Alternate plans for days when the teacher is absent and a substitute is in charge of the class
- How the students will refer to you (Ms., Dr., Mrs., Mr., etc.)
- Procedures for taking students out of the classroom for individual work, if applicable
- Your special interests, talents, and skills

- Confirm scheduled school holidays and identify any pre-planned field trips that fall on your scheduled day(s)

**ACQUAINT YOURSELF WITH OUR SCHOOL POLICIES**

Please help us stay within our supply budget by practicing economy and eliminating waste with materials available in the classroom and office. All materials come out of our school budget.

**RESTROOMS**

Restrooms for volunteers are available in the office. For security reasons, adults are asked not to use student restrooms.

**PTG FLIERS / CORRESPONDENCE TO GO HOME WITH STUDENTS**

When sending any type of correspondence to go home with the parents, please follow these three very important rules:

1. The principal must approve all correspondence, no matter how small. Please keep this in mind when you have a deadline. Give yourself enough time to have it approved. There may be changes or corrections needed, and it may take a couple of days before it can be reviewed.
2. Please deliver fliers to the office staff who will distribute them. It would be helpful if you would count and label them for every class. Be sure to provide enough copies for each teacher and student.
3. Fliers should not be taken to individual classrooms.

**VOLUNTEER OPPORTUNITIES AT SAINT ANDREW CATHOLIC SCHOOL**

**Working in the classrooms (Must have prior communication with teacher)**

**Cafeteria / Recess Duty**

**Literacy Programs**

**Serving on a school committee**

**Parent/Teacher Group (PTG)**

**School board**

**Field Trip Chaperone**

**School Dance Chaperone**

**There are many opportunities for parents to be involved in at St. Andrew. Our wonderful Parent / Teacher Group (PTG) is always looking for volunteers to help plan and / or run programs. There is a wide range of involvement in PTG with something for everyone. Check the school calendar for meeting times and dates.**

**Classroom volunteers are always welcome. If you have someone who would like to share in a special project, or be a regular face in a classroom, please ask them to schedule a time with your classroom teacher or the principal. Whenever anyone volunteers on campus, they need to sign in at the front desk and wear a volunteer badge. Please remember to silence all cell phones.**

## SAINT ANDREW COVID 19 Policies and Procedures Summary August 2021

- Masks are required of all students when entering the building and when social distancing is not possible. Students are required to keep masks on as instructed by each teacher.
- EDP Drop-off: 7:00am - 7:50am students are dropped off at the south side entrance marked with an EDP poster sign. Masks required.
- Car-Line: All students are dropped off in front of the building, masks required.
- Special precautions will be taken for those students who may be at high risk, including a distanced desk, higher frequency of sanitization, and continual use of a mask.
- Teachers will provide training and guidance to students to ensure protocols are followed.
- Students are seated 3 feet apart in the classroom and will stay seated unless permitted to move around the room.
- Students will move from class to class using directional hallways.
- Social distancing is required in all areas of the school. Students will not be allowed to congregate in groups.
- No shared school supplies will be allowed.
- Students will use their own water bottle brought from home. **Bottle fillers are available.**
- On PE days, Middle School students will wear their PE uniform to school and remain in it all day. There will be no clothes changing.
- Lunch will take place in the common area with students staggered at tables within grade-specific groupings.
- Recess: Students will wear masks during recess. Hand sanitizing stations will be available at school entrances.
- If a student is absent because of Covid-19, the student must quarantine for 10 days. Elementary students will receive work packets for missed content. Middle school students will log into Google classroom to access, complete and turn in assignments. Home instruction will not be provided.
- Students sent home with COVID-related symptoms must test and provide documentation of a negative result before returning to school.
- After School Activities: Students will be required to wear masks during after school activities, unless otherwise noted by the Salt Lake Department of Health.