

Parent and Student Handbook
2024-2025



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References:

DSP- Diocesan School Policy

DSR- Diocesan School Regulation

LSP- Local School Policy

The Diocese of Jefferson City Policy & Regulations Manual expresses official policy and regulations regarding all elementary schools of the Diocese. St. Andrew Catholic School Handbook is in Compliance with this manual.

The administration of St. Andrew School retains the right to amend this handbook for just cause during the course of the school year. Parents will normally be given notification if changes are made.

GUIDING PRINCIPLES

School Philosophy

St. Andrew School serves to provide a Catholic education to the community of Tipton and the surrounding areas. Our commitment is to the spiritual, intellectual, social and physical development of our students both as individuals and as a whole. Through innovative and creative curriculum development we strive for high academic achievement. Our students lead by example by working to help those in need locally and throughout our community with integrity, honesty, and responsibility. We emphasize positive collaboration between parents, students, and teachers that empowers students to develop the leadership skills, confidence, and resilience to be successful in their future endeavors. Our vision is to establish a foundation in Catholicism that instills the basic values and morals necessary to navigate the challenges our students/graduates will face in everyday life and to create a lifelong Christian committed to the perpetuation of the faith. As a symbol of our dedication to Christ's life and teachings, within the school and community we, the pastor, teachers, guardians, and students accept our responsibility to love one another, to respect each person's uniqueness and to prepare ourselves and our students to be successful, responsible Christian leaders in society.

School Mission

St. Andrew School nurtures the Catholic faith, promotes holistic education, and prepares responsible leaders in a Catholic environment.

Parents are Prime Educators

The primary responsibility for the education of children belongs to the parents. Even though their responsibility is shared with the school, the parents' responsibility remains paramount.

Children tend to emulate the intellectual, emotional, spiritual and moral attitudes and examples parents/guardians provide in the home. In addition to the example, some parents' responsibilities are:

1. To build religious traditions and family prayer into your lifestyle.
2. To attend Sunday Mass and contribute to parish support through tithing.

3. To provide a proper diet and balance of sleep and exercise.
4. To provide proper facilities for home study and to encourage completion of homework assignments.
5. To insist that your child obey the regulations and principles of good manners/behaviors.
6. To encourage the development of your child's talents and interests.
7. To keep the school informed as to the special needs of your child and to carefully read all communication sent home from school.
8. To attend PTO meetings, to take advantage of conference times and to request additional times as needed.
9. To read and support the regulations of the handbook of St. Andrew School.

St. Andrew School Accreditation

St. Andrew School is an accredited Catholic elementary school recognized by the Diocese of Jefferson City in Missouri. The pastor and principal, with the consultation of the school advisory council, attempt to determine how best to carry out within our school the goals developed by the Catholic School Office. This office, with the Bishop, sets the direction of Christian education in the diocese.

The Missouri National Non-Public School Accrediting Association has granted accreditation to St. Andrew School, which is reviewed annually. St. Andrew School completed a comprehensive self-study during the 2023-2024 academic school year. The school annually submits the key criteria for accreditation and has been granted accreditation every year.

COMMUNITY AND EXTERNAL OPERATIONS: Educational Authority in the Parish DSP 1305

The pastor of each parish, canonically appointed to be the head of the Catholic community, has pastoral authority and concern in all facets of parish life. In educational matters, he works with the diocesan Catholic school administrator/principal, and consults the parish school advisory council.

The parish school advisory council is an advisory body established to assist the pastor, school administrator/principal, parish pastoral council, and parish finance council in fostering the educational mission, goals and objectives of the school. It helps formulate and recommend policy and is consultative to both the pastor and the school administrator/principal.

The role of the parish pastoral council is to advise the pastor on all areas of the mission and direction of the whole parish. The parish school advisory council advises the pastor to ensure the school is in harmony with the mission of the parish. The parish finance council advises in the temporal goods to ensure the mission is sustained.

COMMUNITY AND EXTERNAL OPERATIONS: Home and School Association DSP 1430

In fulfilling their mission, diocesan Catholic schools shall collaborate with parents/guardians. Associations of parents/guardians shall be established and held in high esteem. Each elementary school shall establish and maintain a home and school association to help parents/guardians in fulfilling their role as Christian educators and to provide educational assistance in Christian family living. "School Associations and meetings of parents/guardians are to be set up and held in high esteem." Code of Canon Law, Canon 796. The home and school association fulfills its purpose by supporting the school and collaborating with faculty and personnel.

STUDENTS: Non-Discrimination

DSP 5101

Every diocesan Catholic school shall respect the dignity of each individual and, therefore, shall not discriminate on the basis of race, nationality, sex, or any other basis that is prohibited by law, in regard to enrollment.

INSTRUCTION: Non-Catholic Student Participation

DSP 6235

Non-Catholic students enrolled in a diocesan Catholic school are required to participate to the same extent in all school activities (both curricular and extra-curricular) and courses of study as Catholic students, provided such activity is permitted by canon law.

STUDENTS: Confidentiality

DSP 5260

Rather than strict confidentiality in regard to student and school personnel communication (verbal and written), the diocesan Catholic schools operate under a “spirit of confidentiality.” Therefore, outside of the seal of confession between priest and penitent, strict confidentiality cannot be promised to the student if the information disclosed by the student includes, but is not limited to, one or more of the following:

1. Information that concerns violation of the law;
2. Matters involving the health and safety of the student or any person;
3. Serious moral issues; and/or
4. Any other matter that raises serious enough concern in the mind of the employee that they believe it is important to share the information with school administrator/principal.

The school administrator/principal, after consultation with the Catholic School Office, may choose to disclose the information to parents/guardians, legal authorities, medical personnel or other deemed necessary personnel.

ADMISSIONS, ENROLLMENT, AND REGISTRATION

Admission Policy and Priority

LSP 5106

Every effort will be made to make admission to St. Andrew School possible to children of supporting parishioners. It is expected that parents will support the Church and school through time, talent, and treasury. The pastor is to be consulted if a family is unable, due to financial burden, to meet their financial obligations. Annual registration may be withheld for students whose parents are not in good standing with the Church or who have unmet financial responsibilities with the school.

When space is limited, St. Andrew School will normally admit students to the school in the following criteria:

1. Children of parishioners of St. Andrew and Annunciation Parish
2. The first child now reaching school age
3. Other children registered on the approved waiting list
4. Children from families new to the parish who were enrolled in Catholic school at their previous address.
5. Catholic children from non-parish families with students already enrolled.
6. Non-Catholic children from families with students already enrolled.

Admission Requirements

LSP 5102

The meeting of general entrance dates must be certified by a birth certificate. Students must be three or four years old by August 1st for preschool and Pre-K. Students must be five years old by August 1st for

Kindergarten. A child entering first grade must be six years old by August 1st. Transfer student's placement will be based on records received and additional screening if warranted.

Special Cases

LSP 5103

A student meeting the age requirements, but after sufficient examination, is found to be lacking in maturity or readiness for kindergarten may not be accepted. The teacher or principal may recommend readiness activities or other programs for the development of the child.

If a student is nearing, but not meeting, age requirements that after sufficient examination is found to possess proficiency in maturity and readiness skills may be accepted. The following criteria are determining factors that will be taken into consideration:

1. Superior performance on readiness tests which indicate cognitive, affective, and psychomotor maturity.
2. Observation of the child in a learning center.
3. Sufficient room in the school for the student.
4. Recommendation of preschool or kindergarten teacher.
5. Approval by the principal in consultation with the pastor.

If a child is received into the school system that has had previous behavioral or educational difficulties, a written agreement is made with the parents stating under what circumstances the school will serve the child.

STUDENTS: Proof of Guardianship

DSP 5201

The diocesan Catholic school presumes that each parent/guardian has the authority to enroll the student, consent to various activities and programs, have custody of the student, or discontinue enrollment.

When there is a custody agreement, the schools shall obtain the portion of that agreement that stipulates custody and any other information pertinent for the school.

Schools shall indicate in their registration materials that this is a condition of enrollment. This is also to be stated in the parent/student handbook along with a statement that indicates the parents/guardians shall notify the school immediately of any change in the agreement.

When consent by both parents/guardians is required by court decree in any/all matters relating to school, the consenting parent/guardian represents that the other parent has been consulted, and they consent to this registration.

The school administrator/principal shall release the student according to the court documents and visitation documents the school has on file.

Any non-parent/guardian having custodial rights must supply the school with complete documentation evidencing such rights.

Proof of Guardianship

LSP 5201

Parents must submit the custody portion of the decree to St. Andrew School prior to enrollment. St. Andrew School presumes that each parent has the authority to enroll the student, consent to various activities and programs, have custody of the student or discontinue enrollment. If only one parent has such authority, or if one parent has primary authority, that parent must, at the time of enrollment, provide the school with a

completed signed copy of the divorce decree, which describes the custodial arrangement. When consent by both parents is required by court decree in any/all matters relating to school, the consenting parent represents that the other parent has been consulted and he or she consents to this registration.

Visitation schedules often fluctuate and sometimes vary from the original court decree. Therefore, unless the school is specifically notified in writing to the contrary by a custodial parent, the school will presume that the student can be released into the custody of either parent upon request regardless of any visitation schedule, which might be contained in a court decree.

Any non-parent having custodial rights must supply the school with complete documentation evidencing such rights.

Registration

Registration generally occurs during the fourth quarter. For the first time registrations, parents are to provide the school with a copy of the child's birth certificate and immunization record. If you are a St. Andrew parishioner, they will complete a stewardship agreement. For children baptized, a copy of the baptismal certificate is also required.

School Fees

St. Andrew Parish/School families will be responsible for all yearly operational fees including the **resource fees, sustaining fees, and lunch fees**, and they will be expected to complete a **parish stewardship card** and maintain their **good faith stewardship** commitment.

