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1. CONTRACT AGREEMENT

By enrolling your children in St. Andrew Academy, you agree to be governed by the policies and regulations stated in this FAMILY HANDBOOK. Further, you understand that records referring to your children are available in the Academy office for your review. Your cooperation, understanding, and support will help ensure the education of your children, and the smooth, efficient operation of the Academy.

**Parents and students MUST sign this agreement.
Please RETURN the signed form to the school
By Tuesday, August 21, 2007**

FAMILY NAME: _____

WE HAVE READ THE ST. ANDREW ACADEMY PARENT/STUDENT HANDBOOK, AND
AGREE TO BE GOVERNED BY THESE POLICIES AND REGULATIONS:

Parent(s) Signature(s): _____

Student(s) Signature: _____

Date Returned: _____

Office Initial: _____

Please return this section to the Academy by August 21, 2007

St. Andrew Academy – School Calendar 2007- 2008

Aug.	06	Staff retreat – 9:00 – 3:00
	07	Kindergarten Orientation 7:00 (Church - Classrooms)
	08	Grades 1-5 Orientation 7:00 (Church - Classrooms)
	09	Grades 6-8 Orientation 7:00 (Church – Classrooms) Kindergarten Open House 9:00 a.m. – 11:00 a.m.
	10	Archdiocese Faculty Opening Event
	13	First Day for Faculty and Staff
	16	First Day of Classes (Full Day)
Sept.	03	Labor Day – Holiday (No Classes)
Oct.	03	Dismissal at 1:00 p.m. PTS Conferences 3:30 p.m. –7:30 p.m.
	04	PTS Conferences 2:00 p.m. – 7:30 p.m. (No Classes)
	05	Professional Day (No Classes)
	31	Halloween Parties 1:30 – 2:30
Nov.	06	Professional Day (No Classes)
	16	1 st Trimester Ends
	21 –23	Thanksgiving Holidays (No Classes)
	30	Report Cards Go Home
Dec.	06	Trimester Awards 5 ^h –8 th 8:00 a.m. Trimester Awards K – 4 th 12:30 p.m.
	19	Christmas Parties 1:30 –2:30 p.m.
	20- Jan 2	Christmas Holidays (No Classes)
Jan.	03	Return to Classes
	21	Martin Luther King, Jr. Day – Holiday (No Classes)
	23	Early Dismissal 1:00 p.m. PTS Conferences 3:30 p.m. – 7:30 p.m.
	24	PTS Conferences 2:00 p.m. – 7:30 p.m.
	25	Professional Day (No Classes)
	27 – Feb.2	Catholic Schools Week
Feb.	14	Valentine’s Day Parties 1:30 – 2:30
	18	Professional Day (No Classes)
	29	End of 2 nd Trimester
Mar.	10 – 21	TERRA NOVA TESTING
	11	Report Cards Go Home
	13	Trimester Awards 5 th – 8 th 8:00 a.m. Trimester Awards K – 4 th 12:30 p.m.
	21	Early Dismissal 1:00 p.m. - Good Friday
	24	Easter Monday – No Classes
Apr.	7 - 11	Spring Break
	24	Field Day (Tentative) K- 4 th
	25	Field Day (Tentative) 5 th – 8 th
May	02	Derby Eve Holiday (No Classes – Dependent on Weather)
	16 – 18	8 th Grade Trip to Chicago (Tentative)
	19	K – 3 rd Award’s Day 8:30 a.m.
	20	4 th – 7 th Award’s Day 8:30 a.m.
	21	8 th Award’s 8:30 a.m. 8 th Brunch following Award’s Ceremony 8 th graders dismissed following brunch Graduation 6:30 p.m.
	22	Last day of classes (full day) Mass 8:00
	23	PTS Conferences - 2:00 p.m. – 6:30 p.m.
	26	Memorial Day Holiday
	27	Last day for Faculty/Staff

3. INTRODUCTION

St. Andrew Academy is part of the ARCHDIOCESAN ELEMENTARY ACADEMY SYSTEM OF LOUISVILLE, KENTUCKY; and thereby, follows the policies and procedures as set down in the ARCHDIOCESE OF LOUISVILLE HANDBOOK FOR CATHOLIC ACADEMYS.

In addition, our Academy is an integral part of **St. Polycarp, St. Clement and Our Lady of Consolation parishes**, and serves the Parishes' Faith Community by providing a quality Catholic Christian Education for students in grades K through 8.

This handbook is for all families attending St. Andrew Academy. Its purpose is to provide information specifically relating to the operation of the Academy, and provides the **BASIC CONTRACT BETWEEN** those families and the Academy regarding:

- The spirit in which we work to achieve the building of a Faith Community among Faculty, students, and parents.
- How we specifically carry out the policies of both the Archdiocese and our Parish.
- Procedures used in the day-to-day operation of our Academy.

4. MISSION

St. Andrew Academy's mission is to provide a quality Catholic education including the spiritual, intellectual, cultural, physical, social, and emotional needs of the whole child based on Catholic beliefs and values.

5. PHILOSOPHY

St. Andrew Academy is a Catholic co-educational school serving elementary and middle school students. In partnership with the family, parishes, and civic community, the school assists students in the acquisition of knowledge, skills, and values necessary to the development of a mature responsible individual. In concert with the Archdiocese of Louisville's strategic plan for Lifelong Formation and Education, St. Andrew Academy fosters an atmosphere where academic and cultural differences are acknowledged, respected, celebrated, and recognizes the individuality of each student. The school seeks to balance academic and spiritual growth and concern for physical and emotional development.

6. VISION

The community of St. Andrew Academy envisions

- a program of academic excellence in which each child will achieve their highest potential
- a school which provides a strong foundation in Catholic values and beliefs that permeates all areas of the curriculum
- a school filled with professional, dedicated staff who foster the growth of each child
- a school which provides various avenues that will enhance student knowledge and future endeavors
- a school which motivates students to be lifelong learners and become productive members of society
- an educational climate that fosters a spirit of acceptance and care for every child
- a school which reaches out to the community through service and special projects

7. GOALS

- Develop an understanding of the sacraments and their importance in our lives. Instill an appreciation of the importance and role of prayer in our lives.
- To maximize individual potential and ensure children of all ability levels will be ready to meet the challenges of the future.
- Develop an educational program that promotes lifelong learning through continuous research and application of the latest teaching methods and techniques.
- Student's social and emotional needs are met through consistent communication where all opinions are valued and discussed.
- Behavior expectations are clearly communicated, consistently enforced, and fairly applied.
- Promote a positive image in our community by providing service to those in need.

8. PARENT RESPONSIBILITY

“At different moments in the Church’s history, including the Second Vatican Council, the family has well-deserved the beautiful name of domestic Church.

Therefore, the family ought to be a place where the Gospel is transmitted, and from which the Gospel radiates.

In a family, which is, conscious of this mission, parents not only communicate the Gospel to their children, but from their children they can, themselves, receive the same Gospel as deeply lived by them.

The style of family living is undoubtedly affected by changing social conditions; yet the family retains a resilience and strength that helps it adapt to change.”

Pope Paul VI

Explicitly, the following gives specific expectations of our parents in the areas of faith, home/Academy relations, and assistance in major **Home** Parish activities.

9. FAITH

- To worship on Sunday with their children.
- To be actively involved in preparing their children for the Sacraments:
- By attending the special parent sessions;
- By using the Family Handbook to enhance classroom instructions of the Sacraments.
- To be familiar with the Religion and F

Family Life texts their children are using.

- To encourage talk and discussion about the Religion text in relation to the child's daily life.
- To take time to pray as a family in the manner that meets the individual family needs.

10. HOME/ACADEMY RELATIONS

- To follow Academy policies as established by the **Board of Directors**, and articulated in the PARENT/STUDENT HANDBOOK.
- To uphold the authority of the Academy concerning the education of your children.
- To use the proper channels in grievance matters; that is,
Teacher – Principal or Designee - Board of Directors – Archdiocese of Louisville.

11. GRIEVANCE PROCEDURES

If at any time, you, as parent, need to file a grievance, or would like to voice a concern, your needs will be more effectively met if you follow the **proper channel**. **All School/Bus/Cafeteria grievances should be addressed in the following order: Teacher/Bus Driver/Cafeteria Manager, Principal or designee, Board of Directors, Archdiocese of Louisville.**

12. ADMISSION POLICIES

All policies are based on the Archdiocesan Handbook. Copies are available for review in the Academy office. St. Andrew Academy does not discriminate against otherwise qualified applicants on the basis of sex, race, disability, color, nationality or ethnic origin in the administration of its educational policies, admission policies, scholarship and loan programs, and athletic or other Academy administered programs.

To provide the best education possible for every child who is admitted to St. Andrew, the **Board of Directors** has adopted the following Admissions Policies.

1. At the time of initial registration, the parent will provide a baptismal certificate, a birth certificate with state seal (Must be the original from vital statistics; a billfold size copy or hospital records are not acceptable.) and a social security number for the child. If certified birth certificate is not provided within 30 days, the Academy must refer the family to the Kentucky State Police Missing Child Center and the local law enforcement officials for a missing person investigation.
2. All new students will be admitted on a 3 month renewable probationary basis to give everyone involved a period of time to determine if the child's needs can be met at this Academy.
3. Parents enrolling students into St. Andrew Academy need to make sure that all testing results, both academic and psychological are made available to help the Academy determine appropriate placement.
4. All new students coming from another school will need to meet with the principal to discuss rules of the Academy and reasons for leaving the last Academy. The principal will also meet with the parents to determine appropriate placement for the student. Only after this meeting and all testing information are disclosed to the Academy will an acceptance be confirmed.

AGES OF ADMISSION

Kindergarten

Children shall be five years of age on or before October 1 of the current Academy year to enter Kindergarten. These are the state guides but sometimes the child may not be ready for Kindergarten. St. Andrew will give a readiness test after registration to help determine the readiness of each child. Since all children mature at a different pace, the teachers will use this method to help determine the readiness of the child. If, in our judgment, the child may not be ready, it would be in the best interest of the child to wait a year before enrolling in Kindergarten.

First Grade

Children shall be six years of age on or before October 1 of the current Academy year and must have attended a certified Kindergarten or comparable preparatory program to enter first grade.

13. PROVISIONS FOR INDIVIDUAL STUDENTS

Academy staff will provide appropriate learning opportunities for students who need special attention and guidance. Classroom schedules will be designed with flexibility in meeting special needs of the students within the regular program of the Academy. When the needs of the student cannot be met within the regular program of the Academy using reasonable accommodations, the classroom teacher, administrator, resource teacher, the parent and Archdiocesan Consultant will meet to formulate a learning plan or possibly discuss an alternative placement for the child.

14. REGISTRATION

St. Andrew Academy will conduct an **in-house pre-registration** in January prior to any “New Family” pre-registration. A non-refundable fee is required of all children pre-registered. Payment of this fee assures the family of a place on the Academy rolls.

Pre-registration deadlines for all St. Andrew Academy families will be announced at the time of the in-house pre-registration. Any currently enrolled family who chooses NOT TO ABIDE by the deadline will forfeit their “spot” on the class roster(s).

