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## **1. INTRODUCTION**

St. Andrew Academy is part of the ARCHDIOCESAN ELEMENTARY ACADEMY SYSTEM OF SCHOOLS in 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. Peter the Apostle Parish** and serves the Parish's Faith Community by providing a quality Catholic Christian Education for students in grades Pre-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.

### **Archdiocese of Louisville Mission Statement**

The Catholic schools of the archdiocese of Louisville exist to serve and engage young people in response to the call of Jesus Christ to "teach all nations." In partnership with families and parishes, we seek to form our students, and through them, transform our world in light of the Gospel message. Our diverse community of schools, each with its own unique history, spirit, and tradition, prepares our graduates to live their faith as maturing adults and provide Christian leadership for Church and society.

### **Archdiocese of Louisville Vision Statement**

As stewards of Catholic education, our community of schools leads the way to a just and life-giving future without limits. Through collaboration, our faith and learning communities empower each other to learn our Catholic teachings, achieve academic excellence, embrace diversity, accept challenges, take risks, and seek God's image in self and others.

We are called to transform ourselves, one another, and the world through the Gospel of Jesus Christ in this complex time of rapid change.

## **2. THE SAINT ANDREW ACADEMY PHILOSOPHY**

St. Andrew Academy is a Catholic co-educational school serving elementary and middle school students. In partnership with the family, Saint Peter the Apostle Parish, 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 the individuality of each student, both academic and cultural, is acknowledged, respected, and celebrated. The school seeks to balance academic and spiritual growth with concern for the physical and emotional development of each student.

## **3. THE SAINT ANDREW ACADEMY MISSION STATEMENT**

Saint Andrew Academy is a Catholic school committed to the education of the whole child in a Christ-centered environment where faith and friends grow together.

## **4. THE VISSION OF SAINT ANDREW ACADEMY**

The community of St. Andrew Academy envisions a school which provides a strong foundation in Catholic values and beliefs within a program of academic excellence that enables students to achieve their highest potential. Our vision is one where professional and dedicated staff accepts and cares for each child and fosters his/her growth through motivating him/her to become a lifelong learner and productive member of society. This vision includes making a connection with the community that enhances student knowledge through special service projects and various avenues that augment his/her future endeavors.

## 5. THE GOALS OF SAINT ANDREW ACADEMY

- Saint Andrew Academy strives to develop an understanding of the sacraments and their importance in our lives while also instilling an appreciation of the importance and role of prayer in our lives.
- Saint Andrew Academy strives to maximize each student's individual potential and ensure children of all ability levels will be ready to meet the challenges of the future.
- Saint Andrew Academy strives to develop an educational program that promotes lifelong learning through continuous research and application of the latest teaching methods and techniques.
- Saint Andrew Academy strives to meet the social and emotional needs of all students through regular communication where all opinions are valued and discussed.
- Saint Andrew Academy strives to ensure that behavior expectations are clearly communicated, consistently enforced, and fairly applied.
- Saint Andrew Academy strives to promote a positive image in our community by providing service to those in need.

## 6. 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**.

### 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, and by using the Family Handbook to enhance classroom instructions of the Sacraments.
- To be familiar with the Religion and Family Life texts used in the child's classroom.
- To encourage 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.

### Home/Academy Relations

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

## 7. PRINCIPAL'S RIGHT TO AMEND THE HANDBOOK

The Principal reserves the right to amend the handbook for just cause. Parents will be given prompt notification if changes are made.

## 8. 2016 FACULTY AND STAFF

Ext	Name	Email
242	Beckmann, Andrew	andrewbeckmann@saintandrewacademy.org
239	Beets, Kira	kirabeets@saintandrewacademy.org
245	Blandford, Stephanie	stephanieblanford@saintandrewacademy.org
262	Blanton, Kathy	kathyblanton@saintandrewacademy.org
226	Calhoun, Andrea	andrecalhoun@saintandrewacademy.org
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258	Murray, Lisa	lisamurray@saintandrewacademy.org
263	Parson, Margaret	lunchroom@saintandrewacademy.org
270	Language Arts	
261	Phelps, Bambi	bambihelps@saintandrewacademy.org
257	Wright, Catherine	catherinewright@saintandrewacademy.org
246	Royse, Leah	leahroyse@saintandrewacademy.org
237	Schrader, Barbara	barbaraschrader@saintandrewacademy.org
235	Father Chris Lubecke	clubecke@saintpeterapostle.org
255	After Care/Summer Care	kirabeets@saintandrewacademy.org

## 9. ACADEMY HOURS

### Office Hours

7:00a.m.-3:30 p.m.

### Daily Schedule

Arrival Period	6:30 a.m. – 7:49 a.m.
Tardy	7:50 a.m.
School Begins with Morning Prayer and Announcements	7:51 a.m.
PK Dismissed	2:30-2:45 p.m.
Afternoon Prayer and Announcements	2:40 p.m.
K-8 Dismissed	2:42-2:52 p.m.
Walkers Dismissed	2:53 p.m.
After School Care Dismissed	2:55 p.m.-6 p.m.

**Note:** Children should not arrive at school before 6:30 a.m. or stay later than 3:00 p.m. **Students who are not picked up by 3:00 (without notice to the front office) will be admitted into Aftercare, and families will be billed according to the Aftercare daily rate at \$12.00 per day.** Pre-school children are dismissed from 2:30-2:45 via designated pickup Guardians must sign pre-school students out before students are released. Parents who call the school office to let us know that they may be later than expected, will be granted 2 graces. Unless the principal is notified and approves of other arrangements, charges will start on the third late pick up.

## 10. CALENDAR: St. Andrew Academy – School Calendar 2018-2019

Calendar is subject to Change. Please Check Daily/Weekly Emails for Changes.

**August**

2<sup>nd</sup> New Family Reg. Night 6 p.m.  
 7<sup>th</sup> Meet the teacher Night (grades 1-8) 6-7 p.m.  
 15<sup>th</sup> First day of school  
 22<sup>th</sup> Birthday Dress down  
 25<sup>th</sup> Welcome Back Family Mass  
 31<sup>st</sup> August PB and SOM awards

**September**

3<sup>rd</sup> No School – Labor Day  
 10<sup>th</sup> Early Release Day 1 p.m.  
 12<sup>th</sup> Birthday Dress Down  
 19<sup>th</sup> 6,7,8 Special Person’s Lunch  
 24<sup>th</sup>-28<sup>th</sup> Saint Andrew Academy Spirit Week  
 28<sup>th</sup> September SOM and PB awards

**October**

3<sup>th</sup>-4<sup>th</sup> PTS Conferences  
 5<sup>th</sup> No School – Fall Break  
 8<sup>th</sup> Early Release Day 1p.m.  
 17<sup>th</sup> Birthday Dress Down  
 24<sup>th</sup> 5<sup>th</sup> grade special persons lunch  
 26<sup>th</sup> Halloween Parties

**November**

2<sup>nd</sup> October PB and SOM awards  
 6<sup>th</sup> No School – PD Holiday  
 7<sup>th</sup> Birthday Dress Down  
 9<sup>th</sup> End of 1<sup>st</sup> Trimester  
 12<sup>th</sup> Beginning of 2<sup>nd</sup> Trimester  
 Early Release Day 1 p.m.  
 14<sup>th</sup> 4<sup>th</sup> grade special persons lunch  
 16<sup>th</sup> 1<sup>st</sup> Trimester awards  
 21-23<sup>th</sup> Thanksgiving Break  
 30<sup>th</sup> Nov. SOM and PB awards

**December**

5<sup>th</sup> Birthday Dress Down Day/3<sup>rd</sup> grade special persons lunch  
 12<sup>th</sup> Pk-K Christmas Program  
 13<sup>th</sup> Dec. SOM and PB awards  
 14<sup>th</sup> 1-8<sup>th</sup> gr. Christmas Program  
 18<sup>th</sup> PJ day/Class Parties

<p><b>First Day of School</b>  <b>08/15/18</b></p> <p><b>No school (2018)</b>                  09/03 – Labor Day                  10/05-10/04 – Fall break                  11/06 – PD/Holiday                  11/21 -11/23 – Thanksgiving                  12/20 – 12/31 – Christmas</p>
<p><b>No School (2019)</b>                  01/01 - 01/02 – New Year                  01/18<sup>th</sup> - PTSC                  01/21 – MLK Holiday                  02/15-02/18 – Snow Make Up                  03/22 – Snow Make Up                  04/01- 04/05– Spring Break                  05/03 – Derby Holiday</p> <p><b>1<sup>st</sup> Trimester</b>  <b>08/15/18 – 11/09/18</b></p> <p><b>2<sup>nd</sup> Trimester</b>  <b>11/12/18 – 02/28/19</b></p> <p><b>3<sup>rd</sup> Trimester</b>  <b>03/01/19-05/24/19</b></p>
<p><b>1 p.m. Early Release Days</b>                  09/10/18      02/11/19                  10/08/18      03/11/19                  11/12/18      04/08/19                  01/14/19      05/06/19</p> <p><b>Class Parties (1:45)</b>                  Halloween      10/26/18                  Christmas      12/19/18                  Valentine’s Day      02/14/18</p>
<p><b>Conferences</b>                  10/3-4/18      01/17-18/19</p> <p><b>Christmas Program</b>                  12/13/18 and 12/18/18</p> <p><b>Catholic Schools Week</b>                  01/27/19 – 02/02/19</p> <p><b>Terra Nova Testing</b>                  03/04/19 - 03/15/19</p> <p><b>Last Day of School</b>  <b>05/24/19</b></p>
<p><b>*Doors open at 6:30 a.m.</b>  <b>*On Early Release Days the Cafeteria is open</b>  <b>*3 Snow days are built into the calendar</b>  <b>*5 online days</b>  <b>*Academy Board Meetings are on the second Thursday of every month except Dec., May, June, and July</b></p>