Annunciation Parish families who enroll their children at St. Andrew School will be expected to make arrangements to provide financial support to their home parish. In addition, they will be responsible for yearly **resource fees, sustaining fees, and lunch fees**. They will also have an annual **bus transportation fee** that is collected through their parish office.

All non-Catholic families and non-Parish families will be responsible for yearly **tuition, resource fees, and lunch fees**. The tuition and resource fees will be paid as outlined in the Registration and Financial Information documents or for late enrollees, upon enrollment in St. Andrew School. All lunch fees will be billed to each family on a monthly basis.

Individual families requesting alternative payment options will be considered on an individual basis following consultation with the pastor and the school administrator/principal.

FEE SCHEDULE

Resource Fees (all students)

\$200.00

Resource fee due in September.

Sustaining Fees (all Catholic Families)

1 child - \$300.00

2 children - \$500.00

3+ children - \$700.00

Sustaining fees will be split into 3 payments: May (with registration), August, and October.

Tuition (non-Catholic students)

1 child - \$3,000.00

2 children - \$5,950.00

3 children - \$8,850.00

Tuition will be billed in 9 monthly statements (September-April) with 10% due at the time of registration.

Late Enrollment

All families who enroll a student(s) at any time during the 1st semester will be assessed the full annual Sustaining Fee. Those enrolling at any time during the second semester will be assessed one half of this annual fee.

Families enrolled within the first two weeks of the beginning of the first quarter will be assessed the full annual Resource Fee. Late enrollees during subsequent quarters will be assessed a prorated fee based on the time remaining in that academic year.

Those responsible for tuition expenses will be assessed a prorated amount based on the date of enrollment.

Withdrawals

Withdrawal reimbursements can be secured by parental request. All reimbursement requests will be reviewed on an individual basis in consultation with the pastor and school administrator/principal. Only sustaining fees and tuition fees will be considered refundable. All approved refunds will be prorated based on the official date of withdrawal.

Transfers

Unless arrangements are made with the pastor, any student having delinquent lunch, book, or any other school-related fines or fees, will not receive his/her report card or records; nor will records or report cards be transferred to the receiving school.

SCHEDULES

Daily Schedule

Drop off 7:15-7:40 AM

Morning school prayer in the gym at 7:40 AM

Mass on Wednesdays, Fridays, and Holy Days of Obligation at 8:00 AM

Dismiss at 3:05 PM

Schedule & Safety Guidelines

School hours are 7:40 a.m. to 3:05 p.m. Doors will be unlocked and supervision provided starting at 7:15 a.m. Students should exit their vehicles from the passenger side and enter through the cafeteria doors. Students are to go directly to the gym. Students must ask permission from the teacher in charge to leave the gym for any reason. All students need to be dropped off promptly by 7:40 a.m. or they will be considered tardy. Dismissal will start at 3:05 p.m. All students will need to be picked by 3:15 p.m unless communicated with the office. When bringing children to school or picking them up afterward, enter the parking lot from the east and exit to the west.

Creating and maintaining a safe and secure environment for the students at St. Andrew School is the primary goal. In that regard, all doors will remain locked throughout the day. Parents and visitors are asked to ring

the bell to enter the building. Everyone must enter through the office door of the school after 7:40 a.m. each morning. Students are instructed to NEVER open any outer door for ANYONE that they do not know as a teacher/staff member. The children must NEVER leave the building or grounds without explicit permission from the teachers. Such permission will only be granted with permission of the parent or guardian. **All persons are required to check into the school office to sign in students that are late and sign out students who leave during the school day.**

Dismissal is at 3:05 pm. Students going to the public school or who walk to a residence north of the school will exit the north door by the principal's office. A teacher will monitor traffic for those who cross to the public school along Cooper Street.

Students who walk to the Knights of Columbus, go to Little Cardinals, or a residence south of the school will be dismissed through the south door by the office and are to walk through the field to the cross guard at Highway 50.

Students attending after school care will be dismissed to the office and a teacher will take them to the cafeteria. After school care is provided to any students in Pre-K through 8th grade. Hours are from 3:05-3:30 in the school cafeteria. It is \$5 a day per child and you will receive a bill at the end of the month to be paid promptly.

All car riders will be dismissed through the south breezeway door to the carline. Parents/guardians are to park in one of the five lanes in the back-parking lot. For safety purposes, vehicles are to enter from the east and exit to the west.

St. Andrew School needs a written note or telephone call from parents whose children plan to use an alternative mode of transportation that differs from their daily mode.

ATTENDANCE, ABSENCES, AND TARDINESS

STUDENTS: Absence and Tardiness

DSP 5210

A. Absence

Excessive absenteeism of a diocesan Catholic school student may be indicative of educational neglect by the parent/guardian. Such neglect might warrant reporting in compliance with child abuse laws of the State of Missouri.

An absence of more than two hours is recorded as one-half day absence.

B. Tardiness

Excessive tardiness of a diocesan Catholic school student may be indicative of educational neglect by the parent/guardian. Such neglect might warrant reporting in compliance with child abuse laws of the State of Missouri. (See DSP 5810.)

The parent/student handbook specifies times for the beginning of the morning and afternoon sessions. Any student who arrives after either of the stated times is considered tardy.

If a student is regularly missing Mass because of arriving late (morning Mass) or leaving early (afternoon Mass) this may be taken into consideration in allowing the student to continue to be enrolled in the school.

Absence

LSP 5210

Except for documented extenuating circumstances such as hospitalization, rehabilitation, unusual physical or mental disability, etc. absences exceeding 5 days a quarter by a student will initiate a letter of concern by the principal to the students’ parents. After cumulative absences of 10 days a semester, a committee of teachers, including the student’s homeroom teacher, will review the student’s attendance. Other factors, such as test scores, homework, etc. will be taken into consideration. The committee may recommend that the student repeat the year, or the committee may make a recommendation postponing that decision pending future attendance. The principal will inform the parents of the school decision.

If the committee concludes that the student’s education is being negatively impacted by continued absences, the Division of Children’s Services might be informed following consultation with the superintendent of Catholic Schools.

St. Andrew Staff will work with students who are temporarily housebound due to a medical condition.

Tardiness

Students who accumulate 5 unexcused tardies within one quarter will initiate a letter of concern by the principal to the students parents. If 2 more tardies are received that quarter after the initial letter, a meeting will be set up with the parent/guardian and the administrator/principal to discuss the excessive tardiness. Students arriving after 7:40 must be escorted into the building by a parent to be signed in.

Late Arrival	
Time	Code
7:40-9:00	Tardy
9:01-10:59	1/4 absence (.25)
11:00-12:59	1/2 absence (.5)
1:00-3:00	3/4 absence (.75)

Early Departure	
Time	Code
1:00-3:00	1/4 absence (.25)
11:00-12:59	1/2 absence (.5)
9:00-10:59	3/4 absence (.75)
7:40-8:59	Absent

*If leave and return within 2 hours, 1/4 (.25) absent

*If leave and return within 4 hours, 1/2 (.5) absent

STUDENTS: Written Excuses

DSP 5211

When a diocesan Catholic school student has been absent, the school requires a written excuse from the parent/guardian. All notes concerning absences are kept on file until the end of the school year. If a student is absent without an excuse or if the school has reason to suspect the validity of the excuse, the school administrator/principal shall investigate or delegate someone to investigate the situation. Schools are encouraged to establish a policy requiring “Return to School” documentation from a medical professional after a period of illness (for example, if a student misses more than 3 days due to illness, documentation is required for return to school).

In addition, schools are encouraged to establish or continue procedures whereby a parent is expected to call the school if a student will be absent. This phone call, however, does not replace the written excuse as a matter of record.

Written Excuses

LSP 5211

All students are to attend school daily except for sickness or reasons communicated to school administration. Written excuse, email or phone call is required for all absences or tardiness. If a student misses more than 3 days of school due to illness, documentation is required on day 4 for the child to return to school. They are kept on file in the office until the end of the year. An excuse must state the reason for the absence/tardiness, the date, and must be signed by a parent or guardian.

If a student is absent, parents must contact the school by 9:00 AM. If the school is not notified by this time, the school secretary will call to check on the absent child. A note is required when a student must leave school early. Additionally, when a child is leaving school early, the parent must first come to the school office to sign out the child before he/she will be released from the classroom. Students are to remain in the classroom until the parent arrives. A student cannot be released to anyone other than the parent/guardian without the permission of the custodial parent or legal guardian. All records will be kept on file.

If a pupil is absent without an excuse or if the school has reason to suspect the validity of the excuse, the school administrator/principal may investigate or delegate someone to investigate the situation.

A dental or doctor appointment is an excused absence with a doctor's note. If possible, these appointments are to be made outside of school hours.

Students must be in attendance for at least half a day (3.5 hours) to attend after school events with the discretion of the administrator/principal.

STUDENTS: Requests for Family Reasons

DSP 5220

Parents/guardians of diocesan Catholic school students may occasionally wish to take their children out of school for several days because of family plans. The school administrator/principal and teacher(s) shall discuss the child's progress and make recommendations to the parent/guardian. The school administrator/principal keeps a record of the recommendations made to the parent/guardian. The final decision, however, is the responsibility of the parent/guardian. Conditions, procedures, and time limits for making up work are to be specified in writing.

Requests for Family Reasons

LSP 5220

Parents need to notify teachers of planned absences 1 week prior to the student being absent. It is the responsibility of the student to make arrangements for all missed work (homework, notes, quizzes, projects, tests, etc.)

STUDENTS: Release of Individual Students from School

DSP 5370

Extraordinary care is taken in regard to early dismissal of individual students in diocesan Catholic schools. Parents/guardians presume their child is under the care of the school during school hours. Consequently, an elementary student is never released early without explicit knowledge of the parent/guardian. Under no circumstance shall a student be released to anyone other than the parent/guardian listed on the students registration form or another person explicitly authorized in writing by the parent/guardian.