REGISTRATIONS WILL BE ACCEPTED IN THE FOLLOWING ORDER:

1. Currently enrolled **St. Polycarp, St. Clement, and Our Lady of Consolation families.**
2. Currently enrolled St. Andrew Academy students (K-8) returning.
3. Members of the **St. Polycarp, St. Clement and Our Lady of Consolation pre-school.**
4. Non-parish Catholic Families
5. Other Deadlines on accepting all registration will be announced and followed.

15. TRANSFERS INTO ST. ANDREW ACADEMY

If a family transfers to St. Andrew, inquiry will be made to determine if the family is in arrears at its prior parish. If so, the family must settle its debts prior to acceptance in our Academy.

All students and their parents who are new to the Academy will be required to meet with the principal before acceptance is final. The principal will check with the former Academy principal, counselor and teachers to help determine if this is the correct placement for the new students. (All new students will be admitted on a 3 month renewable probationary status. Please see Probationary Admissions Policy in Archdiocesan handbook located in office.)

The Academy requires that a parent who wishes to register a student with a diagnosed disability release all testing information for the Academy to determine appropriate placement. (See Archdiocesan Letter about special needs.)

The Academy will need a records release form filled out in order to receive records from previous Academy.

TRANSFERS OUT OF ST. ANDREW ACADEMY

When a child is transferring to another school, including high school, the parents need to request the new school to send a release of record form to St. Andrew Academy in order for us to transfer records. If a custodial parent wishes to have a copy of a child’s records, ***the Academy requires at least 3 days written notification to copy records.***

16. TUITION POLICY

St. Andrew Academy is a tuition school. It shall be the policy for all St. Andrew families to keep their tuition current. All payments for tuition are to be made in a timely manner.

*Tuition is based on Roman Catholic or non-Roman Catholic.
(See Tuition Payment Schedule – located in School Forms)*

Tuition year:

St. Andrew tuition year is as follows:

- July through June for families paying monthly on a twelve month plan
- August through May for families paying monthly on a ten month plan
- July 15 and January 15 for semi-annual payments
- July 1 for annual payments

Balances cannot and will not be carried over from year to year.

Amount and Payments:

The tuition amount will be established in the spring by the Finance Committee, approved by the Board of Directors, then announced in the three parish bulletins and notices will be mailed to school families. This amount will also be stated in the registration packets distributed prior to the last day of the current school year.

Payments are due as follows: Per agreed upon schedule as provided in the tuition agreement contract. It is agreed to and understood as a condition of our child's/children's education at Saint Andrew Academy, we will pay tuition for the 2007-2008 school year based on our preference as indicated. We are obligated to enroll in ACH (automatic withdrawal) for submission of payments as checked on the back of this form. **The only exception is payment made in full.** If ACH is returned, a charge of \$30.00 will be assessed. The account will be resubmitted again in 5 days if the ACH is returned again an additional charge of \$30.00 will be assessed and the tuition must be brought up to date with cash or a money order. A second occurrence will result in a mandatory meeting with the Finance Chairperson. A third occurrence will result in the balance of tuition to be paid in full. If the ACH debit is blocked your child(ren) will not be allowed to return to St. Andrew Academy until the account is current. Responsible party will be liable for any unpaid balance.

Delinquency and Penalty:

SUSPENSION of students for nonpayment of tuition will continue until the account is paid in full. Families who are not current will not be allowed to pre-register for the following school year. Fall registration will not be allowed unless the family has a ZERO BALANCE. Those who are not current by the end of the school year will not receive a report card. Families owing tuition will not be allowed to participate in the Eighth Grade Graduation. Further, those with unpaid balances at the end of the school year, or withdrawing from St. Andrew for another school, will not receive academic records until all accounts are current.

Exceptions will ONLY be made when there is extreme hardship. Cases of extreme hardship must be brought to the Finance Committee Tuition assistance sub-committee for review and approval. Proper documentation of the hardship must be submitted.

TUITION ASSISTANCE:

Archdiocese of Louisville Awards

Applications for tuition assistance grants from the Catholic Education Foundation are available from the school office each year by February 1. The completed application and all required supporting documentation (i.e. tax returns, Forms W-2, etc.) are mailed directly to PSAS for evaluation. St. Andrew Academy will be notified of the award amount before the start of the school term. This award is used as a “pay down” to reduce the monthly tuition responsibility to the family.

St. Andrew Tuition Assistance

The Finance Committee of St. Andrew Academy requires a copy of the PSAS application to be submitted for tuition assistance consideration. As with the Catholic Education Foundation, all required supporting documentation (i.e. tax returns, Forms W-2, etc.) must be included for the request to be processed. This award is used as a “pay down” to reduce the monthly tuition responsibility to the family.

St. Andrew Academy assistance is also available to families needing “emergency assistance” due to extenuating circumstances that may arise during the school year. The application process is the same as listed above. This award is used as relief of monthly tuition responsibility for the family.

School Choice Scholarship

The applications for a School Choice Scholarship are available through the school office in January each year. Any school family receiving free or reduced school lunches would be eligible for this award. (One page of the application has to be signed by the principal to verify that the family meets the free or reduced lunch requirement.) Completed applications must be returned to School Choice Scholarships by the established April deadline. Winners are chosen at random through a lottery in June. Award amounts are determined August 1. Payments are sent to St. Andrew Academy in October (40%), February (40%), and May (20%). School Choice requires attendance at a minimum of two meetings to maintain award eligibility.

17. ATTENDANCE / ABSENCES / TARDY

In compliance with Kentucky State Law, St. Andrew Academy follows compulsory attendance laws. The calendar is published prior to the beginning of each Academy year. Parents/guardians are expected to honor this calendar when planning vacation and medical appointments.

The Academy day extends from **7:50AM until 2:40PM**. Students should not be on campus prior to 7:00AM. The Academy cannot accept responsibility for any child arriving before or staying beyond designated times unless the child is involved in an Academy sponsored supervised activity or arrangements have been made with the principal for supervision services.

It is not advisable for a student to miss instructional time to leave early for vacations (i.e. PTS Conferences, Thanksgiving, Christmas, Spring Break, etc.) Jr. High students wishing to shadow a high school student must make arrangements for this on days St. Andrew Academy is not in session and high schools are in session. It is advisable to check with local high schools early to make such arrangements. Eighth graders may shadow in the fall and seventh graders may shadow in the spring.

ABSENCES

An absence may include injury, illness, or death in the family. **Parents MUST call the Academy office before 8:00 A.M. if children are ill.** If the Academy office has not received a call by 8:00 A.M., the office personnel are required to call to verify all absences. If a parent cannot be reached, the office personnel will leave a message on the home answering machine. A return call will be expected from the parent to confirm all absences.

When returning to school, students must bring a NOTE explaining the cause of absence. This note is to be signed by a parent or guardian. A doctor's statement is required if a student misses 3 consecutive days. A student must be fever free for 24 hours before returning to school. A student present for less than half the morning (after 9:00 a.m.) or afternoon (before 2:00 p.m.) will be counted as absent. Absences are recorded as half days. Absence from classes for more than 1 hour (morning or afternoon) will be counted as half-day absence.

Absences due to illness, death in family, or extenuating circumstances (as determined by administration on a case by case basis) that are accompanied by a note signed by parent/guardian or doctor are considered excused absences. All other absences will be considered unexcused.

TARDY POLICY

1. A child is considered tardy when arriving in the building at or after the **7:50** a.m. bell.
2. A tardy child must go directly to the Academy office to obtain a "late slip." This slip is to be given to the homeroom teacher.
3. Parents are required to sign their child in if they are tardy. Tardies are automatically considered unexcused if parents do not sign students in. The tardy flag will be hung at the 7:50 a.m. bell.

The Academy discourages excessive absences and tardiness. They can be a major concern of the classroom teacher. They are a distraction to the children's learning process and result in loss of instructional time for all students. If the Academy feels a child has had excessive tardiness and absences, a conference will be called with parents, child, and teachers to ensure the child's academic needs are being met.

All students with 4 or more unexcused tardies in a trimester will receive a communication card. After the first tardy communication card given in a trimester, students will receive a tardy communication card for every 2 tardies in the same trimester. Unexcused tardies will be determined on a case by case basis by administration.

SPECIAL NOTE:

Excessive absences or tardiness may be seen as educational neglect and will be reported to Child Protective Services and the Jefferson County Pupil Personnel Office. If absences and tardies cause a problem with the learning process, a parent may be required to retain a child in the current grade in order for them to maintain grade level skills.

18. INCLEMENT WEATHER

The decision to close school due to weather conditions will be announced via radio and TV for Catholic schools in Jefferson County. Please listen to more than one radio or TV station to get as accurate a report of weather and closings as possible.

Please do not call the school office.

ST. ANDREW ACADEMY CLOSING POLICY

One of the following announcements will be made:

1. ALL CATHOLIC ELEMENTARY SCHOOLS IN JEFFERSON COUNTY ARE OPEN.
(St. Andrew will begin classes at **7:50** a.m.)
2. CATHOLIC ELEMENTARY SCHOOLS IN JEFFERSON COUNTY WILL BE OPEN, BUT ON A DELAYED SCHEDULE. (St. Andrew will begin classes at **9:50** a.m.)
3. CATHOLIC ELEMENTARY SCHOOLS IN JEFFERSON COUNTY WILL BE CLOSED.
(St. Andrew Academy will be closed.)

“SCHOOLS ARE PRESUMED OPEN UNLESS ANNOUNCED OTHERWISE”

St. Andrew Academy does not dismiss students early.

19. EARLY DISMISSAL OF STUDENTS

A WRITTEN NOTICE of any appointment, containing date, time, plus who will be picking the student up, is to be sent to the Academy office one (1) day in advance of the appointment. The person designated in the note may only pick up the child(ren) from the Academy office. All those designated to pick up a child by the parent will be asked for proper identification and will be required to sign the student(s) out.

20. VISITING OUR ACADEMY

Any individual entering the school is required to SIGN-IN at the office before going elsewhere in the school during the day.

Buckley Amendment, Rights of Non-Custodial Parents All custodial parents have the right to information and the rights to see records of their children in an educational institution. Non-custodial parents have the following rights:

1. They will be given access to their child’s Academy records unless there is a court order to the contrary
2. Generally, the non-custodial parent has the right to talk to Academy personnel.
3. For other rights, the education institution is to refer to the custody section of the divorce decree.
4. Students will not be released to non-custodial parents without the consent of the custodial parent.

➤ *All parents are requested to make the office aware of special custody problems or concerns.*

21. ACADEMICS

Archdiocese of Louisville Culminating Outcomes

Throughout the elementary Academy program, students will demonstrate learning linked to the following culminating outcomes.