1-2<sup>nd</sup>  
 9<sup>th</sup>  
 14<sup>th</sup>  
 16<sup>th</sup>  
 17<sup>th</sup>-18<sup>th</sup>  
 21<sup>st</sup>  
 27<sup>th</sup> -  
 Feb 2<sup>nd</sup>

**January**

No School – New Year’s Day  
 Birthday Dress down  
 Early Release  
 2<sup>nd</sup> grade Special Persons lunch  
 PTSC  
 No School - MLK Holiday  
 Catholic Schools Week

**February**

1<sup>st</sup>  
 11<sup>th</sup>  
 13<sup>th</sup>  
 14<sup>th</sup>  
 15<sup>th</sup> -18<sup>th</sup>  
 19<sup>th</sup>-22<sup>th</sup>  
 20<sup>th</sup>  
 28<sup>th</sup>

January SOM and PB awards  
 Early Release Day 1p.m.  
 Birthday dress down  
 Valentine’s Day Class Parties  
 No School/Snow Make-up  
 ACRE assessment  
 1<sup>st</sup> grade special persons lunch  
 End of Second Trimester

**March**

1<sup>st</sup>  
 4<sup>th</sup>-15<sup>th</sup>  
 8<sup>th</sup>  
 11<sup>th</sup>  
 13<sup>th</sup>  
 18<sup>th</sup>  
 20<sup>st</sup>  
 22<sup>nd</sup>  
 29<sup>th</sup>

February SOM and PB awards  
 Beginning of 3<sup>rd</sup> Trimester  
 Terra Nova Testing  
 2<sup>nd</sup> Trimester Awards  
 Early Release Day 1p.m.  
 Birthday Dress Down  
 Early Release Day 1 p.m.  
 Kindergarten Special Person  
 No School/ Snow Day Make up  
 March SOM and PB awards

**April**

1st – 5<sup>th</sup>  
 8<sup>th</sup>  
 17<sup>th</sup>  
 24<sup>th</sup>  
 22<sup>nd</sup> – May 10<sup>th</sup>  
 26<sup>th</sup>

Spring Break  
 Early Release 1 p.m.  
 Birthday Dress Down  
 pre-k special persons lunch  
 7<sup>th</sup> and 8<sup>th</sup> Acuity Testing  
 April PB and SOM awards

**May**

3<sup>rd</sup>  
 6<sup>th</sup>  
 8<sup>th</sup>  
 24<sup>th</sup>

Derby Holiday  
 Early Release Day 1p.m.  
 Birthday Dress down  
 Last Day of School/End-of-the- year  
 Mass and Awards

## 11. 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 (pre-k-8<sup>th</sup> grade) who is admitted to St. Andrew, the **School Board** has adopted the following Admissions Policies.

1. Parents must call the office and set up a tour with the Principal/Director.
2. Once the tour is complete, new students wishing to enroll at Saint Andrew Academy must attend a Shadow Day. During the shadow day...
  - The student will be placed with a class based on age/previous school placement.
  - The shadow student will be assigned a student guide for the day and attend all classes with him/her.
  - Lunch will be provided to the shadow student at no cost.
  - After lunch, the shadow student will be tested in Core Content.
  - At the completion of the day, the principal will interview both the shadow student and parents.
  - disclosure of any educational/behavioral student accommodations/needs must be submitted during this interview.
3. Upon completion of the test, interview with student and parents, and discussion with teachers, the academy will notify the family of acceptance status and registration procedures.
4. At the time of initial registration, the parent will provide...
  - Baptismal certificate
  - Birth certificate with state seal (Must be the original from vital statistics; a billfold size copy or hospital records are not acceptable. 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.)
  - Social Security number for the child
5. All new students will be admitted on a **three-month renewable review period**, in order to give everyone time to determine if the child's academic/social-emotional needs can be met at the Academy.
6. Parents enrolling students into Saint Andrew Academy need to make sure that all testing results, both academic and psychological are made available to help the Academy determine appropriate placement.
7. Prior to the first day of attendance, all new students and families will meet with the Principal to discuss rules of the Academy.

### Ages of Admission

**Pre-Kindergarten-** Students will be **3 or 4 years of age on or before August 1st**. Students will need to be completely potty-trained/or nearing the completion of potty training. Contact Kira Beets for information or questions. (502-935-4578 ext. 239 or kirabeets@saintandrewacademy.org)

**Kindergarten-** Students shall be **5 years of age on or before August 1st** 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 6 years of age on or before August 1st** of the current Academy year and must have attended a certified Kindergarten or comparable preparatory program to enter first grade.

## 12. 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 student, teachers, administrator, resource teacher, parent/s, and an Archdiocesan Consultant will meet to formulate a learning plan or possibly discuss an alternative placement for the child.

## 13. REGISTRATION

A non-refundable fee is required of all families who register. Payment of this fee assures the family placement on Academy rosters.

- Beginning in January, Saint Andrew Academy will conduct an **In-House Pre- registration** for all families' currently enrolled. Any currently enrolled family who chooses not to pre- register by the deadline will forfeit their "spot" on the class roster(s).
- Beginning March 1<sup>st</sup>, New Family Pre-registration will begin.
- All families will be required to sign a tuition agreement with Saint Andrew Academy and to pay the pre- registration fee. Pre-registration fees cannot be rolled into tuition.

### **Registrations will be accepted in the following order:**

1. Currently enrolled **Saint Andrew Academy students (pre-K-8) returning.**
2. New Families who are members of the school's parish (St. Peter the Apostle).
3. All other New Families

## 14. TRANSFERS INTO/FROM SAINT ANDREW ACADEMY (See ALSO Admission Policy)

### **Transfers in to Saint Andrew Academy**

- An inquiry will be made to determine if the family is in arrears at its prior school. If so, the family must settle its debts prior to acceptance in our Academy.
- A family wishing to transfer from another school must fill out a Records Release Form before the acceptance to Saint Andrew is final.

### **Transfers out of St. Andrew Academy**

- If 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 to transfer records. If a custodial parent wishes to have a copy of a child's records, **the Academy requires at least three days written notification to copy records.**
- **If a family chooses to transfer to another school during the current school year, the Finance Office needs to be notified right away to clarify current account standings.**
- **If a family chooses to leave Saint Andrew Academy, and transfers to another school during the school year, tuition is not pro-rated, and will continue to be assessed to the family until the end of the school year.**

## 15. TUITION POLICY

St. Andrew Academy is a tuition-based school. Tuition is based on 2 categories: Parishioner and Private.

- **Parishioner status** is given to those who are registered members of the parish and who participate in Saint Peter the Apostle by supporting the parish through regular attendance at mass (no less than 26 Sundays per year) and a commitment to school/parish stewardship of time, talent, and treasure, and working the parish picnic at least 4 hours.
- **Private Status** is given to all other families. Parents in private status are expected to volunteer at least 3 hours per trimester. Please contact the Volunteer chair for details.
- **Discounts** are given to New Families (\$500.00) and families with students returning from our Pre-k program and advancing to Kindergarten Program (\$1,000.00).

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 through the FACTS payment system according to the Tuition Agreement signed at the time of registration.

### Tuition Year:

Saint Andrew Academy's tuition year is as follows:

- July through May for families paying monthly on a eleven month plan
- August through May for families paying monthly on a ten month plan
- July, October, January, April for quarterly payments
- July 1 and January 1 for biannual payments
- July 1 for annual payments. **School families (K-8) who pay their accounts in full will receive a \$125 discount. Preschool families (PK3-PK4) who pay their accounts in full will receive a \$75 discount.**

### Amount and Payments:

- The tuition amount will be established by the Finance Council, and then announced to Academy families. **Current tuition rates are published on the school's website.**
- FACTS will provide instructions and policies related to tuition payments which can be accessed on the school's website.

### Delinquency and Penalty:

**School accounts that are 2 payments or more in arrears will** require the suspension of the student until the account is current. Families owing tuition will not be allowed to participate in

- **Eighth Grade Graduation**
- **Extra-curricular activities**
- **Athletic activities.**

**Families will be notified through the parish office of suspension status. Unpaid tuition balances must be resolved in order for the student to enroll for the following school year.** 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 Council for review and approval. Proper documentation of the hardship must be submitted.)

**Preschool accounts:** Preschool accounts that are **ten days delinquent** will result in student suspension if the account is not made current.

**Withdrawal Status:** Tuition and fees will remain the responsibility of the transferring family.

- **If a family chooses to transfer to another school during the current school year, the Finance Office needs to be notified right away to clarify current account standings.**
- **If a family chooses to leave Saint Andrew Academy during the school year, tuition is not pro-rated, and will continue to be assessed to the family until the end of the school year.**

**Tuition Assistance:**

- **Archdiocese of Louisville Awards** - Applications for tuition assistance grants from the Catholic Education Foundation are available online. The completed application and all required supporting documentation (i.e. tax returns, Forms W-2, etc.) must be scanned and uploaded to the online application. St. Andrew Academy will be notified of the award amount before the start of the school term. This award is credited to FACTS tuition account once the Catholic Education Foundation Tuition Assistance Voucher is presented to the Academy.
- **St. Andrew Tuition Assistance** - The Finance Committee of Saint Andrew Academy will be able to review a copy of the PSAS application 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 will be credited to FACTS tuition account upon approval of Finance Committee.
- **School Choice Scholarship** - School Choice Scholarships also receive a copy of tuition application through PSAS. Families eligible for free or reduced school lunches, would be eligible for this award. 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 meetings to maintain award eligibility. Upon receipt of the award, a credit will be issued to reduce the FACTS tuition account.

## **16. ATTENDANCE/ABSENCES/TARDIES/JR. HIGH SHADOW DAYS/MAKE UP WORK**

Saint Andrew Academy publishes its calendar prior to the beginning of each Academy year. Parents/guardians are expected to honor this calendar when planning vacation and medical appointments. 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.)