In the case where only one parent/guardian has custody of the child, the school must be apprised of any existing court order that would affect release of the student from school. The school personnel must follow the most recent written agreement/order regarding custody.

A student shall never be sent home for assignments, books, or disciplinary reasons without parent/guardian communication, nor shall any student be sent on errands outside the school/parish grounds for anyone.

CONDUCT AND DISCIPLINE

STUDENTS: Catholic Faith and Moral Standard

DSP 5305

As a condition of initial and continued enrollment as a student in diocesan Catholic schools, a student's conduct (both in and outside of school) must be consistent with Catholic faith and morals. Conduct which is inconsistent with Catholic faith and morals, which is a threat to the health, safety, reputation and welfare of other students or personnel and/or which causes scandal, impairs or threatens to impair the reputation of the Church or its schools, is grounds for disciplinary sanctions up to and including immediate dismissal/expulsion.

Christian Self Discipline

In this context, discipline is essentially a positive experience. Its goal is not just to change or control behavior, but to help in the process of developing behavior that reflects Gospel values by accepting consequences for behavior, which was chosen. The behavior of the students should demonstrate good citizenship, respect, and accountability. Discipline is to reflect the goal of eventual self-discipline as a personal response to the call of Jesus.

We believe the area of personal growth and discipline is important both at school and at home. A family is a strong influence on developing responsibility, conviction, courage, and faith. In fact, without the family, it is doubtful that the school can substitute for a lack of family leadership in these areas. It is evident that home and school, working cooperatively in fostering these virtues have the best chance for success with children.

The aim of St. Andrew School is to help students:

1. Develop into Christian leaders who know how to behave in specific situations
2. Become responsible for themselves and have ownership of their behavior
3. Work to the best of their ability academically, physically, and spiritually

The school is looking for the best interest of all students and people who are part of the school community. All members of the school community deserve to be in a friendly, peaceful and secure Christian environment. It is impossible for good teaching and learning to take place unless good order is maintained.

Responsibilities for STUDENTS include, but are not limited to:

1. Being courteous towards others
2. Being prompt
3. Being prepared for class
4. Being where he/she belongs in the classroom, playground, etc.

Responsibilities for TEACHERS include, but are not limited to:

1. Establishing a learning atmosphere that encourages proper behavior by students and gives each one the full opportunity to pursue his/her learning
2. Establishing classroom procedures
3. Communication with students, parents, and principal regarding student success
4. Expecting excellence

Responsibilities for PARENTS include, but are not limited to:

1. Reviewing school regulations
2. Reinforcement at home of children’s study habits
3. Communicating with the teacher or principal regarding student concerns

BEHAVIORS THAT WILL NOT BE TOLERATED AT SCHOOL INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:

1. Fighting or hitting
2. Cussing and/or profane language
3. Spitting or biting
4. Threats (verbal or physical)
5. Serious offenses not outlined above
6. Weapons, drugs or look-alike weapons or drugs

Consequences may include but are not limited to suspension, loss of privileges, repayment for damages to school property or refurbishment of damaged property in lieu of monetary payment, and additional assignments.

Discipline Plan- The Teachers Role

Specific classroom rules will be developed at the beginning of each school year, communicated to students and parents, and will be posted in each classroom.

School Discipline Plan

After the teacher has exhausted all measures within the classroom for discipline, the following chart is a guideline for more serious and repetitive behaviors.

ASD: After-school detention **ISS:** In-School suspension **OSS:** Out-of-school suspension

Offense	Preschool- 2nd Grade	3rd-5th Grade	6th-8th Grade
Continuous Horseplay Behavior that continues to cause disruption throughout the school day.	1st result: Parent contact, loss of recess 2nd result: office referral 3rd result: ASD	1st result: Parent contact, office referral 2nd result: ASD 3rd result: ISS	1st result: Parent contact, office referral 2nd result: ASD 3rd result: ISS
Disrespectful Language Showing a lack of respect for others using words or actions.	1st result: Parent contact, loss of recess 2nd result: office referral 3rd result: ASD	1st result: Parent contact, office referral 2nd result: ASD 3rd result: ISS	1st result: Parent contact, office referral 2nd result: ASD 3rd result: ISS
Profanity Inappropriate words used towards or in front of others.	1st result: Parent contact, loss of recess 2nd result: office referral 3rd result: ASD	1st result: Parent contact, office referral 2nd result: ASD 3rd result: ISS	1st result: Parent contact, ASD 2nd result: ISS 3rd result: OSS
Threats Words written or spoken that create a fear of injury to self, others or property.	1st result: Parent contact, loss of recess 2nd result: office referral 3rd result: ASD	1st result: Parent contact, ASD 2nd result: ISS 3rd result: OSS	

Physical Contact (fighting, physical aggression) Physical aggression towards others.	1st result: Parent contact, ASD 2nd result: ISS 3rd result: OSS	
Bullying/Cyberbullying Repeated intimidation or harassment of a student.	1st result: Parent contact, loss of recess 2nd result: office referral 3rd result: ASD	1st result: Parent contact, ASD 2nd result: ISS 3rd result: OSS
Substance Use Use of drugs or alcohol by students	See LSP 5540	
Vandalism Intentionally causing damage to the school/church property.	Will result in parent contact and restitution. Possible ASD, ISS or OSS depending on severity of offense.	
Cheating/Plagiarism Copying answers, changing answers, or presenting someone else's work as your own	1st result: Parent contact, redo assignment 2nd result: Redo assignment and ASD 3rd result: Redo assignment for 1/2 credit.	1st result: Parent contact, redo assignment in ASD 2nd result: Redo assignment for 1/2 credit in ASD 3rd result: Receives a 0 on assignment and ISS.
Technology Unauthorized use of technology. (duration of consequence is dependant on severity of misuse)	1st result: Parent contact, limited use of technology 2nd result: Limited use of technology 3rd result: Use of technology suspended for the year.	
Personal Device Unauthorized use of personal devices during school hours.	1st result: Device held in office until end of day, parent contact 2nd result: Device held in office and guardian must pick it up 3rd result: Above offenses and ASD	
Dress Code See dress code policy in the student handbook.	See LSP 5340	

*Administration will determine if these offenses violate the safe schools act, in which case the administrator must report these offenses to Law Enforcement.

After-School Detention

LSP 5350

Students may receive after-school detention and will be served from 3:15-4:00 p.m.

STUDENTS: Suspension

DSP 5355

A diocesan Catholic school student is normally not to be suspended by the school administrator/principal until there has been parent/guardian notification. Exceptions can be made for immediate suspension for reasons of safety, moral welfare of others, and/or if the student poses some immediate danger to themselves

or others.

In-School Suspension

LSP 5355

A student may receive an in-school suspension from the principal for more serious or repeat violations. This requires that the student be present at school, but will be separated from the student body for the entire day or specified amount of time. The date and length of the suspension will be reported to the guardians along with a full statement of the reasons for the suspension. A conference between the guardians, principal, and the student may be necessary before the student is allowed to return to class. The student is responsible for all assignments.

Out-of-School Suspension

LSP 5355

A student may receive an out-of-school suspension from the principal for more serious or repeat violations. This requires the student to be off school grounds for the entire day or specified amount of time. The date and length of the suspension will be reported to the guardians along with a full statement of the reasons for the suspension. A conference between the guardians, principal, and the student may be necessary before the student is allowed to return to class. The student is responsible for all assignments.

STUDENTS: Expulsion

DSP 5360

The expulsion of a diocesan Catholic school student is a very serious matter and shall be invoked only in extreme cases. Care shall be taken that fundamental fairness is offered to the student in the process of expulsion.

Expulsion is defined as permanent termination of a student from the school with no opportunity for reinstatement.

In cases of serious misconduct which could lead to expulsion, the parents/guardians shall be advised immediately and in writing. They are urged to take advantage of assistance from school, parish, or social service agencies which can help the student with their difficulties. Careful documentation shall be kept of all disciplinary proceedings.

In extreme cases of incorrigible behavior or when conduct threatens the physical or moral welfare of anyone in the school community, the school administrator/principal, normally in consultation with the pastor, can immediately suspend a student until a final decision is made. (See DSP #5355.)

After the school has exhausted all avenues of assistance for the student, a recommendation may be made to the pastor regarding expulsion. All expulsions must be reviewed with the Catholic Schools Office for compliance with the law and diocesan policies and regulations. A statement of expulsion shall be made in writing, including the reasons for the expulsion and a complete listing of dates and efforts made to help the student to avert expulsion.

STUDENTS: Expulsion

DSR 5360

If an expulsion of a diocesan Catholic school student is pending, the Catholic Schools Office shall be notified immediately. The Catholic Schools Office shall review the case, consult legal counsel if necessary, and make recommendations to the school administrator/principal and/or pastor.

Personal Devices

Students can bring cellphones to school as long as they stay in their backpack for the day. Students will not be allowed to make calls, text, use the Internet, take pictures, or use the calculator. Cell phones must be turned off or on silent for the day. If the phone rings or is outside of the book bag, the phone will be taken away.

All electronic devices including, but not limited to, smart watches, walkmans, televisions, MP3's, I Pod's, laser pointers, walkie-talkies, etc. are not allowed at school. These are not to be used during school hours, as the staff cannot monitor student use of these devices, or can the school be responsible for lost items. They are to be left at home or in backpacks.

STUDENTS: Prohibition of Corporal Punishment

DSR 5310

Corporal punishment is not used under any circumstances in any diocesan Catholic school. The school administrator/principal is responsible to report immediately to the Catholic Schools Office any violation of this prohibition. Any extreme or unusual form of punishment or any touching of a student in a manner that is considered punitive shall be avoided.