*Basic Skills and Essential Content

1. Students apply basic communication and mathematics skills in situations similar to those they will experience in life.
2. Students apply core concepts and principles from religious studies, science, mathematics, social studies, arts and humanities to situations they will encounter in life.
3. Outcomes 1 and 2 cover the following traditional academic areas:

*Reading	*Handwriting	*Spelling	*Vocabulary	*Library Science
*Composition	*Mathematics	*Science	*History	*Computer Technology
*Geography	*Literature	*Art	*Music	*Physical Education
*Social Studies	*Religious Studies			

4. Students demonstrate the ability to function as self-sufficient individuals who are dependent on God.
5. Students demonstrate the ability to function as responsible members of a family, church, work group or community.
6. Outcomes 3 and 4 cover the following traditional areas of emphasis in Catholic education:

*Family Life	*Service	*Moral Development	*Peacebuilders
*Health Living	*Worship	*Physical Wellness	
*Community	*Vocations	*Prayer	*Catholic Formation

7. Students demonstrate resourceful problem solving ability, basing judgments upon Christian values.
8. Students demonstrate the ability to connect and integrate knowledge from all disciplines in the context of Christian values.
9. Outcomes 5 and 6 cover the “higher order” thinking skills needed for leaders of the twenty-first century. Opportunities to practice these skills may be demonstrated through the following activities:

*Science Fair Projects	*Performance Assessments	*Spelling Bees	*4-H program
*Essay Contests	*Future Problem Solving	*Governors Cup	
*Quick Recall	*Accelerated Reader	*Young Author’s Books	

22. INTERNET AND ELECTRONIC MAIL – STUDENT USE

Access to Electronic Mail and the Internet will enable students to explore thousands of libraries, databases and bulletin boards while exchanging messages with Internet users throughout the world.

While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access objectionable materials as well. We believe that the benefits to students from access to the Internet, in the form of information, resources and opportunities for collaboration, exceed any disadvantages.

To that end, the Archdiocese of Louisville has set the following standards for using on-line information sources

Students are responsible for good behavior on school computer networks, just as they are in the classroom. Communications on the network are often public in nature. The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a responsible manner. Parent permission is required, and access is a privilege – not a right.

Network administrators may review files and communications to maintain system integrity and ensure that users are employing the system responsibly. Network storage areas may be treated like school lockers; while generally private, they may be searched under certain circumstances. Users should not expect that files stored on school servers will always be private.

Access to information will be honored within reason. During school hours, teachers will guide students toward appropriate materials. Outside of school, families bear the same responsibility as they would when guiding their children with information sources such as books, periodicals, television, telephones, movies, radio and other potentially offensive media.

The following are NOT permitted:

- Revealing personal information online (name, phone number, address)
- Sending, receiving, or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting or threatening others
- Damaging computer systems or computer networks
- Changing network or system settings
- Violating copyright laws
- Submitting documents from the Internet as personal work
- Using another person's password
- Trespassing in someone else's folder, work or files
- Intentionally wasting limited resources
- Using the network for commercial purposes
- Propagating chain messages
- Making unauthorized downloads
- Participating in personal chat or instant messaging

Violations may result in loss of access as well as other disciplinary action.

23. Curriculum

The St. Andrew Curriculum is in compliance with state regulations and the directives of the Archdiocese of Louisville's Office of Lifelong Formation and Education. Religion is taught as a separate subject and Christian values are integrated into all subject areas. Alcohol/drug prevention and Family Life are taught as part of the Religious Education Program of the Academy as well as integrated across the curriculum.

The Sacramental programs are taught in conjunction with the regular **Home** Parish Religious Education Program.

To meet a student's needs, our faculty uses whatever remedial or enrichment resources are available, including consultation with Archdiocese personnel. Our goal is for every student to progress according to the best of his or her ability. If a student has an academic or behavior concern, the Academy may require testing and/or counseling to help formulate a plan for student success.

24. GRADING SCALE

Grades 1 – 8

A – 93 – 100%

B – 84 - 92%

C – 75 - 83%

D – 70 - 74%

U – 69% and below

Grades for certain primary subjects and behaviors

S – Satisfactory Progress

I – Improving

N – Needs Improvement

U – Unsatisfactory Progress

25. HOMEWORK

The purpose of homework is two-fold: To teach the children to take responsibility for their academics, and to reinforce the lessons they have learned.

Learning to take the responsibility of writing down assignments, completing them at home, and returning them on time is all a part of helping a child organize himself. All students will be required to have and use an assignment notebook to record assignments and help with parent/Academy communication.

Homework assignments are given to strengthen skills and reinforce subject matter already taught. In making assignments, teachers will strive to provide work in keeping with the student's ability and need. Home assignments also broaden experience, stimulate new interests, and develop initiative, independent thinking and perseverance.

K-2nd Grade Homework Policy

1. If homework is not turned in on the due date, a homework note will be issued. The student will be required to complete the work during the school day at a time the teacher deems appropriate. If the homework note is not returned, a communication card will be sent home.
2. If the behavior persists, the parents will receive a phone call from the teacher or a conference will be requested.

3rd –4th Grade Homework Policy

1. If homework is not turned in on the due date, a homework note will be issued. There will be five points taken off for each day that the assignment is late.
2. If the assignment is turned in, but the homework note is not signed and returned, a behavioral communication card will be issued.
3. If the assignment is turned in, but the homework not is not signed and returned, a behavioral communication card will be issued.
4. Students will be given two school days after the assignment due date before a zero is recorded. At this time, the students will go to the principal's office to call their parents and inform them of the zero.
5. If the behavior persists, the parents will receive a phone call from the teacher or a conference will be requested. A behavior plan will be established.

Grades 5-8 Homework Policy

1. If homework is not turned in on the due date, a homework note will be issued. Ten points will be deducted from late papers.
2. If the homework note is signed and returned, but the assignment is not brought in the next school day, a zero will be given, a communication card will be issued, and the student will be sent to the principal's office to call his/her parents to inform them of the zero. If the communication card is not returned the next day, one demerit will be issued.
3. If the assignment is turned in but the homework note is not signed and returned, a communication card will be issued and the student will be sent to the principal's office to call his/her parents. If the communication card is not returned the next school day, one demerit will be issued.

Suggested Homework time allotted for grade levels usually is:

- K ----- 15 minutes
- 1,2 --- 30 minutes
- 3,4 --- 45 minutes
- 5,6 --- 60 minutes
- 7,8 --- 75 minutes

Reading should be a daily home assignment for all grades!

Helpful Study Time Habits

Parents and children are encouraged to set up a time, space, and organizational plan for developing good study habits. The place should be comfortable, quiet and free of distractions. Students should read and follow directions. All students are to have and use an assignment notebook in order to help organize homework and foster parent / teacher communications.

Missing Homework

Students are to be responsible for assignments missed due to absences or tardiness. Responsibility for these assignments in grades 5 through 8 rests with the children. **Students need to obtain missed assignments on the day they return.** Children are encouraged to make arrangements with teachers for help before or after school if needed. **Except in cases of prolonged absences homework and assignments for grades K through 4 may be picked up when the child returns to school.** Assignments can be sent home with a classmate, sibling, listed on Edline, or may be picked up in the office after school. Please notify the school office to pick up your child's assignments.

If an illness causes a student to be out of class more than two weeks, the parents are encouraged to contact the teacher to have assignments given for this extended period. Jefferson County Public School System sometimes makes a traveling teacher available to these students. Parents/Guardians must contact Jefferson County Public School system to obtain these services for extended illnesses.

Students are allowed one (1) day of make-up time for each day of absence. Additional make-up time is given at the discretion of the teacher.

26. PROGRESS REPORTS/CONFERENCES

The Academy year is divided into trimesters. Parent/Teacher/ Student (PTS) Conferences are held with parents and students each trimester. Parent and student attendance is mandatory. A formal progress report, or Report Card, is given out at the end of each trimester. During the final trimester, teachers may use written, phone, or personal conferences with parents.

The PARENT/TEACHER/STUDENT (PTS) conferences are to be considered the primary source of communication between parents and teachers about the academic progress of the student. The student must be present at the conference to complete the flow of information. If the child does not attend, it is recorded as a student absence.

Parent, teacher, student, or principal may schedule additional conferences as needed. This is encouraged to help keep communication open between home and Academy.

Grades can be found on Edline. A paper copy will be sent home every 3 weeks in concurrence with deficiency, probation, and suspension notices.

27. TRIMESTER AWARDS

The purpose of the trimester awards is to recognize and reward academic and social achievement. There are three (3) degrees of honor:

PRINCIPAL'S LIST: All A's in academics; no U's or N's in conduct

FIRST HONORS: All A's and B's in academics; no U's in conduct

PEACEBUILDER'S AWARD: Criteria based on grade level requirements

28. ATTENDANCE

Perfect Attendance

For a child to receive perfect attendance for the school year, he/she must be in Academy, daily, for the entire Academy day, on time and not leaving early.

Outstanding Attendance

For a child to receive outstanding attendance for the school year, he/she may have one excused absence or tardy.

29. Grades AND Extra Curricular Activities/Youth Group Activities

Every three weeks during the school year, a summary of progress report will be forwarded by the teachers to the principal indicating students who may be ineligible for activities. This check also includes conduct and effort.

- Students with a failing grade (69% or lower) in **one subject** are put on **Probation**.
- **Probation** amounts to a warning. The student has three weeks to bring the grade to passing (70% or higher). If within the next three-week period, a continued failing grade is seen, it will result in **suspension from activities**.
- Students with **failing grades (69% or lower) in two subjects** will automatically be put on **Immediate Seven Day Suspension**.

During the **Seven Day Suspension**, the student must show improvement in all areas to be allowed off suspension and placed on **Probation** for the next two weeks. At the end of this probation period, if **passing grades (70% or higher)** are not found, the student will be placed on a **continual suspension period from all activities until grades have returned to passing (70% or higher)**.

The teachers will be conducting grade-checks on a three-week basis, reporting to the Parents and Administration. The Administration will contact the Athletic Director or sponsor either by a written communication or phone call when a student is placed on suspension. All grade-check information will be kept confidential.

The status of a student on probation or suspension at the end of a sports or activity season shall remain the same for the start of a different sports season, provided the student continues to have failing grades (69% or lower) and is on the list.

Parents and coaches please take note, according to CSAA guidelines: ABSENCES from school shall mean non-participation in games and or practice on the day of the absence.

Coaches will comply with this regulation in order to teach the children the importance of academics.

30. COMMUNICATION

Parent notices, bulletins, and the like, are ordinarily sent with the YOUNGEST child in the family attending St. Andrew Academy. IT IS THE RESPONSIBILITY OF THE FAMILY TO SEE THAT THE CHILD CARRIES OUT THIS DUTY. Please send the communication envelope back to school each week so that your child will have an envelope for these communications.

31. DISCIPLINE OR CONSEQUENCES FOR ACTIONS

Positive reinforcement rewards and praise for good behavior are the first actions taken for all classrooms. Sometimes, however, there are students who need more than time and energy to change their behaviors. In these cases we have developed an Academy wide policy for discipline.

Discipline is an aspect of moral guidance and not simply a form of punishment. Discipline for the child is the practice of the virtue of respect for authority, of self-denial, of charity, thoughtfulness and consideration for others as well as a sense of Stewardship to the parish. Academy discipline helps to:

- Create and preserve conditions that are essential to the orderly progress of the work of the Academy.
- Teach and train the child in self-control and correct habits.

**** The student may choose one form of behavior or another, but must learn to accept the consequences of that chosen behavior****

Corporal Punishment is not allowed in the Schools of the Archdiocese.

Use of reasonable force by Academy personnel may, under KRS 161.180, "Use of Reasonable Physical Force," be implemented to restrain a student whenever immediate action is essential for self-defense, preservation of order, or protection of other persons or property.