- In compliance with Kentucky State Law, Archdiocese of Louisville Policy (5131), St. Andrew Academy follows Compulsory Attendance Laws (KRS 159.010) and requires that “each parent, guardian or other person residing in the state and having custody or charge over any child who has entered the primary school program, or any child between the ages of six (6) and sixteen (16), shall attend the child to a regular public day school or private, parochial or church regular day school for the full term that the public school of the district in which the child resides is in session...”
- In addition, Saint Andrew Academy (in compliance with Kentucky State Law KRS 159.50 and Archdiocese of Louisville Policy 5136) defines a truant as any child who has been absent or tardy for more than three days without a valid excuse. All truants shall be reported by the principal or to the Director of Pupil Personnel of the appropriate public-school district. The Principal will notify the Superintendent at the Office of Lifelong Formation and Education. When a child has been absent or tardy more than 10 times a year without a valid excuse, Jefferson County Child Protective Services must be notified.

**The Academy day** extends from **7:50 a.m. until 2:40 p.m.**

- Students should not be on campus prior to 6:30 a.m.
- Students should not be on campus after 3 p.m. without proper supervision (coach, Afterschool Care, teacher, or parent/guardian).
- 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.

**Jr. High students wishing to shadow** a high school must have permission (at least one week in advance) from all teachers and the Principal to be absent by obtaining a shadow permission slip from the Saint Andrew Academy front office. All Saint Andrew Academy and hosting school signatures must be present, and the form returned to the Saint Andrew Academy office for the absence to be considered “Excused”. It is advisable to check with local high schools early to make such arrangements.

- Eighth graders may shadow in the fall
- Seventh graders may shadow in the spring

**Absences**

When absences occur due to injury, illness, or death in the family, **Parents MUST call the Academy office before 8:00 A.M.**

- 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 phone number provided by the parent.
- 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 three consecutive days. A student must be fever free for 24 hours before returning to school.**
- A student present for less than six instructional hours will be counted as absent (after 8:30 a.m. or when signed out before 2:20 p.m.) for a half of a day.
- Absence from classes for more than 40 minutes (morning or afternoon) will be counted as half-day absences. **(Times are based on Kentucky State Law KRS 158.060-3)**
- 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”.

**NOTE**

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

### **Tardy/Early Pick-up Policy**

The Academy discourages excessive absences, tardiness, and early pick-ups because these increased incidents correlate with decreased achievement (as they are a distraction to the children's learning process and result in loss of instructional time for all students). A student may not incur more than 10 combined incidents throughout the year. When 10 incidents (of one or combination of the both) occur, Saint Andrew Academy is legally obligated to contact both JCCPS and the Center for Lifelong Formation.

**Tardiness:** Every time the student is tardy, it will be recorded in his/her planner. After tardiness is recorded four times, a conference will be called with parents, child, and teachers to ensure the child's academic needs are being met. After tardiness has been recorded eight times in the course of a year, an intervention meeting will be called. When 10 incidents (of one or combination of all) occur, Saint Andrew Academy is legally obligated to contact both JCCPS and the Center for Lifelong Formation.

- A child is considered tardy when arriving in the building after the **7:50** a.m. bell.
- 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.
- Parents are required to sign their child in if they are tardy. Tardiness is automatically considered unexcused if parents do not sign students in.
- A student with four or more unexcused tardy episodes 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 two tardy episodes in the same trimester. Unexcused tardiness will be determined on a case by case basis by the Principal.

**Early Pick-up:** If the Academy feels a child has had excessive early pick-ups, a conference will be called with parents, child, and teachers to ensure the child's academic needs are being met. Early pick-ups will be tracked in the office in the student sign-out binder. When 10 incidents (of one or combination of all) occur, Saint Andrew Academy is legally obligated to contact both JCCPS and the Center for Lifelong Formation.

**Makeup Work:** Students are to be responsible for assignments missed due to absences, tardiness, or early pick-up. Responsibility for these assignments in grades 5 through 8 rests with the children.

- **Students need to obtain missed assignments on the day they return/through Sycamore/Google Classroom.**
- 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 Sycamore, or may be picked up in the office after 3 p.m. **Please notify the school office to pick up your child's assignments. Students are allowed one (1) day of make-up time for each day of absence plus one day.**
- **Additional make-up time is given at the discretion of the teacher.**
- 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.**

### **Special Note:**

If absences and tardiness 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.

## 17. 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:

- ALL CATHOLIC ELEMENTARY SCHOOLS IN JEFFERSON COUNTY ARE OPEN. (St. Andrew will begin classes at **7:50** a.m.)
- CATHOLIC ELEMENTARY SCHOOLS IN JEFFERSON COUNTY WILL BE OPEN, BUT ON A DELAYED SCHEDULE. (St. Andrew will begin classes at **9:50** a.m. Parents may drop off students starting at 8:30)
- CATHOLIC ELEMENTARY SCHOOLS IN JEFFERSON COUNTY WILL BE CLOSED. (St. Andrew Academy will be closed.)

**St. Andrew Academy has three snow days built into the calendar and the use of 5 online learning days.**

## 18. DISMISSAL

For the Safety of our students, it is essential for all parents to adhere to dismissal policies. If you have any questions or extenuating circumstances that do not allow you to follow predetermined routes/procedures, contact the principal immediately.

- PK dismisses before the other school children between 2:30-2:45 PM. Pre-school parents or guardians need to follow the designated route for pick-up. (Contact Pre-K Director, Mrs. Kira Beets)

Car lanes are the designated method of dismissal for grades K-8. Car lanes line up in 8 rows, behind orange cones, in the front lot and are released from the lot only after all students and parents are seated safely in automobiles. The back lot is reserved for those parents meeting with teachers or administration. Cars in this lot will be dismissed last. The Trillium exit will be closed at dismissal.

- K-8 grade student car riders dismiss to the front lot carlines between 2:42-2:52.
- Walkers are dismissed after the car-riders.
- Afterschool Care dismisses to the cafeteria after the other school children at 2:55.
- Dismissal generally ends by 2:55. **If students are still waiting to be picked up, and it is after 3:00, they will be dismissed to Aftercare, and the family will receive a fee for use. The fee is \$12 dollars a day per student.**
- Car lanes will be dismissed on a rotating basis, so everyone will have a chance to be among those who will be first to leave. If a child's car is not in the lot, then that child needs to report to the front office waiting area to wait for his/her car. **At 3:00 all students still waiting for rides will report to the AfterSchool Care Program in the cafeteria, and the family will be charged a late fee at the time of pickup. The fee is \$12 dollars a day per student.**
- **If you have a conference with a teacher or will not be able to leave with the line of cars, please park your car in the teacher's spaces at the end of the little hall or in a lot not assigned to dismissal.**

## 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/guardian 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. Prospective students entering grades 5-8 may choose to shadow for a day. The prospective family can make arrangements for the prospective student's visit by calling the main office at 502.935.4578. (See Admissions Policy)

## 21. PARENTAL RIGHTS

All parents are requested to make the office aware of special custody problems or concerns. According to the **Buckley Amendment Rights of Non-Custodial Parents**, non-custodial parents have the right to information and the rights to see records of their children in an educational institution...

- They will be given access to their child's Academy records unless there is a court order to the contrary.
- The non-custodial parent has the right to talk to Academy personnel, attend all functions at Saint Andrew Academy (during and after school hours), and sign the student out unless there is a court order specifying otherwise.
- For other rights, the education institution is to refer to the custody section of the divorce decree.
- In the event that there is a custody battle and certified records are subpoenaed, the school will provide certified copies to law offices at the charge of 15.00 per page. This price covers notarizing charges, paper, personnel time, and certified mailing expenses. The total amount will be billed to the requesting parent's attorney's office or billed to the parent account and must be paid within 30 days in order for the student to continue enrollment at Saint Andrew Academy.

## 22. ACADEMICS/CURRICULUM

**The Common Core Standards and the Archdiocese of Louisville Culminating Outcomes**-Throughout the elementary Academy program, students will demonstrate learning linked to the Common Core Standards and the following culminating outcomes.

### Common Core Standards

<http://www.corestandards.org/the-standards>

\*Math

\*Language Arts

\*History/Social Studies

\*Science & Technical

### **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.

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		

3. Students demonstrate the ability to function as self-sufficient individuals who are dependent on God.
4. Students demonstrate the ability to function as responsible members of a family, church, work group or community.

Outcomes 3 and 4 cover the following traditional areas of emphasis in Catholic education:

*Family Life	*Service	*Moral Development	*Peace-builders
*Health Living	*Worship	*Physical Wellness	

5. Students demonstrate resourceful problem solving ability, basing judgments upon Christian values.
6. Students demonstrate the ability to connect and integrate knowledge from all disciplines in the context of Christian values.

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
*Essay Contests	*Future Problem Solving	*Quick Recall
*Accelerated Reader	*Young Author’s Books	*Art Show

### **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.
- The Sacramental programs are taught in conjunction with the regular Parish Religious Education Program.
- 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.
- 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.
- Features of our curriculum include Accelerated Reading, Simple Solutions, Singapore Math, Pre-Algebra, Algebra, emphasis on 21st century learning, STEM (Science, Technology, Engineering, and Math, and technology integration to all content.

### **Spanish**

St. Andrew Academy is unique in that Spanish is offered to all students.

### **Unified Arts**

All students experience the following Unified Arts courses: Art, Computer, Media, and P.E. Students in grades PK-3 will receive participation and conduct grades 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. In addition, the Academy will have a showcase of this curriculum at key points in the year in the form of a curriculum showcase, like an Art Show.

### **Music**

All students will experience the love and appreciation of music while working with the parish's music ministry once a week. Moreover, students will perform in a yearly Christmas Program. Students will also be encouraged to take part in the student choir.