STUDENTS: Weapons and Dangerous Instruments

DSP 5315

The possession, conveyance, use, or storage of weapons or look-alikes on diocesan Catholic school property, at school-sponsored events, or in or around a school vehicle is prohibited. This ban applies to students, personnel, and visitors, except for those acting in a law enforcement capacity. This prohibition expressly includes those persons licensed to carry concealed firearms. Schools shall formulate specific local policies regarding reporting weapons and dangerous instruments to law enforcement.

STUDENTS: Violence/Self Harm

DSP 5325

To maintain the health, safety, and welfare of all persons associated with diocesan Catholic schools (e.g., students, teachers, personnel, parents, volunteers, etc.), any display of violent behavior, which may include but not be limited to, the verbal and/or physical threat to do harm to one's self or to another person shall be promptly and severely addressed.

STUDENTS: Violence/Self Harm

DSR 5325

If a diocesan Catholic school student displays any violent behavior (which may include but not limited to verbal and/or physical threat to do harm to one's self or to another person), the following protocol shall be followed:

- Parents/guardians must be notified of the incident and asked to remove the child from the school until further notice. If warranted by the situation, the Missouri Department of Health and Senior Services Children's Division or local law enforcement may also be notified.
- The student must be seen by a qualified mental health professional as soon as possible.
- Return of the student to school shall not be considered by the pastor or the administrator/principal until written evaluation, from a qualified mental health professional which assures the student is not threat to him/herself or others has been provided to the school, and reviewed by the Catholic Schools Office.
- Providing a written evaluation does not guarantee readmission to the school.
- The pastor and/or school administrator/principal may require ongoing counseling, direct communication with a treating mental health professional, etc. as required for readmission into the school.
- Failure of parents/guardians or the student to follow-through with required treatment may result in

dismissal from the school.

Controlled Substances

LSP 5540

Drug and alcohol use by students are prohibited on school grounds at all times.

In case of serious misconduct such as the possession of a controlled substance, look alike substance, or under the influence of such a substance on school property, including travel to and from school, on a bus, as well as school outings, the issue will be handled in the following manner:

1. Parents will normally be advised immediately and in writing.
2. The pastor and diocesan superintendent of schools will be consulted.
3. The parents, pastor, and principal will normally meet and address the issue.

Normally, the following discipline will be administered. However, school authorities may dismiss or expel the student if that action is deemed necessary. In any case, the school may contact law authorities after consultation with the superintendent of schools.

1. **First offense** – In-School Suspension
 - a. Number of days depends on the seriousness of the offense and extent of involvement, which is to be decided by the principal, pastor, and teacher.
 - b. All work missed must be made up and be completed.
2. **Second Offense** – Out-of-School Suspension
 - a. Mandatory family counseling at the family’s expense may be required.
 - b. Re-admittance into the classroom to be decided by parents, principal, and pastor upon written recommendation of the counselor.

All other guidelines and procedures allowing for expulsion listed in the diocesan handbook will be followed and take precedence over the above local policy in extreme cases of misconduct.

When a teacher observes symptoms of substance abuse, they are to report this to the principal. The principal will notify the pastor and superintendent of Catholic schools to discuss the investigation and consequences. They will discuss the issue with the student’s parents.

STUDENTS: Alcohol Use at School Related Events

DSP 5545

No alcohol shall be present or consumed at any diocesan Catholic school events where students and youth are the primary focus (e.g. field trips, school carnivals, school picnics, school sponsored athletic events).

STUDENTS: Harassment/Bullying

DSP 5820

All diocesan Catholic schools shall maintain a learning environment that is free from harassment. No student in any school shall be subjected to any type of harassment/bullying.

Harassment/Bullying

LSP 5820

All administrators, teachers, staff and students at St. Andrew School share the responsibility to ensure that bullying does not occur. Students will be educated about bullying and bullying prevention throughout the school year. All students who witness student bullying in any circumstances shall immediately report it to an administrator or teacher at the school. Teachers who have an incident of bullying reported to them shall promptly report it to the principal for appropriate action. Guardians should also report to the principal when they feel a child has been harassed. The principal shall ensure that all reports involving student bullying in

any such circumstances are promptly and thoroughly investigated and that appropriate action is taken. Reports are confidential and are not shared with others who are not involved.

An investigation may include the following steps:

1. Statements taken from those involved.
2. If evidence indicates a violation, guardians of all children involved will be contacted.
3. If evidence indicates that no violation was committed, no further action will be taken.
4. If a violation has occurred, consequences for harassment will be imposed.

Consequences will reflect the seriousness and frequency of the offense. Consequences may include but are not limited to loss of privileges and suspension.

STUDENTS: Safe Environment Requirements

DSP 5825

Diocesan Catholic schools shall follow all regulations regarding the diocesan safe environment program, including regulations regarding training and screening of volunteers (See DSR 5825 and Appendix 5825).

DSR 5825

STUDENTS: Safe Environment Requirements for Volunteers Whose Duties Include Contact with Minors

All diocesan Catholic school volunteers whose duties include contact with minors shall comply with the following prior to volunteering:

- complete a *Protecting God's Children (VIRTUS)* workshop in person or online;
- agree to a national background screening that evaluates any history related to criminal charges, and agree to automatic rescreening every three months; and
- read, consent to and sign the Code of Pastoral Conduct.

Effective July 1, 2021, all parents/guardians of Pre-K-8 students shall complete these requirements. In some instances, parents/guardians may be exempt from some requirements. These instances must be approved through the Catholic Schools Office and the Office of Child and Youth Protection.

School administrators/principals and pastors are responsible for ensuring all parents/guardians and volunteers are properly screened according to applicable standards of the safe environment program.

If the Office of Child and Youth Protection is alerted to an issue with a parent/guardian or volunteer's background check or screening, they will notify the superintendent. The superintendent shall notify the pastor and school administrator/principal regarding the situation.

Working with the pastor and the school administrator/principal, the superintendent shall notify the parent/guardian or volunteer in writing regarding the level of accessibility they will be allowed in regard to the school and school events. The administrator/principal shall also notify the student's teacher and any necessary personnel as to parent/guardian and/or volunteer's level of accessibility.

DRESS CODE

The dress code policy of St. Andrew School reflects that the school dress code shall be simple, neat, conducive to a learning atmosphere, and consistent with Christian values. The purpose of a school uniform

creates a sense of pride and order, modesty, and professionalism. Guardians are to review. All students are to dress in uniform each day unless notice to the contrary is issued. If there are any questions about the uniforms, the principal is to be contacted.

LSP 5340

Overall, the uniform should be worn, as a reflection of our respect for inner dignity of ourselves and reverence for God. School color: Navy, light blue, and white.

Item	Color	Notes
Shirt	Navy White Light Blue	*Sleeved and collared *Shirts must be tucked for mass. *Shirts must be long enough to be tucked in. *Undershirts- tank tops, short sleeve, or long sleeve must be of school color. *Other shades of blue are not permitted.
Shorts	Navy Khaki (6-8)	*No sweatpants, athletic material, denim, denim colored, spandex, nylon, or form fitting material *Fingertip length with arms hanging at their sides *Can be worn March 1-October 31.
Pants	Navy Khaki (6-8)	*No sweatpants, athletic material, denim, denim colored, spandex, nylon, or form fitting material *Form fitting pants should have back pockets to distinguish between pants and leggings.
Girls- Leggings/ Tights	White Navy	*Only to be worn under skirts and dresses. Must be worn under the garment between November 1-end of February. *May not stand alone as pants.
Girls- Skirts, dresses, jumpers	Navy Light blue Uniform plaid Khaki (grades 6-8)	*Privacy shorts must be worn under the garment and be of school color. *Fingertip length with arms hanging at their sides
Socks	White Navy Black	Logos must be of school color, navy, white, and black and small in nature.
Shoes	No restrictions	*Closed toe and heel *No higher than a one inch heel *No crocs, slide shoes, flip flops, sandals *Must be worn with socks.
Belts	Not required	Not required

Jackets in the school building	Navy White Light Blue	*SOLID color *Logos/emblem to be quarter-sized and of uniform color.
Outerwear	No restrictions	Not to be worn in the classroom but can be worn in church and outside for recess.
Hair Accessories	No restrictions	*Simple in nature, not to cause distraction *Bows no larger than 6 X 2 inches *Headbands with ears, puffballs, or horns are not allowed *Scrunchies are to be worn in hair, not on wrist. (one allowed for use in PE or recess) *No dyeing, bleaching, frosting, temporary hair color or colored hair spray
Jewelry	No restrictions	*Earrings- studs only; no hoop or dangling *Watches, necklaces, and bracelets- simple in nature not meant to distract
Makeup		*Light blemish cream *Clear lip gloss/chapstick *No mascara *No tattoos *No fake nails

These rules apply to any clothing worn on dress down days or at school events.

General Appearance

- Students should be neatly dressed and well-groomed during the school day.
- All clothing should be neat and clean with no rips, holes, tears, or frays.
- Old Navy, French Toast Uniform, Lands' End Uniform, The Children's Place, and Amazon are great places to look for uniforms.

Dress Down Days

- Last Thursday of the month. Other dress down days will be announced in advance on which the normal dress code does not apply.
- Tank tops, sleeveless tops, spaghetti strap shirts are NOT allowed.
- Sandals are NOT allowed.
- Clothing is to be clean, neat, and free of holes or tears.
- Leggings are only allowed if worn under appropriate clothing (shorts, dress, etc. must be past fingertip length) and should **not** be worn as pants. Leggings are considered to be form fitting pants without back pockets.
- Length of shorts, skirts, dresses, or skorts must conform to dress code rules.
- Any writing or graphics on clothing is to be appropriate for a Catholic school.
- No shorts permitted between November-February.