32. ACCEPTABLE METHODS OF CHANGING INAPPROPRIATE BEHAVIOR (*Arch 5520*)

Procedures for changing inappropriate behavior should follow this sequence as a normal rule:

1. A teacher conference with student to seek an understanding and solution.
2. A communication card is sent home to inform the parent/guardians of inappropriate behavior.
3. Consequences, such as extra work, or time out.
4. A conference including teacher, student and parent.
5. A plan for improvement formulated; consequences set up, such as isolation with supervision, time out, loss of privileges.
6. A conference with principal or designee.
7. A probation period put into effect. Behavior contracts may be utilized during the probation period.
8. Suspension in/from Academy (depending on principal's discretion)
9. *In applying these procedures, teachers and principal are to be sensitive to the age of the child and the gravity of the offense.*

33. Classroom Rules

- **Teachers may skip steps in delivering consequences based on circumstances.**
- **Students (1st – 8th) will receive a demerit for the 4th behavior communication card given per trimester. A conference with the principal, teacher, parents, and student will be required for the 5th behavior communication card. Demerits will be given from that time on until the end of the current trimester.**

CLASSROOM RULES FOR KINDERGARTEN

1. Show respect to self and others. Some examples include: words, actions, feelings, space and belongings.
2. Listen to and follow directions.
Some examples include: instructional and transitional time.
3. Work to achieve your personal best.
Some examples include: complete and check your work, stay on task, turn work in on time.

CONSEQUENCES FOR KINDERGARTEN

Students will start out with their name on a chart. If a rule is broken, the following steps will be taken:

Step 1: Cover name on chart.

Step 2: Write name on board next to chart and serve a five minute time out*.

Step 3: Put a checkmark next to name and send a behavioral communication card home.

If misbehavior persists, a conference with teacher, student, and parent will be set up. At the conference a behavior plan will be established. If no substantial change is made, the student will receive one demerit.

***If a student receives three (3) communication cards in three (3) consecutive days, he/she will receive one (1) demerit.**

***It will be up to each teacher when a timeout will be served.**

CLASSROOM RULES FOR GRADES 1-4

1. Show respect to self and others.
Some examples include: words, actions, feelings, space and belongings.
2. Listen to and follow directions.
Some examples include: instructional and transitional time.
3. Work to achieve your personal best.
Some examples include: complete and check your work, stay on task, turn work in on time.

CONSEQUENCES FOR GRADES 1-3

Students will start out with their name on a chart. If a rule is broken, the following steps will be taken:

Step 1: Warning will be given.

Step 2: Serve a five minute time out*.

Step 3: Serve a ten minute time out*.

Step 4: Behavior communication card sent home.

If misbehavior persists, a conference with teacher, student, and parent will be set up. At the conference a behavior plan will be established. If no substantial change is made, the student will receive one demerit.

***It will be up to each teacher when a timeout will be served.**

CONSEQUENCES FOR FOURTH GRADE

- Step 1: Warning will be given and serve a 5 minute time out*.
- Step 2: Put a check next to name and serve a 15-minute time out*.
- Step 3: Put a second check next to name and send a behavioral communication card home.

If no substantial change is made, the student will receive one demerit.

***It will be up to each teacher when a timeout will be served.**

CLASSROOM RULES FOR GRADES 5-8

- 4. Act honorably before God and others
- 5. Show respect for yourself and others and their property
- 6. Show pride in yourself and your school by remaining in appropriate uniform
- 7. Speak only at appropriate times using a quiet voice
- 8. Keep hands, feet, objects, and hurtful remarks to yourself
- 9. Follow directions the first time they are given
- 10. Be prepared for class and complete assignments on time

CONSEQUENCES FOR GRADES 5-8

- Step 1: Warning will be given.
- Step 2: Student will be issued a behavioral communication card.
- Step 3: Student will be issued one demerit.

UNIFIED ARTS

All students are required to take the following Unified Arts courses: Art, Computer, Library, Music, and P.E. Students in grades K-3 will receive a participation and conduct grade in accordance with the primary grading scale. Students in grades 4 – 8 will receive an academic letter grade and conduct grade for performance in class.

Grading is based on performance outcome, participation, homework (at teacher's discretion), and attendance.

LIBRARY

Students may check out books on a weekly basis during their regularly scheduled library class time. Kindergarten students and first graders may have one book out at a time. Second, third, and fourth graders may have two books out at a time. Fifth, sixth, seventh, and eighth graders may check out more than two if the books are needed for a school assignment. Students are responsible for the books from the time they are checked out of the library until the time they are returned to the library.

CLASSROOM RULES FOR UNIFIEDARTS

- 1. Show respect to yourself, classmates, and teachers.
- 2. Show respect towards classroom equipment and property.
- 3. Be prepared to start class and speak only at appropriate times.

*****Disruptive behavior **will not** be tolerated*****

CONSEQUENCES FOR UNIFIED ARTS CLASSES

1. Verbal warning, removal from task, or relinquish materials
2. Communication card will be issued
3. Student will be sent to principal's office and demerit may be issued

34. THREATENING BEHAVIORS (Policy of the Archdiocese of Louisville) Any behavior deemed threatening is inappropriate and may result in immediate suspension and/or dismissal from school. Threatening behavior is defined as statements, gestures, or actions intended to cause harm to another and/or damage property.

Behaviors deemed threatening are to be addressed in the following manner:

Student exhibiting threatening behavior is removed from the situation and placed under the direct supervision of appropriate school personnel. Student's parents/guardian is notified. Pastor and Superintendent of Schools are also apprised. Student is suspended from school pending the results of a mental health assessment conducted by an appropriately credentialed professional. Principals will consult with the Family Counseling office for assistance in determining an adequate mental health assessment. Student may not attend school, any school activity, or be present on school grounds pending the results of the mental health assessment and a final placement decision. Mental health assessment results and recommendations are shared with the principal who makes a final placement decision that may include conditions for reinstatement and follow up. In making the final placement decision, the principal considers the results of the mental health assessment, any history of problematic behavior, the circumstances surrounding the threatening behavior, the nature of the threat, the developmental stage of the student, and other relevant information. If a student engages in threatening behavior a second time, the student may be dismissed from school.

Homicidal Threats

If a homicidal threat is made, the above steps are to be followed, and the police are to be contacted. The student(s) who have been threatened, as well as the parents are to be notified as soon as possible.

Range of Penalties

It is possible to have a range of penalties that take into consideration the age of the child. Very young children who make threatening statements may be required to attend a conference in which the student and the parent are clearly told that any further threats will result in suspension and required mental health assessment. Definitions and penalties should be clear.

False Threats

Any student falsely reporting threatening behavior is subject to disciplinary action, which may include suspension and/or dismissal from school.

35. DEMERIT POLICY

As educators, we believe that we are obligated to encourage an academic atmosphere that is conducive to learning and appropriate for the nurturing of Catholic ideals. Responsibility for providing such a setting must be assumed by the students themselves. Taking on such a responsibility, however, requires the realization of the consequences of their actions as individuals. In order to effectively reinforce this realization in our Academy, we will implement the following demerit policy.

The demerit policy consists of demerits given for disciplinary infractions as outlined under Penalties for Accumulated Demerits. Teachers may impose other penalties as they apply to all minor offenses, which disrupt the class or Academy day. If a student receives a demerit and feels it was not warranted, the student must first see the person who issued the demerit. After this initial conference, if a student is not satisfied, he/she may approach the Principal who will help mediate.

Demerit Procedure:

1. A student earns a demerit.
2. A triplicate demerit form is filled out and sent with the student to the principal's office (one of the forms is kept by the teacher, one sent home with the student, and one is kept in the office.)
3. The Principal or Assistant Principal will review the demerit and speak with the student.
4. The student copy must be signed and brought back to the issuing teacher the next Academy day.

*****FOR ANY INFRACTION THE PRINCIPAL/DESIGNEE RESERVES THE RIGHT TO IMPOSE CONSEQUENCES RANGING FROM MULTIPLE DEMERITS TO EXPULSION BASED ON CIRCUMSTANCES*****

AUTOMATIC DEMERIT OFFENSES GRADES 1-8

One Demerit:

Cheating
Lying
Foul Language
Failure to return required forms with parent's signature
Four communication cards given in one trimester

Two Demerits:

Disrespect to others
Bullying/Harassment
Aggressive behavior
Stealing/Forgery
Vandalism

Penalties for Accumulated Demerits

1 st Demerit:	The demerit must be signed and returned to the teacher issuing it the next school day.
2 nd Demerit	Teacher will contact parent to discuss behavior plan.
3 rd Demerit	Teacher will initiate a conference with student, parent and principal within two school days. Students in grades 3-8 are ineligible from all extra-curricular activities (ie. sports, youth group, etc.) for three weeks. Students in grades K-2 are ineligible from all extra-curricular activities for one week.
4 th Demerit	Administrator will contact parent by phone. Student will serve one day in-school suspension. Students in grades 3-8 will be ineligible from all extra-curricular activities for an additional three weeks. Students in grades K-2 will be ineligible from all extra-curricular activities for an additional two weeks.
5 th Demerit	Administrator will contact parent by phone. Student will serve a two day in-school suspension and will be ineligible from all extra-curricular activities for an additional three weeks (all grades).
6 th Demerit	Administrator will contact parent to set up a meeting to be held within 24 hours of receiving the sixth demerit. Student will serve one day out-of-school suspension and will be ineligible from all extra-curricular activities for the rest of the year.
7 th Demerit	Administrator will contact parent to pick up his/her child from school. Student will serve a two day out-of-school suspension. There will be a meeting with the principal upon return.
8 th Demerit	Principal will contact parent to pick up his/her child from Academy. Student will serve one week of out-of school suspension. The day the student returns, there will be a meeting with the principal, teacher, parent, and student to discuss the next consequence.
9 th Demerit	Administrator will contact parent. Student is indefinitely suspended and parent must seek placement for student in another educational facility.

** Students on suspension from extra-curricular activities may NOT attend practice or dress out. They may attend games and sit with the spectators, not with the team.**

36. FIREARMS AND DANGEROUS WEAPONS

KRS Chapter 527 reads as follows: “A person is guilty of unlawful possession of a weapon on school property when he knowingly deposits, possesses, or carries, whether openly or concealed for purposes other than instructional or school-sanctioned ceremonial purposes, or purposes permitted in subsection(3) of this section, any firearm or other deadly weapon, destructive device, or booby trap device in any public or private school building, bus, on any public or private school campus, grounds, recreation area, athletic field or any property owned, used or operated by any school board, board of education, or board of trustees, regents or directors etc.”

“Unlawful possession of a weapon on Academy property in Kentucky is a Felony punishable by a maximum of five years in prison and a ten thousand dollar fine.”

Should a student be in violation of the above policy, these steps will be taken:

1. The student will be isolated from the general population.
2. The parent/guardian will be contacted to remove the child from school grounds.
3. The police will be informed.
4. The student will be dismissed from school pending an investigation into the incident
5. The superintendent will be notified.
6. The reason for dismissal will be noted on the student's permanent record.

ALL threats of violence to the Academy, staff, or toward another student will be treated seriously. (See Archdiocesan policy 5554)

Any student who threatens violence to the staff, school or another student could be indefinitely suspended.