### **Media Center**

Students may check out books on a weekly basis during their regularly scheduled library class time.

- Pre-school, Kindergarten, 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 books.

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. **If the library book is not returned then a fee will be assessed to the student in order to replace the book. All fees are paid to Saint Andrew Academy by the last day of the school year.**

### **Textbooks/Laptops**

Textbooks, laptops (in grades 6-8), novels, and workbooks are the property of Saint Andrew Academy. Teachers will distribute materials to each student, mark the number and condition of the items, and will ask students to do their best to maintain the current condition of the items. When the materials are collected at the end of the year, teachers will assess any damages (out of the range of normal wear and tear), and issue damage fees to individuals as needed. All students should report damage to school items to the teacher immediately. **If a textbook is lost, the teacher will issue a replacement fee. All fees are paid to Saint Andrew Academy by the last day of the school year.**

### **Assessments**

- Teachers will assess students using a variety of methods.
- Standardized tests also take place during specific times of the year. The Archdiocese uses the Terra Nova Test, which tests all core subject areas including math, reading, vocabulary, language usage, science, and social studies. In addition, grades 3, 5, and 7 students take the INVIEW, a requirement of the state. Terra Nova results are used as a guide for student placement and for assessing the implementation of our curriculum guidelines. Results are reported individually to each family and are typically shared at the end of the school year. Results are used by the academy to determine school improvement goals for the following year.

### **23. REPORT CARDS & GRADING SCALES**

Parents should use their Sycamore login and password to check grades often. On or before Meet the Teacher Night, parents will receive their own login and password. Once received follow these steps to process the Sycamore account:

- Go to Sycamore
- Click on Sign-in
- Put in the activation code given
- Proceed by following the directions

Once an account has been established, Saint Andrew families will receive all communications through Sycamore, which include but are not limited to...

- automatic grade updates
- daily and weekly news announcements
- important dates reminders and calendar changes
- athletic announcements

Parents should be logging into the Sycamore website each day. Student grades on progress reports will reflect the child's scholastic achievement in that one subject for the marking period. Parents will be provided with copies of their student's report cards each trimester on Sycamore. If parents have not logged in with in the first 30 days of school, the front office will call, leave an email, and/or send home notice in the Wednesday folder. Parents will have seven days to come into the school office for replacement log in and/or passwords. If no attempt is made notice of student probation will be sent to parents. Sycamore is our main method of communication and parent access is not only mandatory for signing off on policy and grades, but is a vital part of what makes our program and parent collaboration work so well.

#### **Academic/Grades PK**

A-All the time

M-Most of the time

S-Some of the time

N-Not Yet

NM-Concept has not been introduced

#### **Academic/Grades K**

S-Satisfactory

N-Needs Improvement

#### **Conduct/Effort Grades K**

+Steady Progress

/-Needs More Time

#### **Academic Grades 1 – 8**

A – 93 – 100%

B – 84 - 92%

C – 75 - 83%

D – 70 - 74%

U – 69% and below

#### **Conduct/Effort Grades 1-8**

S – Satisfactory Progress

I – Improving

N – Needs Improvement

#### **Promotion Policy**

It is the policy of the school that each student should progress through school, advancing one grade per year. However, a student may be recommended/required for retention, summer school or remediation, based on the judgment of the teacher and the administration. When recommended, twelve hours of summer school/tutoring is required for students having an "F" in any one of core content areas (mathematics and language arts). This can be done through an accredited summer program or certified teacher. A letter documenting completion of required hours is to be submitted to the school office by August 1<sup>st</sup>.

**When a student earns an “F” in two of any of the major subjects of English, mathematics, and language arts, the student will be retained, and will not promote to the next grade level.**

Parents will be notified about possible summer school and retentions during conferences. Final notification for summer school and lack of promotion will be addressed after **Spring Break**.

## **24. GRADES AND EXTRA CURRICULAR ACTIVITES**

Saint Andrew Academy provides a holistic program of academic excellence in which each child will achieve his/her highest potential. Part of that academic excellence includes prioritizing schoolwork and extracurricular activities. When poor organization and prioritization happens, student grades and achievement often suffer. It is essential that all influencing stakeholders receive communication indicating educational obstacles in order to provide a successful support system for each student. In this way, students are motivated to become lifelong learners and productive members of society through learned skills in life-work balance management.

### **Grade Checks:**

Students are given an “adjustment period” for academic performance during the month of August. No probation or suspension for academic work will be implemented during this time.

Starting in September, on the third Wednesday of each month, and for each following month, students, parents, coaches, and/or sponsors will receive communication through email, phone, and/or Wednesday folders of probation or suspension from extracurricular activities.

- A student with a failing grade (69% or lower) in **one subject** is put on **Probation**.
- **Probation** amounts to a warning. The student has four weeks (except from Nov. to Dec. of 2017) to bring the grade up to passing (70% or higher). If, with in the four-week period a continued failing grade is seen, the result will be a **suspension from activities**.
- A student with failing grades (69% or lower) in **two subjects** will automatically be put on a seven-day Suspension making the student ineligible to participate in the activity. The Principal will contact the Athletic Director or sponsor by written communication when a student is placed on suspension and is ineligible to participate in the activity. All grade-check information will be kept confidential.
- After the seven day suspension period, grades will be verified again. Once the student achieves passing grades, he or she will be cleared to participate at the end of the week. If the student is still struggling to meet the 70% grade requirement to play, the suspension period will continue for another seven-day cycle.
- 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.

### **Dates of Grade Checks:**

#### **1<sup>st</sup> Trimester:**

Sept. 19th, 2018  
Oct. 17th, 2018

#### **2<sup>nd</sup> Trimester:**

\*Nov. 20th, 2018  
Dec. 19th 2018  
Jan. 16th, 2019  
Feb. 20th, 2019

#### **3<sup>rd</sup> Trimester:**

March 20th, 2019  
April 17th, 2019  
May 15th, 2019

(\*Only one week of grades prior to grade check)

## **25. HOMEWORK POLICY**

In making assignments, teachers will strive to provide work in keeping with the student's ability and need. Home assignments broaden experience, stimulate new interests, and develop initiative, independent thinking and perseverance. At times the family will be asked to engage in homework in order to acknowledge community and the home.

The education of the whole child includes life skills like organization. An assignment notebook will be required by all students to record assignments and help with parent-teacher and student-parent communication. Students will also use their planners for self-reflection, analysis, and short/long-term goal setting for self-management. (Appropriate to their age level)

Students are expected to complete all homework assignments on time. Teachers will notify students and parents when homework is late or missing by using Sycamore, e-mails, phone calls, or weekly Wednesday folders. Teachers will assign the appropriate consequences, outlined in student planners, for late or missing homework.

### **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 and not included in time allotted.**

#### **Student Assignment Notebooks**

Assignment notebooks are very important for students to be able to note upcoming assignments, events, and expectations. Assignment notebooks are most effective when teachers and students work together in implementing their use. For example, teachers should reference the assignment notebook when assigning homework or when deciding on a date for a test. Teachers are expected to model the use of the assignment notebook in the classroom by stopping class instruction to allow for students to have their assignment notebooks out and checked.

**All students will buy** a Saint Andrew Academy Student Planner during the Meet the Teacher Night at the start of the school year.

#### **Summer Work**

Students entering PK-8 grades will receive Summer Enrichment Work in reading and math to complete over the summer. Students will be accountable for this work upon returning to school in some way as designated by the classroom teacher before the end of the previous school year. New families to the academy will be given summer work at time of enrollment and extra time to complete it.

#### **Academic Detentions**

A student who has 3 missing assignments in a class will earn an academic detention to be served during morning detention from 7:00 a.m.-7:30 a.m. on Tuesdays or Thursdays of the school week. A student who has 4 missing assignments in a class will earn a lunchroom detention to be served until all the missing work is complete. The assigning teacher will determine the activity for the detention. Academic detentions will take place from 7-7:30 a.m. Academic detentions do not accumulate like behavioral detentions.

## **26. TECHNOLOGY POLICIES,**

### **Computer Usage at SAA**

Students will have access to school computers and devices in various capacities. When using computers, individual students are assigned to a Chromebook/iPad for the entire year. While using the assigned device, students are expected to maintain upkeep and overall quality of the device. If at any time an assigned computer/device is misused, damaged, or neglected then the student assigned to the device will be responsible. Consequences may include the loss of computer privileges, communication home, and/or (in some cases) students may incur replacement fees for any/all damages to equipment.

### **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.

### **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. Users should not expect that files stored on school servers are 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.

### **In order to maintain a safe online presence and educational environment...**

- Never reveal personal information online (name, phone number, address, school, family name).
- Do Not send, receive, access or display offensive pictures.
- Be mindful and courteous by avoiding all obscene language and/or offensive slang that is harassing, insulting or threatening in nature.
- Maintain original settings of computer systems or computer networks.
- Be conscious of copyright laws when submitting documents or content from the Internet.
- ONLY Use your assigned ID and password, folders, work, and files.
- Make good use of all resources.
- Use the school network ONLY for school work and assignments.
- Chain messages bog down our system, please do not start them and stop them when they come to you.
- Ask your teacher permission before downloading any material or programs.
- Use personal chat or instant messaging for educational purposes only.
- Keep all posts positive and supportive.
- Report all issues and misuse to teachers and/or administration; **DO NOT** take matters into your own hands...doing so may further cripple the computer/device and implicate you as an accomplice to wrongful use.

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

### **Personal Electronic Devices**

Saint Andrew Academy sees the value in personal electronic devices, and upholds the archdiocesan philosophy regarding the use of such devices while at school. The Archdiocese of Louisville supports the safe and responsible use of personal electronic devices in ethical and legal ways. The use of these 21st century learning tools should focus on academic learning whether as part of class work or as use by individuals before or after school.