Picture Day and Feast Day

- Uniform does not need to be worn these days.
- Nice church clothes (khakis, dress pants, dresses, skirts, polos, etc.). NO jeans.
- Follow the dress code rules including length of shorts, skirts, dresses, hair accessories.
- Tank tops, sleeveless tops, spaghetti strap shirts, bare shoulders are not allowed.
- Sandals with a back are allowed.
- If picture day or feast day falls between November-February, leggings or tights must be worn under garments and no shorts.

Spirit Shirts

- Occur on Mondays, unless otherwise noted.
- Wear a school approved St. Andrew spirit shirt, SAS athletic shirt, or St. Andrew's event shirt with uniform bottoms (unless designated denim day).

Holidays

- Holiday shirt or solid holiday color with uniform bottoms.

Game Day

- Athletes in the event for that day can wear their school athletic shirt/spirit shirt and uniform bottoms.
- If the event falls on a weekend, shirts can be worn on Friday.

The school reserves the right to make the final decisions about the suitability of the clothes since all styles of clothing cannot be considered in this policy. Students who fail to follow the dress code will receive a uniform notice. Violations of the dress code will follow regular discipline action.

First and Second Offense: Students will change into appropriate clothing (parents will be called to bring a change of clothes, or pick up the student and take him/her home to change. If parents cannot pick up the student, he/she will change using clothes from the office). Uniform notice will be emailed through FACTS.

Third Offense: Students will change into appropriate clothing (parents will be called to bring a change of clothes, or pick up the student and take him/her home to change. If parents cannot pick up the student, he/she will change using clothes from the office). Uniform notice will be emailed through FACTS. Monday spirit shirts and/or monthly dress down days may be taken away.

CURRICULUM, INSTRUCTION, AND GRADING

The primary goal of the instructional program at St. Andrew School is to provide those learning experiences which are best for developing the values, attitudes, knowledge, and skills necessary for the students moral, intellectual, social, emotional, and physical development. Our curriculum includes the following: religion, reading, language arts, social studies, science, math, music, art, P.E., spelling, and handwriting. A technology curriculum which allows integration of subject areas and teaches basic computer skills is also provided. Suggested diocesan guidelines are used to develop classroom schedules. Curriculum guidelines can be found on the Diocesan website.

Religious Education Program

LSP 6207

Diocesan guidelines and parish customs dictate sacramental preparation and suitable celebration of the sacraments of Reconciliation and Eucharist annually for St. Andrew students in grade two. Religion classes are scheduled daily, and students attend Mass every Wednesday, Friday, and Holy Days. Mass attendance is encouraged on weekends. Students are urged to receive the Eucharist with reverence and devotion each time they attend school Mass. Special prayer services are also planned throughout the school year. All children are expected to actively participate in religious activities. Students will have the opportunity to receive the Sacrament of Reconciliation throughout the year in conjunction with the parish.

INSTRUCTION: Education in Human Sexuality and Teaching Touching Safety

DSP 6208

Diocesan Catholic school programs shall incorporate some form of education in human sexuality. Diocesan guidelines determine the approach that is best for the students and implements a suitable program according to the guidelines.

In addition to a program on human sexuality, each school shall provide sexual abuse prevention training through a diocese-designated program. All parents/guardians shall have the option of choosing whether or not their children attend the program.

Schools are required to distribute information regarding the safe environment program to parents/guardians. An annual report shall be given to the diocesan Office of Child and Youth Protection indicating that the instruction has been completed. Resources are available at diojeffcity.org/safe-environment/.

Instruction Time Distribution

St. Andrew School fully follows the diocesan suggested time guidelines for instructions if possible. Each teacher creates a schedule of instruction with those guidelines. A copy is given to the principal and made available to guardians.

Homework

Homework is an integral part of effective schooling and should grow out of class work. It is intended to supplement class work and deepen the understanding of material taught in class. Guardians are responsible to see that homework assignments are completed each night and are encouraged to establish a regular and supervised time for homework each night. Assignments are best kept in an assignment book. If a student consistently states that no homework has been assigned, the parents are to contact the teacher. In case of illness, it is the guardians or student's responsibility to request those assignments and complete them in the amount of days the child was absent. (If a child was absent for two days, the child has two days to return to work). Guardians are to call the school office by 9:00 to request homework for the day (Generally homework can't be picked up until the end of the school day). Students can be kept in at recess if student work is not complete. Students need to make prior arrangements for any missed work due to a planned absence. Failure to do so could result in loss of credit.

To help students learn responsibility for their work, all assignments are expected to be turned in on the day they are due. All student's work will be done neatly including good penmanship and clean paperwork. Sloppy work is not to be accepted from any student. Expect uniform headings and complete sentences from the student. **Homework is due at the beginning of each class period for which it was assigned. Penalty for late assignments is left to the discretion of the teacher with the approval of the principal.**

Repeated late assignments or uncompleted assignments may result in staying after school or missing recess until all assignments are completed.

In case of an emergency, or very rare unforeseen circumstances, a note from a parent explaining that homework could not be completed is necessary. Then, at the teacher's discretion, an occasional time extension may be given.

Students doing homework during another class period will have the material confiscated unless the teacher has permitted a study period and has granted permission to work on another subject. Example – working on math during English class.

The following is a guide as to the customary length of time students should spend on homework five times per week:

- 30 minutes for Primary
- 45 minutes for Intermediate
- 60 minutes for Junior High

A good rule of thumb is 10 minutes multiplied by the grade level of your child. This is an approximate guideline. It should be recognized that student abilities vary. Therefore, more or less time may be required to complete the assignments.

Textbooks

As property of the school, textbooks are on loan to the students who are responsible for their use. Lost, defaced, or usually overworked books must be replaced at the parent's expense. Books are very expensive so take care of them. Books must be covered at all times.

Physical Education

All students are required to participate in P.E. classes unless a written excuse is submitted to the teacher. Tennis shoes for inside P.E. classes are kept at school. All students must have court approved tennis shoes for P.E. class. Tennis shoes are to be worn on P.E. class days as the class may be held outside throughout the year. Tennis shoes need to be clean of any debris to be used for indoor P.E. classes.

Students in grades 6-8 may change for Physical Education at the discretion of the P.E. teacher. Students will follow time limits and rules set in place by the school. Failure to do so will result in disciplinary action and may impact the student's grade.

The 6th-8th grade student's P.E. dress code is as follows:

- Athletic Shorts (finger-tip length, loose fitting, preferably solid color)
- Plain T-shirt or Spirit T-shirt
- *Clothes worn during P.E. must be in accordance with the dress code.*

Band

St. Andrew School students in grades 6-8 have the opportunity to participate in Band, offered by Tipton R-VI. Students will receive a grade for their participation and are expected to treat it as a part of the curriculum. It is the responsibility of the student to make up all work missed while they are in band class.

School Library

St. Andrew library has a wide variety of books and resource material which students are encouraged to use. The library is managed through LibraryWorld. Students will have weekly opportunities to check out books. Items checked out must be returned or renewed by the due date. Damaged items will be assessed and a fine imposed. Lost items will result in a fine of \$10-20. All library fines must be paid by the end of the school year before grade cards will be issued or transcripts sent.

STUDENTS: Students with Special Needs

DSP 5701

If a student with special needs — categorized such as Educable Mentally Handicapped (EMH), exceptional educational needs (EEN), or other similar classification, or having a serious physical disability — applies for admission in a diocesan Catholic school and/or is in need of special placement, and admission is going to be denied, or a current student is being asked to withdraw, or being referred to another school, the school administrator/principal shall immediately consult with the Catholic Schools Office so that all necessary accommodations can be made in order to meet the needs of the student and to help make a judgment as to whether or not, indeed, that is possible. Whenever possible, accommodations shall be made to meet the total needs of the student. A review committee can be convened by the Catholic Schools Office, if deemed necessary, before a final decision is made. The review committee can include, but not be limited to, the Catholic Schools Office, the school administrator/principal, parent/guardian, counselor, pastor and other designated professionals. It shall be the purpose of the review committee to help the school make a decision. This review committee can also be convened or reconvened by the Catholic Schools Office, if deemed beneficial, when a parent/guardian disagrees with a local school decision.

The diocese defines an accommodation as a change in teaching, materials, assignment length, etc. that allows a student's learning needs to be met while leaving the standards being taught unchanged. Accommodations are provided to students after the student is tested to determine learning needs and a learning plan has been established through the teachers and school administrator/principal and agreed to by the parent/guardian. Accommodations require no noting on a report card, but shall be disclosed to any subsequent school the student attends.

Modifications result when a student's learning needs are such that the actual content of a class must be changed (often in addition to other accommodations). When modifications are required, it must be noted on the student's report card. Use of an alternate grading scale is considered a modification and shall be noted on the student's report card.

Students with Special Needs

Tipton R-VI Public School provides services for students that qualify at St. Andrew School. Services depend on the disability. Students can also qualify for Title 1 Reading and Math as well as ISP services.

Standardized Tests

LSP 6502

St. Andrew School participates in the annual diocesan standardized achievement-testing program. The IOWA test is taken in the fall for students in grades 2-8. Class and individual records are studied to aid in instructional planning and goal setting. Guardians are appraised of the testing results with appropriate explanations and printed student profiles. A diocesan religious test (ACRE) is given to the 5th and 8th grades during the 3rd quarter.

Grades/Report Cards

Pre-K through 2nd grade uses a standards based report card which shows growth over each standard throughout the school year. Students receive grading qualifiers.

4	The student, with limited errors, understands key concepts, processes and skills, and applies them effectively.
3	The student is progressing towards understanding key concepts, processes and skills, but demonstrates inconsistent application of concepts independently.
2	The student is demonstrating progress towards understanding and application of key concepts, processes and skills with additional time and support.
1	The student is not demonstrating progress towards understanding of key concepts, processes and skills even with additional time and support.
*	Not Assessed at this time.