Steps taken for re-admittance will be:

1. Confirmation from Psychologist or Psychiatrist that the student does not pose a danger to self, other students or staff.
2. Personal conversation between the Psychiatrist or Psychologist and the school administration confirming the above information and need for continued treatment.
3. Confirmation of appointments made and kept for counseling and an open dialogue between school and counselor to develop an action plan for student's return.
4. A drug and/or alcohol assessment may be required for re-admittance.

37. GANG ACTIVITY *(See Archdiocesan Policy 5553 also in the appendix)*

Gang-like activity will not be tolerated on school grounds or at any St. Andrew -sponsored activity. Students will not wear/display explicit gang-like symbols. Violation may result in suspension or other appropriate action. In all cases where a criminal act occurs, the school will notify law enforcement authorities.

38. SEXISM, RACISM AND HARASSMENT AND BULLYING TYPE BEHAVIOR *(See Archdiocesan Policy 5552)*

The community of St. Andrew takes seriously its responsibility to proclaim the message of Jesus especially as it pertains to our relationships with others. We strongly support the statement of our Archbishop who said, "As a community of faith, the Archdiocese of Louisville has a special duty to proclaim the Gospel message about the dignity and equality of all. We are also called to exercise leadership in the struggle against racism and all other forms of injustice." (Archbishop Thomas C. Kelly, OP – November 1989)

St. Andrew Academy will strive to avoid all forms of racial and sexist discrimination and injustice. Although societal conditions persist which sadly allow sexism, racism and other forms of discrimination to continue, ST. ANDREW ACADEMY does not condone such behaviors or attitudes.

Teachers, parents, students, or any other affected persons should confer with the principal when a situation arises in which sexist, racial or other forms of discrimination or harassment may have occurred. Upon reporting of an incident of discrimination or harassment, the principal will initiate an investigation. Acts of sexist or racial discrimination or harassment or other acts which attack an individual's human dignity or equality will be considered as serious offenses. In the event that such evidence is found, severe disciplinary action will be taken against the offender with suspension and/or dismissal within the right and responsibility of the Academy.

39. SEARCH AND SEIZURE

If a principal believes that a student is carrying a dangerous or harmful item on his or her person, the principal will ask the student for it. If the student refuses, the student will be asked to empty pockets, book bags, purses, etc. If the student does not comply then the parent will be asked to come to Academy immediately to meet with the principal about this matter.

40. FOOD SERVICE: CAFETERIA

The school cafeteria participates in the Federal Lunch Program. Families are encouraged to apply for Free/Reduced lunches any time throughout the school year, whether you think you qualify or not. Applications are available in the school office.

Each student has an individual account number; this is not a shared family number. Parents or students may put money into a student lunch account in the cafeteria any morning, however, we would prefer payments to be made on Mondays or Tuesdays before school.

Students are expected to pay for all meals before time of service. If a student comes to school without lunch money, he/she will be allowed to charge up to a total of five (5) lunches.

Notices of outstanding balances will be sent home at least once each week.

STUDENT MEALS Menus are sent home at the beginning of each month.

In the event a student is unable to pay and has reached the maximum of five (5) charges, he/she will be provided a peanut butter sandwich and water or milk.

A LA CARTE ITEMS

These items are sold at the administration's discretion and are not part of the regular lunch program.

Extra items are for sale only to those students purchasing a cafeteria lunch. Students misusing this privilege may be prohibited from future purchases. Students in grades K – 2 are limited to one (1) item each day. Students in grades 3 – 8 are limited to 2 items each day.

Breakfast will be available to students from **7:00 a.m. to 7:30 a.m.** each day.

A La Carte items and breakfast items are not part of the Federal Free/Reduced Program.

COMPETITIVE FOODS

According to Federal Lunch Program regulation, no food or beverage may be sold or served to students in the cafeteria in competition with the National Academy Lunch/Breakfast program until one-half hour after the end of the last lunch period.

No student is permitted to have a carbonated beverage in the cafeteria during the meal periods. Meals from commercial providers or "Fast Food" restaurants are not to be permitted in the cafeteria during the meal periods at any time.

ADULT MEALS

Regulation states that payment is expected for all adult meals, preferably before or at the time of service. Parents may purchase meals through the student lunch account. The only exception should be when the parish has elected to pay for faculty and staff meals. In such cases, the meals may be charged daily and payment made in full by the last service day of the month.

Food Pricing	School Breakfast	\$1.25	School Lunch	\$1.85
	Teacher/Staff Breakfast	\$1.75	Teacher/Staff Lunch	\$2.65
	Guest Breakfast	\$2.00	Guest Lunch	\$3.50

A La Carte- Price List

Extra Entrée	\$1.25	Extra vegetable (fries)	\$0.50
Cereal (Bowl Pack)	\$0.50	Baked Chips, 1.375 oz	\$0.75
Chips, 0.75oz, Baked	\$0.50	Cookies, small, Rich	\$0.25
Cookies, large, Rich	\$0.50	Cookies, Otis Spunkmeyer	\$0.50
Cookies, Grandma	\$0.75	Crispito	\$1.25
Gatorade (12oz)	\$1.00	Pickles, Whole	\$0.50
Juice	same as milk	Pickles, Soft	\$0.50
Pop Tarts	\$0.75	Rice Krispies Treat	\$0.75
Water, large	\$0.75	Yogurt	\$0.50
Water, small	\$0.50	Milk	\$0.45

41. PARENT ORGANIZATIONS

It is the responsibility of the Board of Directors, through the formation and education committees, to bring to the attention of the School Board of Directors all those issues, which are broader than the education programs for which the Board is responsible. Also, through the formation and education committee, the Board should provide a regular means of communication with the parishes about educational programming, accomplishments, and needs by means of a newsletter to the 3 parishes.

The Board of Directors establishes policies on which a foundation for the rules and regulations of the Academy are based and implemented. The Board consists of 12 members representing each of the three sponsoring parishes.

PARENT/TEACHER ORGANIZATION

All parents are encouraged to join and actively participate in this organization. The purpose of this organization is to foster better communication and to establish a means for coordinated activities on the part of the total Academy community.

The five major activities of Parent/Teacher Organizations are to:

1. Promote communication;
2. Provide parents and teachers with information;
3. Promote good will and cooperation;
4. Direct and coordinate parental support; and,
5. Organize political action of parents as advocates on local, state, and federal legislation that affects Catholic Schools.

42. ATHLETIC COMMITTEE

The Athletic Committee will facilitate the social and physical growth of our students. Its purpose is to train and teach sports and good sportsmanship alike. The club provides coaches, equipment, and finance for this program. Following the Catholic Academy Athletic Association (CSAA) guidelines, parish school children in good standing are eligible.

43. VOLUNTEERS

St. Andrew is very fortunate in having volunteers who sincerely believe in the mission and philosophy of this Academy. These volunteers share their time and talents with our Academy community working as classroom helpers; cafeteria monitors; room parents; chaperones on field trips; etc. All of these are important and vital to the health of our Academy. Should you believe in our mission, and wish to share your time and talent working with us for Quality Catholic Education, sign up to help in the Academy office. All volunteers are required to have a background check done annually. St. Andrew Academy utilizes the Courtnet System to complete this check. The approved background form must be on file in the office before volunteers are allowed to work with the students.

44. DISMISSAL

The car entrance will be the farthest away from the Church and the exits for cars will be the driveway closest to the Church as well as the Trillium gate at the back of the school property. If your child is staying after school and/or changing the routine of how he or she will be going home, written permission from the parent is essential. A written note is not only a legal protection for the school, but it is also a security measure for your child. Telephone calls are not permitted unless there is an emergency. Without the note from home, it will be assumed that your child should go home in the usual way. You will be assigned a color for dismissal.

Pink, Blue and Yellow rows will be in the front lot and will be facing the Church. These rows will dismiss from the drive next to the Church onto Columbine Drive. Red, Green and Purple rows will be in the back lot (in front of the gym) and will be facing Columbine Drive. These rows will dismiss out of Trillium Drive.

The students in the Pink, Blue and Yellow rows (Front Lot) will generally be assigned to students in the lower grades (Pre-K through 4). This will also include upper grade students who have siblings in the lower grades. **(These students will exit the building through the front entrance.)**

The students in the Red, Green and Purple Rows (Back Lot) will generally be assigned to students in the upper grades (5 through 8). (These students will exit the building through the Exit door by the Gym and the Parish Life Center door – 5th grade only).

You will be assigned a color for dismissal. Each car should pull into the lot behind the rows with that color for afternoon dismissal. Your children will know which lines your car will be in and there will be no reason for you to leave your car. This process will also prevent the children from wandering around in the lot and car hopping.

If all parents help us out, we will be able to dismiss in record time. The patrols will dismiss the cars one line at a time. This will only happen when all students are in their cars and all car doors are closed. The lines being dismissed will be done on a rotating basis, so everyone will have a chance to be among those who will be first to leave.

- **We will dismiss the Bus riders, Kindergarten and Pre-K at 2:43pm.**
- **We will dismiss the Car riders beginning at 2:45 pm. (Color by color)**
- **We will dismiss the Walkers (this includes sports, activities, and After School Care) as soon as all of the Cars have left the lot.**

Remember that it takes everyone's cooperation and patience for this to work well and safely. If a child's car is not in the lot, then that child needs to continue walking to the front office waiting area to wait for his/her car. At 3:10 all students still waiting for rides will report to the office. After that time, all parents picking up children must come into the school to sign out your child.

Remember, students left after 3:10 p.m. will be supervised at a cost of \$1.00 per minute unless they are in aftercare program.

If you have a conference with a teacher or will not be able to leave with your assigned line, please park your car in the teacher's spaces at the end of the little hall or in a lot not assigned to dismissal.

Parking in the Church lot and the Daycare lot is prohibited unless special arrangements have been made through the administration. This is a safety issue because our Kindergarten students travel through both parking lots at the end of each day. Anyone caught parking in these lots will be called in for a conference with the administration.

45. BUS PAYMENTS

Bus payments are due into the school office on the first of each month.

Rates to be announced.

Any families who have not made their bus payments by the start of business on the fifteenth (15th) of the month will be charged a \$10 late fee.

If a parent chooses to withdraw a child from bus service, that parent is responsible for notifying the Bus Committee Chairperson before the end of the month. If this is not done the parent will continue to be charged for bus service. Once a student starts the month – no refund will be given for that month.

BUS DISCIPLINE

All discipline problems are handled by the bus driver, under the supervision of the school principal or designee. All rules and codes of discipline will apply to grades K-8. A bus misconduct form will be sent home with the student and a copy of this card will be kept on file in the school office.

If at any time, you, as a parent, have concerns about the bus or wish to file a grievance over the discipline your child receives while on the bus:

1. Contact the bus driver to discuss the issues.
2. Contact the principal or designee

All routes will be determined and parents notified about the routes before school starts. Any questions about routes, changes in drop-off points, adding a child on to a bus or taking a child off a bus route should be directed to the Bus Chairperson. To contact the driver you may call the school office ext #237 and leave a message for them to return your call.

46. SCHOOL EMERGENCY PROCEDURES

In order to protect the lives of our school children, parents, and personnel, emergency procedures are followed for Fire, Tornado, Earthquake, and other disasters, according to the directives of the State of Kentucky, Jefferson County, and the Office of Lifelong Formation and Education. In the event of an earthquake, the students in St. Andrew Academy will be taken to the fields outside away from the trees and power lines. After the earthquake they will remain there under teacher supervision until they have been released to parents or to a person designated by the parents. Teachers will remain with homeroom students until they have all been picked up or the principal dismisses the teachers. In that case, the Principal will remain with the students who are left. We assume that there will be no phone service so please do not try to call. After an earthquake, the building must be inspected before we can reenter it. In light of that fact, Academy will remain closed until parents are notified by phone of its reopening date. We will follow the state's decision to make up days resulting from an earthquake.