A Saint Andrew Academy Personal Device Usage form must be completed and returned to the school prior to the use of any personal electronic device on the school campus for personal or educational purposes. In this form, the school will outline its parameters for the use of the devices and provide a release of school liability for any loss or repairs.

If a student brings a personal device to school without having a form completed, the student must turn in the device to the teacher as soon as the student steps foot in the classroom.

## **27. PROGRESS REPORTS/CONFERENCES**

### **The Trimester**

The Academy year is divided into 3 trimesters. A formal Progress Report, or Report Card, is “given out” in Sycamore at the end of each trimester. Parent electronic signature will be required for this e-document.

### **Parent/Teacher/Student Conferences**

Mandatory Parent/Teacher/Student Conferences (PTSC) are scheduled with parents and students during the first and second trimester. During the final trimester, teachers may use written, phone, or personal conferences with parents.

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

**All grades and reports can be found on Sycamore (including deficiency reports, probation, and suspension notices). Grades are updated (a minimum) by the second and fourth Wednesday of the month.**

## **28. TRIMESTER AWARDS**

The purpose of the trimester awards is to recognize and reward academic achievement. There are three 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.

**AR:** Students who reach their AR goal for the trimester will be recognized.

## **29. STUDENT OF THE MONTH AWARDS/PEACEBUILDER AWARDS**

The purpose of the Student of the Month award is to recognize those students who are working to meet the culminating outcomes within the curriculum, have integrity (maintaining school and class expectations especially in the face of temptation), and actively living within the spirit of strong Catholic values. Students will be nominated by staff members each month and recognized at the end of each month with a certificate and recognition in the parish bulletin.

### **30 ATTENDANCE AWARDS**

#### **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.

### **31. COMMUNICATION/WEDNESDAY FOLDERS**

All school communication will be posted to **Sycamore (found on the schools website)**. Parents will need to log in using their family id and password to obtain this information, and regularly check the webpage. In addition, every student will take home a Wednesday Folder detailing their school work and other elements of communication related to their class which will be established with each child's teacher. Parents should review **Sycamore** and the folder each week.

### **32. DISCIPLINE OR CONSEQUENCES FOR ACTIONS**

Students at Saint Andrew Academy are expected to show respect for self, for others, and for all things at all times. Students are expected to contribute positively to the learning environment by following the school and classroom procedures. Students are expected to show integrity and honor in all accomplishments. Students are expected to treat everyone with kindness and help others grow in the spirit of Jesus.

**Saint Andrew Academy wants to promote the following behaviors in order to establish a positive atmosphere:**

- Use courteous, respectful, and appropriate in language and behavior toward all
- Be honest in speech, in class work, and in respect to other's property
- Be present, on time, and attentive for and during class
- Be prepared for class with books, supplies, assignments, etc.
- Be in uniform compliance and remain within designated campus boundaries during school hours.
- Possession, transfer, and/or sale of alcohol, illegal substances, and weapons on or off campus (according to Federal and State laws) is not permitted and shall result in an indefinite suspension.

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. St. Andrew Academy teachers will post and review classroom rules and expectations consistently, as every classroom teacher will uphold certain behaviors based on the age-level of the student. To enforce classroom rules and expectations with consistency, teachers will use many procedures for correcting a lack of self-discipline, including:

- Private counseling with the student
- Extra productive work, detention, conference with student and or parent
- Private Reproof, conditioned by the case and in the spirit of Christian charity
- Isolation within the range of the teacher's vision
- Referral to the principal's office
- Loss of privileges
- Morning detention
- In school suspension
- Probation and suspension

In addition, Saint Andrew Academy teachers use some element of a behavior tracking system in order 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.

### **1<sup>st</sup> and 2<sup>nd</sup> Grade Behavior Tracking System**

- Behavior reflection guides will be completed by the student and signed by his/her guardian.
- Consequences for poor choices include: name covering (reflects a need to stop a negative behavior).
- Positive Intervention Supports include, but are not limited to, the class collection of 25 Super Stars. Once the class achieves the goal, the class will vote on the reward.

**\*\*\*FOR ANY INFRACTION THE PRINCIPAL/DESIGNEE RESERVES THE RIGHT TO IMPOSE/NOT IMPOSE CONSEQUENCES RANGING FROM DETENTION TO EXPULSION BASED ON CIRCUMSTANCES\*\*\***

### **Positive behavior communication**

Students excelling, or showing positive growth areas, will have a positive communication sent home at least once a month. Positive communication will be specific and personalized.

### **3<sup>rd</sup>-5<sup>th</sup> Grade Behavior Tracking System**

#### **Student infractions**

After a verbal warning, Teacher will write student's name in the binder

- 1st name in the binder = loss of 5 minutes of recess.
- 2nd name in the binder = loss of 10 minutes of recess
- 3rd name in the binder = student will receive a green sheet and loss of 15 minutes of recess

#### **Green sheet**

After the 3rd name in the binder, a green sheet is to be completed by student, signed by student, signed by teachers, and signed by parents. An email will be sent to parents notifying them of a green sheet being sent home.

#### **Exceptions:**

- **Two names in binder with in a 45-minute class period** = student will receive a green sheet and loss of 15 minutes of recess. An email will be sent to parents notifying them of a green sheet being sent home.
- **Two or more green sheets in a week** = morning detention, on the next Tuesday or Thursday scheduled by the teacher. An email will be sent to parents notifying them of green sheets and detention.
- **After two detentions are given within a 6-week period**, a meeting with student, parents, teachers, and administrators will be held to establish a behavior intervention plan.
- **Any severe infraction of school policy** will warrant a communication card and an immediate classroom intervention plan between parents and teacher. The principal's intervention participation will be determined on the communication card. An email will be sent to parents notifying them that a communication card is being sent home.

**Positive Behavior Rewards:**

- Students with zero names in the binder for ten class days will receive an extra recess or privilege (given by their homeroom teacher) and mention on the Principal’s positive behavior board during announcements.
- Students excelling, or showing positive growth areas, will have a positive communication sent home once a month.

**6th - 8th Grades Behavior Tracking System**

**House Meeting**

The last Friday of each month, students will meet in House the last period of the day to:

- Reflect on and review goal attainment for the month - use House sheets and Behavior Card to track
- Set new goals in their Student Planners for the next month
- Turn in House Sheets and Behavior Cards
- Receive next month's Behavior Card.

House Sheets will be turned in to administrators at the end of the day.

**Student Behavior Card**

House Mentors will be monitoring and tracking student behaviors. Each student receives a Behavior Card from his or her House Mentor at the start of every month. This card lists infractions that will cause students to sign the card, along with a listing of automatic detention infractions. During the month, the student will keep the card with him or her and must use this to write in an infraction noted by a teacher or administrator. At the end of each day students turn in their cards to their House Mentors. Each morning they take back their card to use throughout the day.

*Behavior Infractions*

1 - Missing Classroom Materials	2 - Talking at Inappropriate Times	3 - Off Task Behavior	4 - Not Following Directions
5 - Chewing Gum	6 - Disrupting Another Class	7 - Out of Area	8 - Disrespectful to Others
9 - Disruptive Behavior	10 - Physical Contact	11 - Throwing Objects	

*Automatic Detention*

Inappropriate Language	Lying to an Authority Figure	Defacing or Destroying Property	Stealing
Cheating	Forgery	Harassing	Threatening
Improper Computer Use			

A Student having to sign his/her Behavior Card, leads to specific consequences.

- 2 times in one class = Detention
- 3 times in one day = Detention
- 6 times in a week = Detention

Behavior Cards also provide points for House Sheets. Students with no infractions get 50 points, 1-2 infractions get 25 points, 3-4 infractions get 15 points, and more than 4 receive no points.

## **Detentions**

Detentions are served on Tuesday and Thursday morning, from 7:00am until 7:30am, each week. Students must get the detention note signed by parents and return when they serve the detention. Students must serve the full 30 minutes. Teachers writing detentions will email all teachers to let them know a student is coming to detention. The teacher who is in charge of detention that day will email all teachers to let them know who served and who was a no-show.

No-shows will make-up the detention by serving two days of silent lunch and no recess. Students who arrive late will make-up the time by serving one day of silent lunch and no recess. During detention, students may work on school work but no use of cell phones, chrome books, and no eating, drinking, or talking is allowed.

## **Additional Behavior Consequences**

In addition to detentions, other consequences will be used to help students get control of chronic behavior issues.

- *Loss of Privileges.* At the discretion of teachers and administrators, students exhibiting continual behavior issues, or academic concerns, may be held out of any privileges provided to students, ie. recess.
- *Behavior Plans.* Any student receiving two detentions in a three-week period will have a meeting with their parents, teachers and administrator to develop a specific plan for improvement.
- *Sports/Extracurricular Eligibility.* Students who participate in any school sport or extracurricular activity (ie. track, basketball, football, cheer, dance, archery, student council, etc.) will complete an eligibility form and have their teacher's sign, each week the activity is being done. Students must maintain an 80% academic grade, no names on their Behavior Cards, and no detentions. If the student does not meet these standards, he or she will not be allowed to play in any competitions until they have reached the standards. Copies of the Eligibility form will be given to each coach or sponsor of the activity and school administration.
- *In-school Suspension* - based on chronic behavior issues, at the discretion of the Principal.
- *Suspension* - based on chronic behavior issues, at the discretion of the Principal.
- *Expulsion* - based on chronic behavior issues, at the discretion of the Principal.

We would like to foster an environment of natural consequences and learning to self-manage behavior. As all students are unique individuals, not all behavior plans, or consequences, may be the same.

\*\*\*FOR ANY INFRACTION THE PRINCIPAL/DESIGNEE RESERVES THE RIGHT TO IMPOSE/NOT IMPOSE CONSEQUENCES RANGING FROM DETENTION TO EXPULSION BASED ON CIRCUMSTANCES\*\*\*

## **STUDENT PLANNER REFLECTION**

### **POSITIVE BEHAVIOR COMMUNICATION:**

Students will have a positive communication sent home at least once a month. Positive communication will be specific and personalized.