Teachers in grades 3-8 will keep student grades up-to-date in FACTS SIS and will inform parents if they feel that their student is not performing to their ability. Parents are expected to communicate any needs or concerns with the teacher. Students in grades 3-5 have an evenly weighted grading distribution of 50% for assignments and 50% for tests. Students in grades 6-8 have a weight distribution of 30% for assignments and 70% for tests.

A	93-100	B+	87-89	C+	77-79	D+	67-69	F	0-59
A-	90-92	B	83-86	C	73-76	D	63-66		
		B-	80-82	C-	70-72	D-	60-62		

Students are to maintain satisfactory marks in Christian behavior, assignments up to date, and maintain a “C” average in any subject. If a student has a “D” or an “F” average or is “unsatisfactory” in areas of behavior when mid-quarter and quarter grades are sent home, parents will be notified and the student will be put on a 2 week probationary period. During the probationary period, students are not allowed to participate in extracurricular activities including recess, or athletic games (St. Andrew and public school), until their academic or behavior performance improves.. They must attend all practices. After mid-quarter, grades will be checked weekly. If grades are brought up to a “C” average, the student may play/participate in the activity or sport. If after 2 weeks, the grade is still below a “C” average, at teacher and administrator discretion, a conference to develop a plan of action will take place between teachers, parents, and student.

Grades 6-8 will receive a daily notification through FACTS if students have a ‘0’ or missing assignments. Weekly notifications will be sent through FACTS to update parents on progress.

The student will receive a written notice from the principal indicating that they have begun the 2 week probationary period, which must be signed by the parent and returned to school the following day. A written notification will also be sent home when the student is off probation.

Report Cards are issued/emailed quarterly. A final report card will be sent home on the last day of school. Unpaid fees will result in holding report cards. Each quarter the names of students excelling academically in grades 3-8 will be placed on one of the following honor rolls:

Pastor’s List – All A’s

Principal’s List – All A’s/B’s

End of Year Awards

Pre-K-2nd: Gold Award- meet expectations; Silver Award- working towards expectations

Grades 3-8: Gold Award- Final grade of an A in subject areas, AR goal met every quarter;
Silver Award- Final grade of a B in subject areas

Art/Music/PE: An award may be given to up to two students for achievement in the fine arts areas.

Pre-K-8th grade: Christian Disciple Award

Christian Disciple Award is given to one or two students that consistently display Christian behavior including but not limited to respect, cooperation, observe school rules, follow directions, show concern for others, accept responsibility, and put forth their best effort.

STUDENTS: Promotion and Retention

DSP 5410

All grade-level promotions for diocesan Catholic school students (regular and special) shall be decided by the school administrator/principal in light of the teacher's recommendation and in consultation with the parent/guardian and with the student, if appropriate. Such decisions are based on a total evaluation of a student's growth in all areas of development.

If a student's progress is unsatisfactory and the teacher believes the student may not satisfactorily complete the present grade, the teacher shall discuss alternatives with the school administrator/principal. As soon as possible, the teacher and/or the school administrator/principal shall talk with the parent/guardian and, as appropriate, with the student. Although the school administrator/principal always acts in consultation with the student's teachers and parent/guardian, the final responsibility for a student's promotion or retention rests with the school administrator/principal.

During conferences and in a follow-up letter, the parent/guardian and the student are informed of the pending decision at least six weeks before it is finalized. The decision, with its rationale, shall be communicated to the parent/guardian. If the parent/guardian does not agree with the school administrator/principal's decision, the school administrator/principal and the parent/guardian shall meet to discuss the rationale for the decision. It is ultimately the school administrator/principal's decision whether or not to promote a student.

If a student with special educational needs is accepted in a school that does not offer a special education program, at the request of a parent/guardian who are aware that a special education program is not offered, the school administrator/principal and parent/guardian shall sign a written agreement concerning promotion and retention procedures for the student as well as the type of diploma to be awarded upon termination of attendance.

High school students who satisfactorily complete a program that includes a modified curriculum or significant accommodations for special needs shall receive a diploma that indicates the modified nature of the curriculum (i.e., modified diploma).

Promotion and Retention

In Grades 3-7, the average grade of an "F" in two major subjects will result in automatic consideration for retention.

An 8th Grade student with an average of an "F" in any major subject for the year will not receive a diploma, but will be issued a certification of attendance at graduation.

Student Records

LSP 5230

St. Andrew School uses the diocesan cumulative record form, which includes testing results and academic progress. When a student transfers to another school, the original cumulative record is retained, and a copy is forwarded to the new school. Original health records are released to the receiving school. Copies will be provided to parents upon request, unless prohibited by court order.

The consent of the parent/guardian (in case of a minor) or the parent's counsel is always to be obtained. For assistance, the superintendent of Catholic schools is to be called.

COMMUNICATION

Cooperation between home and school is essential. Cooperation begins with communication along and between school personnel and guardians. Forms of communication with parents include, but are not limited to:

- Open House
- Monthly PTO meetings
- Sacramental meetings for parents (mandatory meetings)
- Parent/teacher conferences
- Newsletters
- Discipline Reports
- Student Planners/Communication Logs
- Friday Folders

Email and Voicemail

Email and voicemail are great tools to use, but are not timely, so if you have timely information, call the secretary so they can pass on the message to the proper person. (pickup, etc.)

Friday Folder

A family folder is sent home with the oldest child in the family each Friday. This folder contains information from school (billing statements, newsletter, etc.). The folder should be returned to the school office promptly on Monday of next week.

Parent Teacher Organization (PTO)

St. Andrew Home and School Parent Teacher Organization (PTO) promotes the welfare of the students of our school. It promotes a clearer understanding of the mutual educational responsibilities of parents and teachers. It encourages the home and school to a greater degree of cooperation and communication and helps to develop and deepen a mutual understanding of Catholic education.

The PTO is neither a policy-making nor primarily a fundraising body. All decisions and fundraising activities must be in accord with parish policies and are subject to final approval by the pastor. PTO funds are to be made available to meet school needs.

All parents of St. Andrew School are automatically members of the PTO. General meetings are held throughout the year typically once a month. At least one parent is encouraged to attend.

STUDENTS: Parent/Guardian/Teacher/Student Conferences

DSP 5405

It is required that each diocesan Catholic school plan to have conferences at grade-reporting time at least once a year for students in grades PreK – 8. These conferences provide the opportunity to discuss and

explore various aspects of the student's growth and development.

Conferences

The school will plan one parent teacher conference generally in October of each school year. Guardians may request a conference at any time and are encouraged to set up additional conferences if the need arises. All requests must be scheduled in advance and arranged through the office or teachers. Unannounced or other visits for immediate conferences with teachers, staff or principal are not appropriate. Teachers, staff, and the principal have a schedule to follow, daily responsibilities, and students to be responsible for. Teachers are instructed not to stop class or supervision of students for short unplanned meetings between 7:15-3:15.

Phone Calls/Visitors

Students and teachers are not to be called during school hours. A message may be left on their voicemail, at the office, or be called on the teacher's plan time. Guardians can leave their children messages. Students may not use the school phones without permission and may use it only for very important reasons.

Teachers will communicate their plan time to parents at the beginning of the year. Please contact your child's teacher to schedule a conference at a time that is convenient for all parties involved.

For the safety of our staff and students, all visitors and parents who come to school are to sign in at the school office prior to going into any classroom. Disrupting a class by interrupting the teacher is not permitted.

DSP 1810

COMMUNITY AND EXTERNAL OPERATIONS: Parent/Guardian Communication Agreement

Enrollment in a diocesan Catholic school is a privilege, not a right. Especially in the schools, a condition of a child's enrollment is the parents/guardians support of the school, and close cooperation of the parents/guardians with the school. Should disagreements, problems, or criticisms arise, all informal efforts between the parents/guardians and school shall be used to resolve the concern.

If informal efforts are unsuccessful, the diocese and the school have a fundamentally fair, formal process to resolve differences, Administrative Recourse. (See DSR 1901.) (Schools shall indicate the page number on which this is found in their parent/guardian/student handbook.) A brief summary of Administrative Recourse is: set up a face-to-face meeting with the teacher; if unsatisfied, meet face-to-face with the school administrator/principal; and if unsatisfied, meet face-to-face with the pastor; if unsatisfied, the complaint will move to the diocesan level.

Parents/guardians are requested and expected to communicate any concerns they have directly to school administration and not to express them through social media or broadly distributed email or any form of digital media. If parents/guardians use any form of electronic media to defame or denigrate the school or any of its personnel, or use electronic media to post inappropriate negative statements about the school or its personnel, all as determined by the school in its discretion, this could be cause for the school to immediately end the enrollment of the student of the parent/guardian who has done so.

By enrolling children in a diocesan Catholic school, parents/guardians are agreeing to abide and support the school and its policies and regulations.

COMMUNITY AND EXTERNAL OPERATIONS: Grievance

DSP 1901

Any serious grievance regarding a diocesan Catholic school or its personnel that cannot be solved through an informal process using the local chain of command (teacher, school administrator/principal, pastor) shall be resolved through Administrative Recourse. In its role as an advisory council, rather than a governing board, the parish school advisory council is not part of the process of reconciling differences, unless a pastor decides to consult some or all of the council for advice on a serious issue. Administrative Recourse shall constitute the exclusive method for resolving such disputes after informal attempts at reconciliation have failed. The parties are bound by its determination as final and binding. Administrative Recourse is specifically limited to grievances as defined within the Administrative Recourse regulation.

COMMUNITY AND EXTERNAL OPERATIONS: Administrative Recourse

DSR 1901

A. Definition: A grievance is a formal complaint about any serious issue regarding a diocesan Catholic school or its personnel that needs a formal process of reconciliation in order for it to be resolved.

B. Purpose: The primary purpose of Administrative Recourse shall be to secure, at the lowest possible administrative level, equitable solutions to problems which may from time to time arise affecting the welfare or working conditions of persons associated with the school.