47. FIELD TRIPS

All field trips will be academic in nature and have an educational purpose. They will directly tie into the curriculum of the students and in so doing grades will reflect participation on the trip. Assignments related to the field trip are given as a follow-up by the teacher upon returning to school, therefore it is not advisable for parents to "sign-out" students immediately following a field trip. Written permission (Appendix W-I) from a parent or guardian is necessary for all field trips. A parent has the right to refuse to allow their child/ren to participate in a field trip. In this case, an amended assignment will be given so the child may maintain a grade for that piece of the curriculum.

Transportation for all field trips will be by school or commercial bus service. We do not recommend or support transportation by private car, except for Academic and/or Sporting events. Because these trips are academic in nature, they should not be confused with "Family Outings". While the Academy supports the family, we reserve the right to limit and choose chaperones for all field trips. **Chaperones for all trips will be selected by the classroom teachers or by lottery.**

Participation in field trips is a privilege. **Misbehavior in Academy may cause a student to lose the privilege to participate in a field trip.** Students will wear uniforms unless otherwise stated on the permission slip. If a student is not allowed to attend a field trip, it is expected that she/he attend school that day, work will be provided by the teachers for this student and these grades will be averaged into the semester's grades.

48. CHAPERONES

St. Andrew Academy encourages parents to participate in our curriculum and welcomes parents as chaperones, however, do not mistake "being a chaperone" with attending. If you are a Chaperone on any field trip with our children you have several responsibilities, the largest of which is supervision of a group of children.

Supervision of these students includes following the instructions of the teacher and upholding the rules of the Academy for decorum and behavior in public. It also includes maintaining the safety of all students in your charge. For this reason, it is sometimes not good to supervise your own child. If you are asked to chaperone any trip you will also be asked not to bring smaller or other children along. This adds to our liability and limits your ability to monitor our children.

In order to chaperone any field trip, you must have a current background check on file at St. Andrew Academy. We ask that everyone complete and mail (address is on the form) the Courtnet form given at registration. Courtnet will mail or email your background check directly to the school. This process takes 6 – 8 weeks to complete. **Your background checks must be completed yearly.**

In accordance with Archdiocesan policy, all chaperones are required to attend a one-time Safe Environment training. Notification of dates are available in the office.

OVERNIGHT TRIPS/ EIGHTH GRADE CLASS TRIPS

All Academy sponsored class trips will be organized by the teacher and principal allowing input from parents and students. ***The ultimate decision for arrangements, chaperones, mode of transportation and destination will be up to the principal or designee.*** Any overnight trips, in accordance with the Archdiocese of Louisville, will be limited to two nights only and must have an educational purpose. A copy of the lesson plans for this trip will be sent to the Superintendent of Catholic Schools.

All overnight trips require that the student's family present proof of insurance and a notarized emergency treatment form (Appendix W-I W-III). As stated above, this trip is a privilege and any child whose behavior is in question during the school year may not be allowed to attend. This decision rests with the teachers, principal and the Board of Directors.

As with all field trips, absence from school, as a choice by the parent, will result in "Unexcused Absence" and 0's averaged for the assignments for that day.

49. ACADEMY HOURS

Daily Schedule

Arrival Period	7:00 AM – 7:49 AM
Morning Prayer and Announcements	7:50 AM
Closing Dismissal	2:40 PM
Bus Riders	2:45 PM
Car Riders etc...	2:50 PM

Note: Children should not arrive at school before 7:00 AM. In case of emergency your child/children need to arrive before 7:00 AM or stay later then 3:00 PM, you should make arrangements with the principal or after care.

A cost of \$1 per minute may be assessed and be used to compensate the person who supervises your child/children before or after school.

50. ACADEMY TELEPHONE USE

During the school day students may not use the telephone unless permission from the principal is granted. Students should make arrangements at home for after school activities. Under no circumstances is a child permitted to use any phone without permission from the teacher or Academy office.

Cell phones are allowed if they are OFF and remain out of sight. Any use and/or ringing of a cell phone during school hours will result in confiscation and the parent will be asked to pick up the phone from the office.

51. AFTER ACADEMY ACTIVITIES

During any after school activity (i.e., PTO, Fish Fry, Academy Party, meetings, etc.) parents will be responsible for the supervision of their child/ren. No child/ren should be left unsupervised at any time. If a caretaker is provided the child/ren will stay with the caretaker and may not leave until the parent comes to sign the child/ren out. If the parent chooses not to use the caretaker they must remember that they are responsible for their child/ren and any damage.

52. TESTING PROGRAM

St. Andrew Academy, along with the other Archdiocesan Schools administer the California Test of Basic Skills “ Terra Nova” and the Test of Cognitive Skills in grades three, five and seven each year. Other grades may be selected by the school to test each year at the discretion of the principal or because of the Title I program. The results will be made available to parents when it comes to the school. This test is used as a standard check of our curriculum and teaching methods. We use the results to make sure the children are receiving a well-rounded education.

53. STUDENT HEALTH

Immunization and Medical Requirements:

All immunization and medical requirements shall be required and enforced according to Kentucky state law: 902 KAR 2:060. See appendix for all applicable forms. All current student health records must be on file in the school office within 30 days of the first day of attendance, or the student may be excluded from attending school.

Students who enter Kindergarten or any grade for the first time in Kentucky must first present the following:

- An up-to-date Kentucky certification of immunization certificate to be on file within two weeks of child’s enrollment. TB test results are to be included if applicable.
- Proof of a preventative health care examination conducted within one year prior to initial school entry, and proof of a second preventative health care examination within one year prior to entry into the 6th grade if applicable.
- Proof of an eye examination by an optometrist or ophthalmologist, documented on the Kentucky Eye Examination Form, dated no later than January 1st of current school year.
- Students who transfer in from an out-of-state school must provide all of the above mentioned documentation on required applicable forms.

Required Scheduled Immunizations:

- DT, DTP or DtaP; OPV or IPV; Hep B; Hib; MMR; Td; and Varicella, TB if applicable
 - ≥ 4 years to < 5 years:
 - DtaP or DTP, or a combination of the two; 3 OPV or IPV, or a combination of the two; 4 Hib; 1 MMR ≥ 12 months of age & 2nd measles containing vaccine; 3 Hep B; 1 Varicella
 - ≥ 5 years to > 7 years
 - 5 DtaP or DTP, or a combination of the two; 4 OPV or IPV, or a combination of the two; 1 MMR ≥ 12 months of age & 2nd measles containing vaccine; 3 Hep B; 1 Varicella
 - ≥ 7 years
 - 5 DtaP or DTP, or combination of the two; 1 dose of Td or Tdap given at 11-12 years of age, if at least five (5) years has elapsed since the last dose of DtaP, DTP, TT, DT or Td; 4 OPV or IPV, or combinations of the two; 1 MMR ≥ 12 months of age & 2nd measles containing vaccine for children born 10/01/90 or later; 3 Hep B for those born 10/1/92 or later

- At 6th grade entry
 - 1 MMR ≥ 12 months of age and 2nd measles containing vaccine; 3 Hep B
- 11 years to < 13 years
 - DtaP or Td Booster is to be given prior to 13th birthday
- TB test results for any student requested, if deemed applicable

Kindergarten Vision Screening:

- All students entering Kindergarten must provide proof of an eye examination by an optometrist or ophthalmologist, documented on the Kentucky Eye Examination Form.
 - Dated no later than January 1st of current school year.

6th Grade Students Need:

- All students entering the 6th grade will need:
 - An updated immunization certificate indicating their second (2nd) MMR shot
 - A second preventative health care examination, documented on the Preventative Health Care Examination Form – Sixth (6th) Grade Form.

Tetanus and Diphtheria Booster

- All students between 11 years to < 13 years are to receive a booster shot.
 - DtaP or Td Booster is to be given prior to 13th birthday.
 - An updated immunization certificate must be provided.

Scoliosis Screening:

- All 6th and 8th grade students are required by Kentucky State Law to receive a scoliosis screening. The school will offer free screenings during each school year for these students. Any 6th grade or 8th grade student who does not participate in the free scoliosis screening offered at school will be required to obtain the screening via their medical doctor no later than May 1st of current year.

Health Services offered at school:

Kentucky State Law mandates that schools monitor the physical well being of their students via:

- Record height and weight yearly
- Offer vision, hearing, and scoliosis screenings at regular intervals

*****Failure to provide evidence of compliance with Kentucky State Statutes concerning health requirements will result in exclusion from St. Andrew Academy.*****

Head Lice:

Parents have the obligation to notify the school office if they suspect a child with lice or they can confirm a case in the family. Students will be checked for head lice under the following criteria:

- Randomly
- Upon notification of head lice in a classroom
- Teacher suspects head lice may be present

The highest priority will be given to dignity and privacy will be given to all students checked for head lice.

Any parent or guardian contacted by the school concerning head lice is expected to comply with the following:

- Obtain lice killing product and follow directions; the health department will furnish products to all families.
- Treat student and entire family.

- **For persistent infections, and/or a scalp with rash or infected scabs seek a medical attention.**
- **Check your children for lice regularly and teach them to not share combs, brushes or hats.**

Lice can live for up one to three days off of the human body, it is important to follow these steps:

- Wash all bedding and recently worn clothing in hot water (>120°) and dry in a hot dryer.
- Soak combs/brushes in hot water for at least 10 minutes.
- Vacuum and clean all bedding, clothing, and household items, toys, furniture, etc. using the appropriate methods, to remove all lice and attached nits from hair.
- Change your child's sheets and pillowcases every night for a week and wash in hot water.
- Students will be rechecked upon returning to school.

AIDS, HIV and Other Communicable Diseases

Because of the seriousness of this virus, the Archdiocesan Policies will be quoted verbatim. Christian Value, the Catholic Church, as a community of faith, shares in the experience and challenge of AIDS; when one member suffers, ALL MEMBERS SUFFER.

(1Cor. 12:36) The Catholic Church in the Archdiocese of Louisville, along with the Church in other dioceses, continues to suffer with persons who have endured the pain, debilitation, isolation, and death resulting from AIDS. At the same time, it also shares the trauma of family members, friends, and associates who have been devastated by the suffering and death of loved ones. It is from this community of faith that young people, as indeed the whole civic community, can learn a compassionate response for all suffering members, including those who suffer from the effects of AIDS. Jesus was always a healer, reconciler, and teacher. He not only healed physical ailments, but also helped people to find peace in their hearts and to overcome alienation from the community. The works, the deeds, and the magnetism of Jesus brought diverse people together and challenged them to respect, love, and serve one another. This healing presence of Jesus Christ continues to share the ministry of Catholic Education, and to challenge all involved – parents, teachers, and students. The faculty and staff of this facility have been in-serviced in the OSHA standards for bodily waste removal. A handbook of action is on file in the school office.