### **34. ACADEMY RULES/CLASSROOM RULES:**

Classroom rules and consequences will be posted in every classroom visible for all to see. These rules and consequences will be shared on Sycamore and during Meet the Teacher Night. Additionally, it is expected that all Saint Andrew Academy Rules be followed at all Saint Andrew Academy and Saint Peter the Apostle events, including extra-curricular, athletic, and academic events. Students will be held accountable during these events, as they are representing the school.

### **35. 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 oneself, another person 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.

### **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 police will be informed.
2. The student will be isolated from the general population.
3. The parent/guardian will be contacted to remove the child from school grounds.
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, 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, Saint 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 the Academy immediately to meet with the Principal about this matter.

**40. FOOD SERVICE/ CAFETERIA**

**Cafeteria Manager**

**Margaret Parsons 935-4578 ext. 263**

Saint Andrew Academy runs its own lunch program. Hot lunches are available at a cost of \$3.75 per day. All prices are subject to change from year to year. Free and reduced lunch will be determined based on CEF financial applications; however, parents must provide a written request to the office which will initiate the inquiry into financial records.

Students choose their entrée preference each morning during their homeroom/house period. Students who arrive after 9:30 will be served the main entrée for that day.

### **Point of Sale System (POS)**

Each student has an individual account number or PIN number; this is not a shared family number. Parents or students may add money to a student lunch account by sending in the appropriate funds, and the student will distribute the funds to his or her homeroom teacher. The money will then be sent to the cafeteria office to be added to the account. Students are expected to pay for all meals before time of service. Students can purchase breakfast items from **6:45 a.m. to 7:30 a.m.** each day.

### **Lunch**

Students can purchase a hot lunch for \$3.75. Students can purchase an extra entrée for \$2.50.

### **A la carte items:**

Range of Prices: \$0.55-\$1.00

These items are sold at the cafeteria manager's discretion and are not part of the regular lunch program. Extra items are for sale to any student ranging from chips, ice-cream, cookies, etc. A La Carte items and breakfast items are not part of the Federal Free/Reduced Program.

### **Competitive Foods**

No food or beverage may be sold or served to students in the cafeteria. Parties and classroom treats must wait 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 or pay on the spot. SAA adult lunches are \$5.50. 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.

### **Cafeteria Expectations**

Students are expected to take part in cleaning up after they eat. Students wash their tables, stack chairs, and sweep their eating area on a rotating basis. This promotes ownership and accountability.

## **42. PARENT ORGANIZATIONS**

### **The Academy Board**

The Academy Board advises on the establishment of policies and works toward the completion of the school improvement plan. The school board will meet on the second Thursday of each month at 6:30 p.m. in the Academy Library. Guests wishing to attend, must get permission from the Chair of the Board 2 weeks prior to the meeting. Minutes of each meeting are posted on the school's webpage.

### **Parent Teacher Organization (P.T.O.)**

The purpose of this organization is to foster better communication and to establish a means for coordinated social and fundraising activities on the part of the total Academy community. All families are part of the PTO, and they are encouraged to actively participate in this organization by volunteering **four hours** during the course of the year. From year to year, the P.T.O. has led multiple opportunities that promote the overall well-

being of the school community. The efforts of the P.T.O. can be seen in the programs they lead including, but not limited to the following:

**School Fundraisers** – Tuition based schools, like Saint Andrew Academy, use fundraising to off set cost. The more active families are in the fundraising process, the more likely we are able to keep tuition costs low.

- **Pull Tabs-** The purchase of these during parish events goes back to the school.
- **Kids Night Out-**A babysitting service so that parents can have a night out.
- **Fall Mums/Spring Knockout Roses-**A local farmer works with Saint Andrew to give us the best product for seasonal planting. We support him as he supports us by giving the school a portion of the sales.
- **Recycling Cans-**Aluminum cans are deposited, and we earn a percentage of what is deposited.
- **Trivia Nights** – A battle of the wits...teams pay to compete against each other with knowledge bases of themed topics.
- **Box Tops-**Last year we earned over \$1000 dollars just by collecting the little pink squares off of select brand food boxes.
- **Shoparoo** – Parents enter a picture of their shopping receipts and the school is awarded points and \$! Receipts from restaurants and grocery shopping to retail shops...each receipt helps the school!
- **Coke Rewards-** *“I’d like to buy the world a Coke”*: when you buy Coke Products send in the plastic tops or the card board casing. We made enough in points last year to purchase two new bulletin boards, a healthy eating kit, and a floor hockey set.
- **Dining for Dollars-**Once a month, community venues and eateries partner with the school by giving back a portion of their profits.
- **Lenten Fish Fry Cake Wheel-** When we bake cakes, we support the Cake Wheel during the Fish Fry.
- **Casino Night** – Silent/live auctions, live music/DJ, and plenty of opportunity to try your luck! Casino night is the school’s biggest fundraiser of the year so be sure to invite all your friends and family!

**School Coordinated Activities**

Mixers/Socials  
 Sacrament Celebrations  
 Holiday Parties  
 Graduation  
 High School Scholarships  
 Teacher Recognition  
 Teacher Supplies

**Parish Activities**

Catholic Schools Week  
 Card Party  
 Fall Fest  
 Festivities Fish Fry  
 Parish Picnic

**PTO Members**

Stacey Hutchinson	-President
Jennifer Broda	-Treasurer
Cathy Wright	-Teacher Representative
	- Executive Board Member
Melinda Winn	- Board Member
Cheri Murphy	- Board Member
Andrea Calhoun	- Board Member

### **Athletic Ministry**

The Athletic Ministry will facilitate the social and physical growth of our students. Its purpose is to train and teach sports and good sportsmanship alike. The ministry provides coaches, equipment, and finance for this program. Following the Catholic Academy Athletic Association (CSAA) guidelines, St. Peter the Apostle parish and St. Andrew Academy school children in good standing are eligible. All parents and students must sign a Code of Conduct in order to participate in sporting events.

Besides the quality sports teams, throughout the course of the year, the Athletic Ministry provides leadership in planning the following activities but not limited to:

- **Homecoming**
- **Parish Picnic**
- **The Athletic Director for 2018-2019 is Billy Calhoun.**

### **43. VOLUNTEERS**

St. Andrew is very fortunate in having volunteers who sincerely believe in the mission and philosophy of this Academy. All new volunteers are required to pay for their own background check. St. Andrew Academy utilizes an outside system to complete this check. This system will mail or email your background check directly to the school. This process takes 6 – 8 weeks to complete. Additionally, and in accordance with Archdiocesan policy, all chaperones are required to attend a one-time Safe Environment training. Notifications of dates are available in the parish office. The approved background form and training must be on file in the office before volunteers are allowed to work with the students. Volunteer opportunities will be posted on the Sycamore site so that parents can view ways in which they can become involved. The Chair, and academy board member, of the volunteer committee is Kimberly Miracle

### **44. 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 emergency, school families will be notified using the Sycamore system. Parents will receive alerts to their cell phone as a text message or to their email account in an email blast. Notices will also be posted on the school's Sycamore site in the "News" section.

### **45. FIELD TRIPS**

All field trips promote the academy mission of educating the whole child. Assignments related to the field trip are given prior to or as a follow-up upon returning to school. School absence policy will apply to all students not attending school on a field trip day or those who are signed out after returning from the field trip.

Written permission (Appendix B) 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. If a student is not present the student will be counted absence for the day.

Transportation for all field trips will be by commercial bus service. Because these trips are academic in nature, they should not be confused with “Family Outings”. Parent chaperones must have a background check on file with the school and have taken the Safe Environment Course. 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 the 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. The teachers, for this student, will provide schoolwork and these grades will be averaged into the semester's grades.

#### 46. CHAPERONE RESPONSIBILITIES

Saint Andrew Academy encourages parents to participate in our curriculum and welcomes parents as chaperones. 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, upholding the rules of the Academy for decorum, and upholding behavior expectations in public. 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 students. In order to chaperone any field trip, you must have a current background check on file at Saint Andrew Academy. **Your background checks must be completed yearly.** In accordance with Archdiocesan policy, all chaperones are required to attend a one-time Safe Environment training; notifications of dates are available in the parish office.

#### **8<sup>th</sup> Grade Class Trips**

At the end of every Trimester, 8<sup>th</sup> graders have the opportunity participate in a Privilege Day or attend a day trip. The 8th grade parent committee and 8th grade teacher will organize all 8th grade class trips with approval from the principal. All 8th grade trips are a privilege; therefore, any student whose academic standing or behavior is in question for the trimester will not be allowed to attend. This decision rests with the Principal and the teacher. As with all field trips, absence from school on a privilege day or trip, will result in an "Unexcused Absence".

#### **8<sup>th</sup> Grade Trip Academic/Behavior Requirements**

1. Students must meet all of their AR goals for the trimester a week before the trip.
2. Students must meet a C or better in all core content area classes. Students may not be on academic/behavior probation or suspension (with the exception of SAP students)
3. Students may not be on a Behavior Intervention Plan (with the exception of SAP students)

#### **8<sup>th</sup> grade Class Trip fundraisers**

Fundraising for 8<sup>th</sup> Grade class trips will be limited to 3 events on/off school grounds. The Principal must approve each fundraiser at least one month prior to the event. All fundraising monies collected must be divided among all participating students regardless of participation in the fundraising activity.

#### 47. ACADEMY TELEPHONE USE

During the school day, **6:30 a.m. to 2:40 p.m.**, students may not use the telephone unless permission from the Principal is granted. Under no circumstances is a child permitted to use any phone without permission from the teacher or Academy office.