C. Basic Principles:

1. Informal attempts using the local chain of authority (teacher, school administrator/principal, pastor) have failed to resolve the grievance.
2. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level of the formal procedures shall be considered a maximum and every effort shall be made to expedite the process. The failure of a grievant to act within the prescribed timeframes shall act as a bar to any further appeal and the school administrator/principal's failure to give a decision within the timeframes shall permit the grievant to proceed to the next level. (See procedure below) By mutual written agreement, however, the timeframes may be extended.
3. The grievant agrees that discussions during the procedural stages of a grievance shall be kept confidential.
4. There shall be no retaliation against any party or participant in Administrative Recourse.
5. Meetings held pursuant to this procedure shall be conducted by mutual agreement at a time and place that will afford a fair and reasonable opportunity for all persons, including witnesses to attend.
6. Records of formal proceedings at every level shall be kept and made available to all parties involved.

D. Procedure:

1. Informal Attempts at Resolution: Before differences become formal grievances, every effort shall be made to resolve local-level disputes by way of a free and open discussion between the parties involved in the grievance. Accordingly, a grievant shall not pursue a grievance through the formal procedures outlined in this policy unless the grievant has first engaged in informal attempts with the normal chain of authority (teacher, school administrator/principal, pastor) to reconcile the difference beginning with the person whom the grievance is against. The school administrator/principal or pastor may ask a third party to attend and assist the discussion.
2. Formal Procedures: In the event that informal attempts at resolving the dispute have been unsuccessful, the formal procedures outlined below shall be observed. For complaints to be resolved through these procedures, the following shall apply: if the complaint relates to a school administrator/principal, LEVEL ONE will not apply, and the grievant will begin with LEVEL TWO; if the complaint relates to a pastor, LEVELS ONE AND TWO will not apply, and the grievant will begin with LEVEL THREE.

- **Level One: School Administrator/Principal**

The grievant shall reduce the complaint to writing and submit it to the school administrator/principal within 15 days following the occurrence of the event. In the complaint, the grievant must specifically request resolution through Administrative Recourse. The school administrator/principal will hold a meeting within seven days following receipt of the written statement of grievance. The school administrator/principal, a grievance representative designated by the pastor and the grievant shall be present for the meeting. Within seven days following the meeting, the school administrator/principal shall provide the grievant with a written decision.

- **Level Two: Pastor**

If the grievant is dissatisfied with the school administrator's/principal's written decision, the grievant may appeal the decision in writing within five days to the pastor. If the formal procedure begins with LEVEL TWO, the grievant shall put their complaint in writing and submit it to the pastor within 15 days following the occurrence of the event. The pastor will hold a meeting within seven days following receipt of the written statement of grievance or the appeal, as applicable. The pastor, a grievance representative designated by the pastor and the grievant shall be present for the meeting. Within seven days following the meeting, the pastor shall provide the grievant and the school administrator/principal with a written decision.

- **Level Three: Catholic Schools Office**

If the grievant is dissatisfied with the pastor's written decision, the grievant may appeal the decision in writing within five days to the Catholic Schools Office. If the formal procedure begins with LEVEL THREE, the grievant shall put their complaint in writing and submit it to the Catholic Schools Office within 15 days following the occurrence of the event. The Catholic Schools Office or a designated representative of the superintendent will hold a meeting within 10 days following receipt of the appeal. The Catholic Schools Office will render a decision in writing stating findings of fact and conclusions within 10 days of the meeting and a copy of the decision shall be delivered to the grievant, the pastor and the school administrator/principal.

- **Level Four: Office of the Bishop**

If the aggrieved person is not satisfied with the disposition of the grievance at LEVEL THREE, a written appeal may be made within five days to the bishop. The bishop or his designee will review the entire record relating to the grievance and thereafter hold a meeting which shall not be later than 15 days after receipt of the written appeal. The grievant is entitled to attend this meeting. Evidence relevant to the grievance may be offered by interested parties, and questions may be asked pertaining to the cause by the bishop as well as the interested parties. The bishop will render and communicate its recommendation to the Catholic Schools Office and the grievant of his ruling. The decision of the bishop shall be final and binding.

DSP 1902

COMMUNITY AND EXTERNAL OPERATIONS: Penalty Status During Administrative Recourse

The penalty for a violation of a diocesan Catholic school or diocesan policy or regulation shall be enforced during Administrative Recourse. However, a request can be made to the pastor to speed up the procedure. Either the grievant or the person(s) whom the grievance is against can make this request. The request, in consultation with the Catholic School Office, can be granted or denied.

STUDENT HEALTH AND SAFETY

Emergency Procedures

Any event that poses danger or results in physical, emotional, or psychological injury to student, faculty/staff, administration or facility, may be defined as a crisis situation. It is the intent of St. Andrew School to provide the health, safety, and welfare of all its constituents.

The school will follow the directives of the local law enforcement authorities should it become necessary to secure the school building for any reason. If it becomes necessary to move students to a different site, or dismissal or transportation arrangements are altered, guardians will be notified by the way of school text alert system and television stations. If necessary, a communication center, directed by the local law enforcement authorities, will be established to release pertinent information.

All persons-including guardians- are required to follow the directives of the plan and or of the law enforcement authorities, to best ensure the health, safety, and welfare of our school community.

Information Forms

Each student will have on file a family emergency information form that is completed and current. **It is necessary that forms be kept up to date.** Any new information must be given to the school office as soon as possible. If there is a change in employment, phone number or address, the new information is needed in a timely manner.

Crisis Management Plan

Crisis Management Plans are posted in all classrooms and offices. Students will be instructed and participate in drills throughout the year. In the event it is necessary to utilize the Crisis Management Plan parents will be notified.

Reunification Locations

On Campus- South Field or West field next to Church Rectory

Second evacuation to Reunification points

- **On campus-**St. Andrew Church
- **Off campus-** Price James Library, Koechner Manufacturing and Knights of Columbus
- **Intruder Evacuation-** Under direction of the teacher, students will evacuate to a safe location. Refer to Intruder Information

Fire, Earthquake, and Tornado Drills

LSP 6121

Fire, tornado, and earthquake drills are practiced regularly. Documentation of drill dates, response times and comments for further review are kept in the office. Students are taught proper emergency procedures. Any student abusing proper procedures will be subject to disciplinary action. See Crisis Management Plan for detailed information.

Bomb Threat

LSP 6122

If a telephone or written bomb threat is received, the local law enforcement authorities will be contacted, and St. Andrew School may follow their recommendations concerning the course of action to be taken. See Crisis Management Plan for detailed information.

Early School Closing

LSP 6125

Information on school closings due to bad weather or emergencies can be heard on local TV stations and through the school text alert system. It is important the students and guardians be aware of weather conditions and plan in advance in the event of an early dismissal, as communication lines need to be kept open for emergency calls only.

1. Early release- Early release decisions will be based on current and forecasted weather conditions. Next determining factor will include information received from Tipton R-VI school regarding their decision to release early. If dismissed early, parents will be notified through news stations and text alert.

2. Full Day Closing- Current road conditions and forecasted weather conditions will be the first determining factor to dismiss school. Next determining factor will include information received from Tipton R-VI school regarding their decision to close school.

The school is not to be called to inquire about the possibility of closing.

Search and Seizure

LSP 5380

Students are allowed to use school property and spaces with the understanding that school officials may conduct periodic inspections at any time and without the consent of the parties involved.

First Aid

LSP 5510

First aid will be administered on the premises for minor accidents. In cases that appear serious, the St. Andrew School will follow the instructions given on the school emergency form. Prescription medication will not be administered by mouth unless both a written statement from a physician detailing method, amount and time schedule, and a written statement from the parents or guardian authorizing the staff to assist a child in taking such medication is on file.

Non-prescription medication will be administered only with a written statement on file from the parent or guardian authorizing the director to assist the child in taking such medication.

If the child is sick or warrants immediate attention, the school office attempts to contact the parents. All parents will make contingency plans to pick up a sick child. Leaving a sick child at school is not an option. If the parents cannot be contacted, the school will call the names of the people on the Emergency Form. If immediate attention is needed and parents cannot be contacted, the school may call the ambulance district or 911.

Students will be excluded from school for fever of 100 or over. Students must be kept home 24 hours after onset of fever and be fever free without the use of medicine for 24 hours before returning to school.

St. Andrew School will act according to his/her best judgment for the welfare of the child.

External Care

The school will assist students who have minor accidents or ailments by using ordinary external medical supplies such as band-aids, antiseptic solution, cold and hot packs, thermometers, etc. unless guardians request otherwise.

STUDENTS: Drug/Medication Administration

DSP 5520

Any drug which may lawfully be sold over-the-counter without a prescription may be administered in a diocesan Catholic school in compliance with the written instructions and consent of the student's parent/guardian. Administration of a prescription drug requires written instructions from a physician, dentist or podiatrist and written consent from the student's parent or guardian. All drugs, whether over-the-counter or prescribed, must be kept in the school office/ nurse's office, and NOT in the possession of a student.

Each school must have a written policy regarding oral drug administration. The policy shall include procedures for obtaining and filing (in the school or other appropriate facility) the written instructions and

consent required. There must be procedures for periodic review of the instructions, storing of the drugs, record keeping and appropriate instruction of persons who may be authorized to administer the drugs. (For the proper protection of students and faculty, schools are required to keep drugs in a locked cabinet.)

Students or personnel using cannabidiol (CBD) products or medical marijuana shall be doing so under physician's care. Documentation from a licensed physician of such use shall be on file at the school. This documentation shall be taken into consideration when performing any school-related drug testing. Any dosage of these types of treatments during school hours must be delivered by a parent/guardian.

Drug/Medication Administration

LSP 5520

Any drug, which may lawfully be sold over the counter without a prescription, may be administered in compliance with the written instructions and consent of the student's guardian. Administration of a prescription drug requires written consent from a physician, dentist, or podiatrist and written consent from the student's guardian.