COUNSELING

When a child is troubled by various circumstances, it is exceedingly difficult for him/her to fully grow emotionally, intellectually, socially and spiritually. If the teacher/principal suspects such a problem with a student/s, they will make an appointment to discuss the situation with the parent/s or guardian/s. The teacher/principal may make a recommendation that the student/s see a counselor.

PREGNANCY

In view of our Catholic/Christian teachings on pro-life, a student shall not be dismissed because of pregnancy. Counseling and family help will be offered through referral programs.

ASBESTOS

According to EPA Regulations, this school has been inspected for asbestos containing materials by an accredited inspector, using methodologies specified in the Asbestos-Containing Materials in Schools Rules.

Asbestos containing material is present in this Academy.

A record of the inspection, a diagram of the locations, materials, and the asbestos management plan for the school and a copy of relevant EPA regulations are available in the school office.

MEDICATION

All medication will be administered from the school office- Archdiocesan Handbook #5341

Medication should be given at home when possible. If school personnel are giving medications, they should receive appropriate preparation for the administration of medication and recording of medication. They should also receive appropriate supervision.

The person supervising the administration of medication must keep a written record. All medication given must be documented on a medication log. Records must contain the legal signature of person(s) administering medication and be kept on file in the student's cumulative health record. Documentation should be complete and reflect beginning and ending dates and rotations of missed doses and absences. Medication recording sheets should be filed in a student's cumulative health folder when completed, or medication is changed or discontinued.

All medication must be sent to school in its original container with prescription label attached. Label must include the physician's directions for dispensing the medication. **KRS 218A.210 states** "A person to whom or for whose use any controlled substance has been presented, sold, or dispensed by a practitioner or other persons authorized under this chapter, may lawfully possess it only in the container in which it was delivered to him by the person selling or dispensing the same."

Physician or health care provider approval is required for use of non-prescription medication. This medication should also be in the original container.

A signed authorization form(See Appendix) from the parent is required for school personnel to give medication to a student. The information on the form should include:1) name of student; 2) name, address and phone number of physician; 3) type of medication; 4) dosage; 5) time of day for dosage to be given; 6) reason for medication; 7) possible reactions or side effects of medicine; 8) release of liability and 9) parents phone number at home and at work and an emergency number. (See Appendix)

Prescription medication is accepted only on an individual basis and administered only as prescribed on the physician's or dentist's authorization. The original prescription bottle or refill must be provided by the parent and include the information listed above.

The only medications that students are allowed to carry are inhalers and bee sting or emergency allergy kits. These are considered life and death precautions for students who need them.

MEDICAL EXCLUSIONS FROM SCHOOL

Children who have conjunctivitis (pink eye), head lice, or other contagions or infections will be excluded from school until the infection is cleared up. If in doubt, please call a physician, the County Health Department or the school office for instructions. For certain illnesses a doctor's note may be required if re-admittance to school is in question.

Any student with a temperature of 100 degrees or higher must remain in the office until a parent, guardian, or designated person picks them up. All students must be fever-free for 24 hours before returning to school.

54. GENERAL APPEARANCE

The uniforms are worn because students are encouraged to see that all are of equal worth and that no one is better than the other because of their material wealth. All students in grades K – 8 are required to wear the school uniform and observe the specified dress code. Failure to do so will result in disciplinary procedures.

Students, whether in uniform or out of uniform are to exhibit the behavior and appearance reflecting a pride in appearance, and maintaining an overall positive self-image that would enable them to be accepted in any societal situation. Middle school students should appear as if they wish to enter the workforce, which is an Archdiocesan goal. K – 8 will strive to prepare for this code of appearance.

Shirttails will be tucked in and skirts unrolled so that the waistband is visible at all times..

SAGGING, BAGGING or ROLLING is not allowed at any time.

Belt or waistband must be visible at all times.

Belts **must** be worn with pants or shorts at all times

****Failure to comply will result in communication cards and/or demerits being issued****

Decision to have outside recess depends upon each individual classroom teacher. Teachers will base their decisions on the temperature and wind chill factor. Always dress your child for outside recess.

55. DRESS CODE FOR STUDENTS

“Pupils are expected to dress in a manner consistent with accepted community standards of good taste and decency. Clothing should be neat, clean, properly fitted and in a style appropriate for school.”
(ARCHDIOCESAN GUIDELINES)

The St. Andrew Academy uniform is required of all students, K-8.

The Principal/Teacher/Designee has the authority and obligation to have any child remove or correct any clothing/uniform/grooming item that is deemed inappropriate for school. Parents will be notified if prompt compliance has not been obtained.

Uniform Code Boys and Girls

KINDERGARTEN

The Kindergarten uniform must be an authorized St. Andrew Academy uniform purchased from an authorized clothing dealer.

Shirt...	Gray T-shirt with royal blue logo
Shorts...	Royal blue with gray logo
Sweatpants...	Gray/royal blue with logo
Sweatshirt...	Authorized St. Andrew Academy sweatshirt only

GIRLS

Skirts FLAMINGO RULE (If skirts are worn the hem of the skirt must touch the back of the leg when a child bends her knee parallel to the ground. If this is abused then the student must wear slacks.)

11. Jumper - Plaid style #032, soft pleats, square neck or style, purchased at Shaheens, Coffman's or Bee and Bee's
12. Skorts – Plaid #032, flat front, purchased at Shaheens, Coffman's
13. Skirt - Plaid #032, four pleats; purchased at Shaheens, Coffman's or Bee and Bee's

ALL Slacks – Plain navy blue/khaki, gray uniform slack **with front pleats, no contrast stitch, outside pockets, or rivets.** Gray slacks purchased at Bee and Bee's or Shaheen's.

Blouse/Shirt – Plain white, short or long sleeve. Royal blue or white polo, short or long sleeve; no pocket or logo. Any t-shirts worn under the uniform shirt must be of school colors (white, royal blue, or gray) and plain

Socks – white, no logo, MUST SHOW ABOVE SHOE

Sweater – Navy blue uniform cardigan or vest

Shorts – Navy blue/khaki/gray uniform shorts **with front pleats;** Gray uniforms shorts can be purchased from Shaheen's or Bee and Bee's

Sweatshirt – authorized St. Andrew Academy sweatshirt only

Hoodies – These are to be worn outside only – these are NOT permitted to be worn in the school building

Belts – Must be plain black, brown, or navy blue.

BOYS

Pants – Navy blue/khaki/gray; Gray pants can be purchased at Shaheen’s or Bee and Bee’s

Shirt – Plain white dress, short or long sleeve. Polo shirts – white or royal blue, long or short sleeve; Any t-shirt that is worn under the uniform shirt must be of school colors (white, royal blue, or gray) and plain

Socks – Solid white with no logo, **MUST SHOW ABOVE SHOE**

Sweater – Navy blue uniform cardigan or vest

Sweatshirt – authorized St. Andrew Academy sweatshirt only

Hoodies – These are to be worn outside only – these are **NOT** permitted to be worn in the school building

Belts – Must be plain black, brown, or navy blue

ALL

Sweatpants

St. Andrew Logo Sweatpants may be worn as part of the uniform on PE days only. *Sweatpants may not be worn under any skirts or jumpers OR be rolled.* The bottom of the sweatpants may **NOT** be cut.

PE Tee Shirts and Shorts Only authorized PE Tee Shirts and Shorts may be worn. Shirt Tuck rule still applies.

Shoes

Shoes should be athletic type or appropriate for school wear. No cleats, shoes with wheels, taps, high heels, clogs or party shoes should be worn. Tennis shoes must be properly laced and/or fastened at all times. Shoes must have a full back. Beach and/or sandal shoes are never permitted.

HAIR

Student hairstyle should not be attention seeking, or distracting in nature and should in no way hinder the learning process of anyone in the school.

Bang length shall not touch eyebrows.

Boy’s hair length shall not touch the collar in the back; no tails will be permitted.

Colors of hair will be limited to colors that are found in natural human hair.

JEWELRY

All jewelry is discouraged on PE days because of injury. Bracelets, rings and necklaces are not permitted on uniform days. The only exception to this would be a small neck chain with a religious medal or small cross.

No visible body piercing allowed other than the ears.

Girls are permitted to wear one pair of small post type earrings – long and/or loops earrings are never permitted

Boys are not allowed to wear earrings of any type.

NO EXCEPTIONS MADE FOR NEW PIERCINGS!

(visible band-aids over new ear piercing and earrings are not acceptable)

EIGHTH GRADE TEE OR SWEATSHIRTS

These are unique to the class and may be worn in place of the uniform.

MAKEUP

Makeup in any form is not acceptable; this includes nail polish, facial makeup, fake plastic or acrylic fingernail. **Tattoos, real or fake are not permitted.**

JACKETS/HATS

During cold weather jackets are needed for outdoor wear. Jackets and hats are not to be worn in the building at any time except while going to and from the outside.

Anyone not in compliance with the St. Andrew Academy Dress Code will receive a communication card for a uniform violation.

*****Anything deemed inappropriate by the Principal/Designee will be grounds for the student to phone his/her parents to bring a change of clothes. *****

NON-UNIFORM DAYS

Non-uniform days are a privilege. For those students who choose to abuse this privilege, they also choose to lose it. The following are **NOT ACCEPTABLE** on non-uniform days:

- Sleeveless shirts and dresses including tank tops, halters and bare midriffs
- sandals, beach footwear, flip-flops, shoes with no backs
- shorts (anything at the knee or above will be considered shorts) or short skirts; **ONLY SCHOOL UNIFORM SHORTS ARE ALLOWED AT ALL TIMES**
- jeans with holes in them
- sagging or baggy shorts/pants
- tee/sweatshirts with inappropriate language or graphics, drug/tobacco or alcohol, or violence symbols including WWF
- wrestling logo shirts or symbols
- makeup
- hooded shirts or jackets
- sweatpants that aren't authorized St. Andrew Academy sweatpants

Remember, non-uniform days are really an opportunity to express pride in who we are as a school. Therefore, non-uniform days are NON-UNIFORM, NOT NON-DRESS CODE DAYS. Express your pride; show your school spirit, but, remember that the rest of the dress code is still in force.

APPENDIX A CRIMINAL GANG-LIKE ACTIVITY

Criminal gang-like activity will not be tolerated on school grounds or at any school-sponsored activity. Students will not wear/display explicit gang-like symbols. Violation may result in suspension and/or other appropriate action as deemed by the principal.

Criminal gang-like activity involving membership in a criminal street gang is defined as any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts.

Criminal gang-like behavior is addressed in other existing Archdiocesan policies. For example, Harassment (5552), Truancy (5136), Drugs (5330), Firearms (5433), Discipline (5500), Dress (5600), and etc.

When student participation in criminal gang-like activity is suspected/observed on school grounds or at any school-related activity, the following steps shall be taken:

14. the teacher or other person having the aforesaid information shall notify the principal of the school wherein the student is enrolled;
15. the principal, in consultation with appropriate resources, will gather information to make a determination of student involvement in criminal gang-like activity;
16. upon confirmation of student involvement in criminal gang-like activity, the student's parent or legal guardian shall be notified, appropriate action taken, and written documentation kept on file; if activity cannot be confirmed and concerns consist about student behavior, the student's parent or legal guardian shall be notified, the concerns expressed to them, and written documentation of notification kept on file;
17. local law enforcement should be notified if a criminal act occurs.