Cell phones that are brought to school must be turned off and collected by the homeroom teacher in the morning upon the student's entry into homeroom/house, so as not to be a distraction or disturbance in the classroom. In some cases, teachers may ask students to use their cell phones to complete a task. **This would be at the teacher's discretion.** At the end of the school day, once students reach the double doors leading into the common area, teachers will return student cell phones. If a student brings their cell phone to school, and failed to comply with this policy (the cell phone rings or tones go off during the school day), the cell phone will be confiscated and only returned to the parent by administration.

## 48. 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.

## 49. 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 6<sup>th</sup> 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 1<sup>st</sup> 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  $\geq$  12 months of age & 2<sup>nd</sup> 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  $\geq$  12 months of age & 2 measles containing vaccine; 3 Hep B; 1 Varicella
  - $\geq$  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  $\geq$  12 months of age & 2<sup>nd</sup> measles containing vaccine for children born 10/01/90 or later; 3 Hep B for those born 10/1/92 or later
  - At 6<sup>th</sup> grade entry
    - 1 MMR  $\geq$  12 months of age and 2<sup>nd</sup> measles containing vaccine; 3 Hep B
  - 11 years to < 13 years

- DtaP or Td Booster is to be given prior to 13<sup>th</sup> birthday
- TB test results for any student requested, if deemed applicable

**During the 2018-2019 school year all students are required to have the Hep A vaccination series by the first day of school. This series is two shots with a six-month waiting period between shots. If a student has gotten the first shot and is waiting the required time for the second shot, that student will be allowed to attend as long as an appointment for the second shot has been made.**

#### 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 1<sup>st</sup> of current school year.

#### 6<sup>th</sup> Grade Students Need

- An updated immunization certificate indicating their second (2<sup>nd</sup>) MMR shot
- A second preventative health care examination, documented on the Preventative Health Care Examination Form – Sixth (6<sup>th</sup>) 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 13<sup>th</sup> birthday.
- An updated immunization certificate must be provided.

#### Scoliosis Screening:

- All 6<sup>th</sup> and 8<sup>th</sup> 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 6<sup>th</sup> grade or 8<sup>th</sup> 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 1<sup>st</sup> 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 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 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 to 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 Mrs. Stephanie Blandford [stephanieblanford@saintandrewacademy.org](mailto:stephanieblanford@saintandrewacademy.org) ex 245**

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.

**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.

- *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.** (See Appendix)

This medication should also be in the original container. A signed authorization form from the parent is required for school personnel to give medication to a student. The information on the medication 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                        |
| 9) parents' phone numbers at home, at work, and an emergency number. |  |

**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.**

### **Students with Allergies**

Saint Andrew Academy understands that some students suffer from severe allergies. Our policy is to provide a healthy, safe, and inclusive environment for all children. In order to maintain this commitment we work hard to do the following:

1. Keep needed medications like epi-pens and Benadryl on hand for immediate access if and when needed.
2. Provide a safe snack/food substitute for children with food allergies.
3. Publish and post a safe snack/food list to necessary stakeholders.
4. Keep peanut free areas within the school.
5. Maintain open communication with parents and families regarding individual student health needs.

### **Medical Exclusions from School**

Children who have conjunctivitis (pink eye), head lice, or other contagious 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.**

## 50. 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 PK – 8 are required to wear the school uniform and observe the specified dress code.

## 51. DRESS CODE FOR STUDENTS

The St. Andrew Academy uniform is required of all students.

**Coffman's is the local store for all Saint Andrew logo apparel.**

### PreK4-8 GIRLS:

- **Skirts**-Plaid #032, four pleats. Follow the **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.)**
- **Jumper**-Plaid style #032, soft pleats, square neck (Preschool and kindergarten may wear these.)
- **Skorts**-Plaid #032, flat front,
- **Slacks**- Plain or pleated khaki slack (Preschool and kindergarten must wear elastic waist slack.)
- **Shorts**- khaki uniform shorts. **Shorts can be worn from August to Nov. 1 and again from April 1 to the end of the school year. Any changes to these dates, weather permitting, will be announced by the principal via batch email and Sycamore.**
- **Shirt**-Royal blue or white polo, short or long sleeve; no pocket or logo other than the SAA logo. Any t-shirts worn under the uniform shirt must be of school colors (white, royal blue, or gray) and plain.
- **Socks** – solid white, black, blue or grey (no logos permitted)
- **Tights/Leggings**- solid white, grey, navy, or black.
- **Sweater** – Navy blue uniform cardigan or vest.
- **Sweatshirt** – authorized St. Andrew Academy uniform sweatshirt in gray or navy blue.
- **Fleece**- authorized Saint Andrew Academy uniform pullover in navy blue.
- **Belts** – Must be plain black, brown, or navy blue. (Preschool and kindergarten do not require a belt.)

### PreK4 -8 BOYS:

- **Pants** – khaki plain or pleated. (Preschool and kindergarten can wear elastic waist slack.)
- **Shorts**- khaki uniform shorts. **Shorts can be worn from August to Nov. 1 and again from April 1 to the end of the school year. Any changes to these dates, weather permitting, will be announced by the principal via batch email and Sycamore.**
- **Shirt** – 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, black, blue, or grey (no logos permitted)
- **Fleece**- authorized St. Andrew Academy uniform pullover in navy blue
- **Sweater** – Navy blue uniform cardigan or vest
- **Sweatshirt** – authorized St. Andrew Academy uniform sweatshirt only
- **Belts** – Must be plain black, brown, or navy blue. (Preschool and kindergarten do not require a belt.)

### PreK 2 Year Old & 3 Year Old

May also choose to use the PE style uniform of Saint Andrew Tee Shirt and Official SAA Mesh Shorts (Before November 1<sup>st</sup> or after April 1<sup>st</sup>) or Official SAA Sweat Pants (after November 1<sup>st</sup> to April 1<sup>st</sup>)

**Dress Code That Applies to All Students:**

**Eighth Grade Tee-shirt and/or Sweatshirt** -These are unique to the class and are to be worn in place of the uniform top on **Thursdays ONLY**. Wearing the shirt or sweatshirt is not optional.

**House Shirts**- These are unique to the House and are to be worn in place of the uniform top on **Fridays ONLY**. Wearing the shirt is not optional. Be sure to order enough to cover the school year.

**Spirit Days** – Students may wear uniform bottoms with any Saint Andrew Academy/Jaguar top.

**Jean's Days**- In the event that a Jean's Day occurs for incentive purposes, students may wear what they want as long as it follows Out of Uniform guidelines. Shorts/jean shorts may also be worn during between dates indicated above (or as determined by Principal)

**Shoes**-Shoes should be athletic type or appropriate for school wear. Shoes must be properly laced and/or fastened at all times. Shoes must have a full back and a full front. Shoes must also be worn with socks. Cleats damage the floors and are not permitted in the school or gym at any time.

**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 remain above the eyebrows (Principal/Teacher may pull the bangs down to check). ***Colors of hair shall be limited to colors that are found in natural human hair.*** **Boy's** hair length shall not touch the collar in the back. **In addition, boys should be clean shaven. Hair cut notices will be issued when students fail to comply. Students will have one week to comply with the hair cut notice. After 1 week the student will not be allowed to attend classes until his hair is with in policy standards.**

**Jewelry**-All jewelry must be removed for PE class days because of injury. The only permissible jewelry is a small neck chain with a religious medal or small cross. **Girls** are permitted to wear one pair of small post type earrings. **Boys** are not allowed to wear earrings of any type.

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

**Jackets/Hats**- Hats are not to be worn in the building at any time. Jackets may be worn while going to and from the outside.

**Out of Uniform Dress Codes:**

**For Jeans Days/Birthday Dress down/Graduation/Confirmation/Special Program Attire –**

- Shirts and dresses must cover all of the shoulder and be of appropriate length.
- Footwear must cover all parts of the foot.
- • Skirt and shorts length must align with fingertips when arms are fully at rest at the student's side.
- Jeans with holes or tears are not permitted. Leggings/Jeggings or may be worn with a long shirt.
- All pants, shorts, and skirts must fit properly (belts may be used to help maintain proper fitting).
- All printed language must be appropriate for a Christ-centered environment.
- Make-up is only allowed for 8<sup>th</sup> grade privilege day, 8<sup>th</sup> grade awards day, and 8<sup>th</sup> grade graduation.
- Socks must be worn.
- Appropriate shoes for school activities must be worn with socks.
- Jewelry may be worn. To avoid injury to students, dangly jewelry (especially hoop earrings) should not be worn.

**Parents will receive communication when students are not with in the Saint Andrew Academy Dress Code. Communication will be an immediate call home for the appropriate attire. If the home cannot be reached, the school will make appropriate arrangements before the student returns to class and written communication will be sent home.**

**Remember, non-uniform days are really an opportunity to express pride in who we are as a school. As clothing styles are constantly changing. There is no way all types of clothing can be categorized in this handbook. Therefore, Saint Andrew administration reserves the right to deem new fashions inappropriate for school. We will make every attempt to notify parents in advance of clothing that is not allowed at the Academy.**

#### **54. BRAIN BREAKS**

Brain breaks for all grade levels occur three times each day. The decision to not have outdoor Brain Breaks will depend upon three main variables. Reasons for not having outdoor Brian Breaks may include the following: Misuse of Brain Break time (classes are scheduled for 10 minutes of outdoor Brain Break time, thus working together in an organized fashion to receive the most outdoor time is essential), scheduling around programs that do not allow for Brain Breaks, and inclement weather – stormy, wet, freezing, and excessive wind (poor weather will indicate that Brain Break will be taken indoors).

#### **55. CLUBS/SPORTS**

Students are encouraged to take an active role in clubs and activities in order to develop strong relationships and build good sportsmanship. Often, teachers and parent volunteers take the lead role in the activities that are offered.