APPENDIX B

St. Andrew Academy

7724 Columbine Drive

Louisville, KY 40258

502-935-4578

Field Trip Permission Form

I REQUEST THAT ST. ANDREW ACADEMY ALLOW MY SON/DAUGHTER TO PARTICIPATE IN THE FOLLOWING FIELD TRIP. I GIVE MY PERMISSION FOR (SON/DAUGHTER NAME) _____

TO ATTEND AND PARTICIPATE IN:

FIELD TRIP TO: _____

APPROXIMATE DEPARTURE TIME AND DATE: _____

APPROXIMATE RETURN TIME AND DATE: _____

PRICE (COST OF EVENT AND BUS): _____

CHAPERONES: _____

SCHOOL UNIFORMS MUST BE WORN: _____

JEANS MAY BE WORN: _____

BRING SACK LUNCH/DRINK: _____

BRING MONEY FOR RESTAURANT LUNCH: _____

PLEASE RETURN FORM BY THIS DATE: _____

WITHOUT THIS FORM YOUR CHILD WILL NOT BE PERMITTED TO PARTICIPATE IN THE FIELD TRIP.

***** NO LATE FORMS WILL BE ACCEPTED*****

IN CONSIDERATION OF THE MAKING OF ARRANGEMENTS FOR THE SCHOOL, I HEREBY RELEASE AND SAVE HARMLESS THE SCHOOL OF ANY AND ALL LIABILITY FOR ANY INJURIES, LOSS, OR OTHER CLAIMS ARISING OR RESULTING FROM THIS TRIP.

PARENT (S) SIGNATURE: _____

DATE: _____

APPENDIX C
INTERNET AND ELECTRONIC MAIL STUDENT USER
AGREEMENT AND PARENT PERMISSION FORM

As a user of _____ School's computer network, I hereby agree to comply with its Internet and Electronic Mail rules and to communicate over the network in a responsible manner, while abiding by all relevant laws and restrictions.

Name of student(Please print): _____

Student signature: _____ Date: _____

As the parent or legal guardian of the student signing above, I grant permission for my child to access networked computer services such as Electronic Mail and the Internet.

I understand that some materials on the Internet may be objectionable; however, I accept responsibility for guidance of Internet use by setting and conveying standards for my child to follow when selecting, sharing, researching or exploring electronic information and media.

Parent Signature: _____ Date: _____

Home Address: _____ Phone: _____

The above student and I have discussed the merits of using Electronic Mail and the Internet available through our school network. I find this student to be trustworthy and reliable and believe that he/she will comply with the school's rules and communicate over the network in a responsible manner, while abiding by all relevant laws and restrictions.

Teacher Signature: _____ Date: _____

Restrictions: (list any that apply)

APPENDIX C

PHOTO, VIDEO, WEBSITE RELEASE

Please Print

Student Name: _____

School: _____

Home Address: _____

Home Telephone Number: _____

Parent/Guardian: _____

I, _____, parent or guardian of

_____, do hereby give and grant to

_____ School permission to use my child's name, photograph, and/or videotaped image in publications, video productions, and/or school internet website. I do further certify that I am of full legal capacity to execute the foregoing authorization and release.

Signature of Parent or Guardian: _____ **Date:** _____

Witness: _____ **Date:** _____

APPENDIX D

**PERMISSION FORM FOR PRESCRIBED
MEDICATION**

*St. Andrew Academy
7724 Columbine Drive
Louisville, KY 40258*

Date form received by the school: _____
Student _____ Date of Birth _____ Age _____
Grade _____ Teacher/Classroom _____

To be completed by an appropriate healthcare provider.

Reason for medication _____
Name of medication _____

Form of medication/treatment
____ Tablet/capsule ____ Liquid ____ Inhaler ____ Injection ____ Nebulizer ____ Other

Instructions (Schedule and dose to be given at school): _____

Start: _____ Date form received Other Date _____
Stop _____ end of school year Other date _____
_____ for episodic/emergency events only

Restrictions and/or important effects:

____ None anticipated
____ Yes: Please describe _____

Special Storage Requirements: ____ None ____ Refrigerate
Other _____

Physician's Name _____
Address: _____
Phone Number _____
Doctor's Signature _____

To the school: Please report concerns about medications or disease to the above physician

To be completed by Parent/Guardian

I give permission for (name of child) _____ to receive the above medication at school according to standard school policy. (School require parent/guardian to bring the medication in it's original container.)

Date: _____ Signature: _____ Relationship: _____
Parent / Guardian Phone Numbers: Home _____ Work _____ Emergency _____

Student Name/ Homeroom: _____ Date: _____

St. Andrew Academy

DEMERIT NOTICE

This is to inform you that your child has been given a demerit (s) for breach of conduct at indicated below.

The form should be signed and returned to the issuing teacher the next school day.

One Demerit

_____ Cheating

_____ Lying

_____ Foul Language

_____ Failure to return required forms with parent's signature

_____ Four (4) communication cards given in one trimester

_____ Other (For any infraction which can not be clearly categorized the principal/designee reserves the right to impose consequences, including dismissal from school)

Number of demerits issued: _____

Number of demerits accumulated: _____

Teacher Comments _____

Principal Comments _____

Teacher Signature: _____

Principal Signature: _____

Parent/Guardian Signature: _____

Student Signature: _____

St. Andrew Academy

7724 Columbine Drive
Louisville, KY 40258

2007/2008 Tuition Agreement

Responsible Party _____

Address: _____

Zip: _____

Phone: _____

Students Names

**Proposed 2006-2007
Grade**

It is agreed to and understood as a condition of our child's/children's education at Saint Andrew Academy, we will pay tuition for the 2007/2008 school year based on our preference as indicated. We are obligated to enroll in ACH (automatic withdrawal) for submission of payments as checked on the back of this form. **The only exception is payment made in full.** If ACH is returned, a charge of \$30.00 will be assessed. The account will be resubmitted again in 5 days if the ACH is returned again an additional charge of \$30.00 will be assessed and the tuition must be brought up to date with cash or a money order. A second occurrence will result in a mandatory meeting with the Finance Chairperson or designee. A third occurrence will result in the balance of tuition to be paid in full. If the ACH debit is blocked your child(ren) will not be allowed to return to St. Andrew Academy until the account is current. Responsible party will be liable for any unpaid balance.

Annual payments are eligible for a 3% discount if paid in full by July 1st. Annual payments must be made by either cash or check.

Responsible Party: _____

Date: _____

AUTOMATIC WITHDRAWAL AUTHORIZATION AGREEMENT

- ◇ Checking
- ◇ Savings

I hereby authorize Saint Andrew Academy to initiate electronic debit entries, and if necessary, credit entries to reverse erroneous debit entries to my account listed below. It is agreed that these withdrawals will be made in accordance with the Rules of the National Automated Clearing House Association (NACHA).

Please attach a voided check or savings account information from your banking institution.

2007-2008 ACH Authorization forms must be completed for all options with the exception of Annual payments. signed forms are not returned prior to May 24, 2007 report cards will be held.

TUITION PAYMENT SCHEDULE

(Place an X in the appropriate box below)

DISCOUNTED RATE

	# of Payments	1 Child	X	2 or More Children	X
Monthly on the 15 th	10	440.00		500.00	
Monthly on the 15 th	12	366.67		416.67	
Semi-Monthly (15 th and last day of month)	24	183.34		208.34	
Quarterly (7/15, 10/15 & 1/15, 4/15)	4	1,100.00		1,250.00	
Bi-Annually (7/15 & 1/15)	2	2,200.00		2,500.00	
** Annual (by July 1)	1	4,400.00		5,000.00	

REGULAR RATE

	# of Payments	1 Child	X	2 or More Children	X
Monthly on the 15 th	10	492.00		552.00	
Monthly on the 15 th	12	410.00		460.00	
Semi-Monthly (15 th and last day of month)	24	205.00		230.00	
Quarterly (7/15, 10/15 & 1/15, 4/15)	4	1,230.00		1,380.00	
Bi-Annually (7/15 & 1/15)	2	2,460.00		2,760.00	
** Annual (by July 1)	1	4,920.00		5,520.00	

PRIVATE EDUCATION

	# of Payments	1 Child	X	2 or More Children	X
Monthly on the 15 th	10	536.20		596.20	
Monthly on the 15 th	12	446.84		496.84	
Semi-Monthly (15 th and last day of month)	24	223.42		248.42	
Quarterly (7/15, 10/15 & 1/15, 4/15)	4	1,340.50		1,490.50	
Bi-Annually (7/15 & 1/15)	2	2,681.00		2,981.00	
** Annual (by July 1)	1	5,362.00		5,962.00	

NOTE: If any of the above dates fall on a weekend or holiday, then the withholding will take place the first banking day following the above date.

**If you have paid pre-registration fees or you wish to add registration fees to your tuition amount, please calculate your payment using the following equation:
 (Tuition) - (prepaid tuition portion of pre-registration) + (registration fees per child) + (cafeteria and PTO per family) / number of payments.**

**Examples below are with regular rate. (Rates are determined by your Pastor.)
 \$4920.00 - 75.00 + 209.00 + 50.00 = \$425.34 for 12 months (1 child adding registration and cafeteria and PTO fees to tuition).
 \$5520.00 - 150.00 + 0.00 + 0.00 = \$537.00 for 10 months (2 children, families opting to pay \$468 registration fees by August 1).**

This authority shall remain in full effect for the fiscal year beginning July 1, 2007 and remaining in effect until Saint Andrew Academy has received written notification from me of its termination in such time and in such manner as to afford Saint Andrew Academy and the bank a reasonable opportunity to act upon the termination request. ***St. Andrew Academy will provide written notification of rate changes until authorization is revoked.***

Name: _____

Date: _____

Responsible Party: _____

SS# _____

St. Andrew Academy

7724 Columbine Drive
Louisville, KY 40258

AUTOMATIC WITHDRAWAL AUTHORIZATION AGREEMENT

I hereby authorize Saint Andrew Academy to initiate electronic debit entries, and if necessary, credit entries to reverse erroneous debit entries to my account listed below. It is agreed that these withdrawals will be made in accordance with the Rules of the National Automated Clearing House Association (NACHA).

I choose to have my TUITION PAYMENT deducted as follows: (select one).

- Monthly (15th of month) (10 months: August through May) Amount: \$ _____
- Monthly (15th of month) (12 months: July through June) Amount: \$ _____
- Semi-Monthly (15th & end of month) (12 months: July through June) Amount: \$ _____
- Quarterly (July 15th, October 15th, January 15th, and April 15th) Amount: \$ _____
- Bi-Annually (July 15 & January 15th) Amount: \$ _____

NOTE if any of the above dates fall on a weekend or holiday, then the withholding will take place the first banking day following the above date.

This authority shall remain in full effect for the fiscal year beginning July 1, 2007 and remaining in effect until Saint Andrew Academy has received written notification from me of its termination in such time and in such manner as to afford Saint Andrew Academy and the bank a reasonable opportunity to act upon the termination request. ***St. Andrew Academy will provide written notification of rate changes until authorization is revoked.***

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(Tuition) - (prepaid tuition portion of pre-registration) + (registration fees per child) + (cafeteria and PTO per family) / number of payments.**

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Name: _____ Date: _____

Responsible Party: _____ SS# _____