##### **Clubs**

Quick Recall  
Safety Patrol  
Student Council  
Reading Club  
Chess Club  
  
Book Bee  
Mass Servers  
STLP  
Peer Tutors  
Art Club  
Choir  
Spanish Club  
Lector Club  
Governor's Cup  
Drama Club

##### **Sports**

Football  
Cheerleading  
  
Cross Country  
Track  
Volleyball  
Softball  
Basketball  
Soccer  
Archery  
Swimming

#### **56. BIRTHDAYS/PARTIES**

During the 3<sup>rd</sup> Wednesday of the month, students will be recognized for their birthday with an out of uniform day. In addition, on this day, birthday students will be announced during morning announcements. Parents should refrain from bringing in birthday treats/food items due to student allergies. Instead, Small trinkets, pens, pencils, or other small gifts may be handed out at the end of the school day. Please talk to your classroom teacher about alternative birthday party options.

## **57. MIDDLE SCHOOL HOUSE SYSTEM**

Our Middle School House System has been established to help promote our mission and to help reach our goals.

The philosophy behind the house system is to provide an environment where smaller groupings of students (in mixed grades) are able to work together toward a common goal. It provides the students a greater sense of belonging, promotes new friendships among students, helps them to develop stewardship skills, and builds a stronger sense of identity and relationship with mentor teachers.

At the end of the 5<sup>th</sup> grade, students participate in a sorting ceremony where our sorting hat places them in one of four houses. These houses are: Patrick, Francis, George, and Joshua. All of our houses have been named after Saints or Sacred Persons, chosen by the original house mentor, and have a motto. Currently each house is made up of about 20 students. The students remain in the same house throughout their time in middle school.

Each house is assigned at least one teacher mentor who will also be their homeroom teacher. This allows the teachers to really get to know their house members and follow them for 3 years, offering support to them through positive daily interaction.

Research following a 10-year study of the Columbine shooting shows that a daily “check and connect” with an adult at school helps increase students’ engagement with school and decreases hostility and violence. Adolescents, even though they say they want to be left alone, they really want some kind of connection with an adult who understands and cares.

Once placed in house, students begin creating a community by working together to earn points for their house. Points are earned by participating in school activities (extracurricular), getting involved with church ministry and other stewardship projects, and competing in both individual and group challenges.

Students participating in activities (though they may have previously ignored) are building connections and friendships with people outside their normal peer group. Students will be able to showcase their own individual talents while helping their house succeed; there is something for everyone to participate in. The ultimate goal is to be the house with most points at the end of the school year. In doing so the house with the most points earns a field trip. Top point earners from each house will be able to participate in the trip as well. On the path to their reward, students will find intrinsic rewards for and the value of cooperation, teamwork, good sportsmanship and community.

APPENDIX A



**Saint Andrew Academy  
Excellence in Education  
Service Above All**

**VIOLATING AND CRIMINAL, GANG-LIKE ACTIVITY**

Violating and criminal behavior as well as gang-like activity will not be tolerated on school grounds or at any school-sponsored activity. Students will not act in any way that shows a lack of support for the Saint Andrew Academy mission. Students will not wear/display explicit gang-like symbols. Violation in any way may result in suspension and/or other appropriate action as deemed by the principal.

**Violating and criminal behavior may include but are not limited to:**

fighting within the community  
posting negative messages or negative behavior on social media sites  
destruction of community property  
misrepresentation of the community in any way  
an action that negatively impacts the Saint Andrew Academy students, teachers, and community  
an action that slanders the mission or vision of Saint Andrew Academy students, teachers, and community

**Gang-like:**

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 violating and criminal behavior as well as gang-like activity is suspected/observed on school grounds or at any school-related activity, as well as brought into the school community, the following steps shall be taken by the school:

1. The teacher, or other person, having the information shall notify the principal of the school wherein the student is enrolled;
2. The principal, in consultation with appropriate resources, will gather information to make a determination of student involvement.
3. Upon confirmation of student involvement, the student's parent or legal guardian shall be notified, appropriate disciplinary action taken within the school's behavioral system, and written documentation kept on file;
4. 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;
5. Local law enforcement should be notified when deemed appropriate by administration.

APPENDIX B



**Saint Andrew Academy  
Excellence in Education  
Service Above All  
Field Trip Information & Permission Form**

**Field Trip Information:**

Field trip to:	For the purpose of:

Approximate departure time and date:	Approximate return time and date:

Cost: (Cash or check made payable to Saint Andrew Academy)

Means of Transportation:

Chaperones:

Special Instructions:

School uniforms must be worn:	Yes	No
Jeans may be worn:	Yes	No
Bring sack lunch/drink	Yes	No
Bring money for restaurant lunch	Yes	No

*Save this part of the form for future reference.*

*Cut here-----Cut here*

*Sign this part of the form and return it to your child's teacher.*

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.**

I request that Saint Andrew Academy allow my son/daughter to participate in the following field trip. I give my permission for \_\_\_\_\_ to attend and participate. Enclosed, please find cash/check in the amount of \_\_\_\_\_ to cover the cost of the trip. I give my permission for \_\_\_\_\_

to receive emergency medical treatment. 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.

**In an emergency, please contact:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

APPENDIX C



**Saint Andrew Academy  
Excellence in Education  
Service Above All**

**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 (Continued)



**Saint Andrew Academy  
Excellence in Education  
Service Above All**

**PHOTO, VIDEO, WEBSITE RELEASE PERMISSION FORM**

**Please Print**

**Student Name:** \_\_\_\_\_

**School:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_

**Home Telephone Number:** \_\_\_\_\_

**Parent/Guardian:** \_\_\_\_\_

I, \_\_\_\_\_, parent or guardian of  
\_\_\_\_\_, do hereby give and grant to

**Saint Andrew Academy 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



**Saint Andrew Academy  
Excellence in Education  
Service Above All**

**PERMISSION FORM FOR PRESCRIBED/OVER THE COUNTER 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 its original container.)

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

APPENDIX E



**Saint Andrew Academy  
Excellence in Education  
Service Above All**

**PERSONAL ELECTRONIC DEVICE USAGE FORM**

As a user of Saint Andrew Academy School's computer network, I hereby agree to comply with its Personal Electronic Device policies including the use of the Internet. I intend to use my device for school purposes, and to follow the classroom rules established by my teacher at the time of use.

**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 a Personal Electronic Device and the Internet while at school.

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 Personal Electronic Devices 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:** \_\_\_\_\_

- Personal Electronic Devices, while the property of the student, must be used responsibly and within the user guidelines established by SAA during school hours.
- Personal Electronic Devices are the property of the student and SAA takes no responsibility for the upkeep or repair of any individual device.
- Personal Electronic Devices are the property of the student and SAA takes no responsibility if the device is lost or misplaced during school hours.
- Personal Electronic Devices may only be used in the classroom when permission is given by the classroom teacher.

APPENDIX F



**Saint Andrew Academy  
Excellence in Education  
Service Above All**

**MORNING DETENTION NOTICE**

**Today's Date:** \_\_\_\_\_

**Detention Date:** \_\_\_\_\_

**Student Name:** \_\_\_\_\_

**Reason for  
detention:** \_\_\_\_\_

\_\_\_\_\_

**Teacher assigning detention:** \_\_\_\_\_

**Student is to Report to** \_\_\_\_\_ **in Rm** \_\_\_\_\_ **on** \_\_\_\_\_ **at** \_\_\_\_\_  
Teacher's name                      Room #                      Date                      Time

**Dear Parent,**

As a result of behavioral infractions and/or missing homework assignment, your student is to report to morning detention on the above date. Detention begins at 7 and end at 7:30. Please sign this document below and return to school the next day.

Thank you,

Mr. Stuart Cripe, Principal

Stephanie Blandford, Counselor

**Student signature** \_\_\_\_\_

**Parent signature** \_\_\_\_\_

Appendix G  
PROBATION FROM EXTRA CURRICULAR ACTIVITIES



**Saint Andrew Academy is a Catholic School  
committed to the education of the whole child  
in a Christ-centered environment  
where faith and friends grow together.**

Dear parents/guardians,

I am writing to inform you that your child has a grade of 69% or less in two or more of his/her classes (as of \_\_\_\_\_). Please login to Sycamore for more details.

Per our handbook your child will be on Academic Suspension for 7 days.  
Academic Suspension includes suspension from all extra-curricular activities.  
This time will provide your child with the opportunity to get his/her grades to 70% or above.

Grades will be checked again on \_\_\_\_\_

- If your child's grade has reached 70% or above, Academic Suspension will end.
- If your child is not passing, the Academic Suspension (7-day cycle) will begin again.

If you have any concerns or need clarification of assignments, please contact your child's teacher.

Sincerely,

Mr. Stuart Cripe, Principal  
at Saint Andrew Academy

## Appendix H



**Saint Andrew Academy is a Catholic School  
committed to the education of the whole child  
in a Christ-centered environment  
where faith and friends grow together.**

Dear parents/guardians,

I am writing to inform you that your child has a grade of 69% or less in one of his/her classes (as of \_\_\_\_\_). Please login to Sycamore for more details.

Per our handbook your child will be on Academic Probation for 4 weeks. During this time, your child must get his/her grade to 70% or above. If at the end of 4 weeks your child has not improved the grade, he/she will be put on Academic Suspension for a period of 7 days. This letter acts as communication of academic issues and will NOT be noted on any permanent record. As all academic issues are highly sensitive this communication is between principal, teacher, and parents only.

Grades will be checked again on \_\_\_\_\_.

- If your child's grade has reached 70% or above, Academic Probation will end.
- If your child is not passing, we will check every week until \_\_\_\_\_ at which time if there is no improvement, your child will be put on Academic Suspension and will not be able to participate in extracurricular activities.

If you have any concerns or need clarification of assignments, please contact your child's teacher.

Sincerely,

Mr. Stuart Cripe, Principal at  
Saint Andrew Academy