The school will never dispense any internal medicine at the request of the student. In response to a written parental request, the school will arrange for that medicine, in its original container and clearly labeled with the child's name, name of medication, and directions for administration, be stored in a safe, locked place and administered by a responsible adult. Refrigerated medicines will be stored in a locked refrigerator in the school office. To protect the child and others, medications must be hand delivered by the guardian to the school office.

Each student must have a health record on file. Prior to kindergarten every student shall be immunized against DPT, Poliomyelitis and a 2nd MMR. Upon entering 7th grade, students are required to have the Hepatitis B series shots. Whenever a child receives an immunization shot, the school office is to be notified in writing in order to keep the records updated. A representative from the Moniteau County Health Center checks St. Andrew School records on a yearly basis.

County financial assistance is available for those who qualify for dental and eye care, shoes, and immunizations. The local county nurse is to be contacted for information.

Immunization Requirements

LSP 8000

The state of Missouri requires that every child attending school, unless properly exempted, have the proper immunizations. Students will not begin the school year unless immunizations requirements are up to date.

Identification of Health Problem

Periodic health screenings will be arranged by the school to check student's visual and hearing acuity. Guardians will be notified of possible problem areas and are encouraged to seek professional care. Guardians should never knowingly send a sick child to school. If a child becomes ill at school, the severity of the illness will be assessed and the guardians notified as per the emergency form contact list. The school reserves the right to require the student to leave school and not be readmitted to school or school sponsored activities until the student is without symptoms for 24 hours. (Fever without medication, vomiting, diarrhea, etc.)

Contagious and Communicable Conditions

All contagious and communicable conditions-strep throat, measles, pinkeye, head lice, chicken pox, covid, etc. should be reported to the school office so that proper precautions can be taken. Students will not attend

school sponsored activities until proper treatment procedures and readmission standards are met. Regulations set by county health officials will be enforced.

Transmittable Parasitic Conditions

Students will be periodically screened for parasitic conditions (Example- head lice). Any student found to have a transmittable parasitic condition will be suspended from school for no less than 24 hours or until head lice is gone. Upon returning to school, the child must be rechecked for the condition. There can be NO live head lice and NO nits in the hair. If any are found the child will not be readmitted to school. The very best prevention is for guardians to get into the habit of checking their children's heads thoroughly on a weekly basis.

Asbestos Management Plan

In keeping with diocesan requirements, be it known that “The asbestos management plan for St. Andrew School is available for public review in the school office. All asbestos activities have been completed at this time.”

STUDENTS: Student Insurance

DSP 5575

A Student Accident Policy provides coverage for all students enrolled in diocesan Catholic schools. If a student is injured due to an accident during a school related event/activity sponsored by the school or diocese, the policy may cover medical expenses not covered by the student’s parent/guardian health insurance policy. In the event of a claim, payment is based on usual, customary and reasonable charges. This coverage applies to all students enrolled in a diocesan Catholic school. With the exception of high schools, the coverage includes school related athletic events and activities. A separate accident policy is in place for high school athletic events.

For coverage to be effective, the school event/activity must be sponsored by the parish, school or diocese. Use of third parties or outside clubs, particularly for sporting events, may not be covered. It is important to verify the third party or club provides adequate coverage for participating students. It is permissible, but not required, for schools to pass the cost of the insurance on to the parent/guardian along with other school fees.

For more information contact Winter-Dent at 573-634-2122 or the diocesan Finance Office.

ACTIVITIES AND ATHLETICS

STUDENTS: Eighth-Grade Promotion

DSP 5412

Promotion ceremonies for diocesan Catholic school students, upon completion of grade eight shall be as dignified and simple as possible. The official diocesan promotion certificate, ordered from the Catholic Schools Office, shall be presented at the promotion ceremony. An alternate form is also available for use, after consultation with parents/guardians, for students who cannot or have not completed standard requirements.

Eighth graders will wear graduation gowns for the ceremony. Modesty is required and the clothing is to be appropriate for the ceremony and reception. Girls will need their dress/outfit approved by administration/principal. Parents of students not adhering to the dress code will be required to take their child home. Dress code for graduation is as follows:

- Strapless, backless, bare shoulders and low cut dresses as well as dresses with spaghetti straps are NOT allowed. Garments cut low in the front or the back are NOT acceptable.
- Dresses must be fingertip length without having to pull it down
- Shoes need to be under a 2” heel
- Proper undergarments are required.
- Formals and prom dresses are NOT permitted.
- Gentlemen are to wear neat dress pants, dress shirt, shoes and tie.
- Jeans are NOT allowed.
- A suit or sports coat is recommended, but not required.

Co-Curricular Activities

St. Andrew School offers a variety of co-curricular activities. The general policies and procedures for these activities are provided to the participants and a written agreement to comply with the regulation is required before participation. Students who do not comply are subject to dismissal from the activity.

Diocesan School Sponsored Student Activities

LSP 6602

The following are a list of Diocesan sponsored events that the school may participate in:

1. Speech Meets (Grades 6-8)
2. Sketch Day (Grades 6-8)
3. Science Fair (Grades 6-8)
4. Spelling Bee (Grades 4-8)
5. Vocation Day (Grade 6)

Social Activities

LSP 6620

Holiday celebrations are arranged by each classroom teacher with the cooperation of the room parents. Birthday treats must be simple in nature, limited to one item, and easily distributed by the student or teacher. Teachers must be notified at least one day in advance of birthday treats. Birthday treats will be handed out per the teacher's discretion. Surprise parties for the classroom teacher must be approved by the principal at least one day in advance. Birthday invitations may be passed out at school only if the whole class, all the boys and all the girls are invited.

Each class may have the following parties: Fall, Christmas, and Valentine’s Day. All parties will be scheduled during the last hour of the school day. Soda will not be allowed to be served as part of any snack/treat/party. Room parents take care of the refreshments/games with the help of other class parents. Room parents will contact other parents for any help they need and are to consult teachers to plan the part.

INSTRUCTION: Educational Outings, Field Trips, 8th Grade Trips and Senior Trip

DSR 6301

All diocesan Catholic school field trips and outings shall be pre-approved by the school administrator/principal. The written consent of parents/guardians must be obtained for every student participating in a field trip or outing. The consent shall include basic information about the trip, including destination, times, chaperones and mode of transportation.

No student shall participate in outings or field trips unless a signed parent/guardian permission slip for the specific event is on file with the school administrator/principal. A sample Field Trip Permission Slip is included in Appendix #6301.

Educational Outings and Field Trips

LSP 6301

Since the content of material being listened to or viewed cannot be monitored, personal devices such as cell phones, iPads, iPods, DVD players, etc. cannot be brought on educational outings.

IF classroom discipline plays a major role in the field trip, the sponsoring teacher in consultation with the principal will determine student eligibility for participation.

DSP 6305

INSTRUCTION: Chaperones and Drivers for Field Trips, Athletic Events and Other Off-Campus School Activities

Diocesan Catholic schools shall take appropriate measures to ensure the safety of students when they are being transported for educational field trips, athletic events, and other off-campus school activities.

An adequate number of responsible adult chaperones shall accompany the students. Ordinarily, at least one adult will accompany every five students in the lower grades and every 10 students in the upper grades; some situations (travel with younger students) may require more supervision. Trips involving a great deal of travel shall be discouraged.

When appropriate, schools should use bus transportation by an insured carrier for off-campus school-sponsored events. There are circumstances for which a school administrator/principal may determine that transportation in private passenger vehicles is appropriate (small number of students involved in an activity, the cost of commercial transportation). If a private passenger vehicle is to be used, the following criteria shall apply:

1. drivers must be a parent/guardian of a student; teachers and other personnel shall not drive students other than their own children on school trips of any kind;
2. drivers must be experienced drivers over the age of 25 and demonstrate the maturity necessary to provide for the safety of those they are transporting;
3. drivers must have a valid, non-probationary driver's license and no physical disability that shall impair the ability to drive safely;
4. drivers must sign a driving policy acknowledgement form agreeing to abide by certain safety practices; (Appendix 6305: Agreement to Transport Students);
5. drivers must complete the diocesan safe environment training.
6. the vehicle must have a valid registration and meet state safety requirements; and
7. the vehicle must be insured for minimum liability limits of \$100,000 per person/\$300,000 per occurrence.

All drivers shall be given a copy of the above criteria.

Volunteer drivers must provide the school with copies of a valid driver's license, vehicle registration, and proof of insurance coverage. The documents shall be kept on file by the school. The school shall also maintain a record of each event and date when each volunteer driver transports students.

Chaperones and Drivers for Field Trips (Educational Outings)

LSP 6305

Parents are always welcome to attend class trips and will be given the opportunity to volunteer as either a driver or a chaperone. Drivers and chaperones must be VIRTUS trained and will be selected at the

discretion of the teacher. All parents attending the field trip are expected to comply with school and diocesan policy and to follow the agenda given by the teacher.

Transportation

Students will arrive at school through transportation of their own.

INSTRUCTION: Athletics

DSP 6610

All athletic programs offered through diocesan Catholic schools shall reflect the values of, and be consistent with the mission and principles of the schools and the diocese. All students, parents/guardians, leaders, coaches, and referees will sign a code of conduct prior to participation in any athletic event/team sponsored by a Diocesan school. Additionally, schools may require all involved with an extracurricular activity (including athletics) to agree to sportsmanship training prior to the start of the activity.

INSTRUCTION: Athletics

DSR 6610

All athletic programs offered through diocesan Catholic schools shall ensure the programs meet the following criteria:

- Sports are viewed as ministry to students and families.
- Teams are seen as moral communities.
- Moral growth and character development are emphasized.
- Spiritual development is expected.

All coaches and assistant coaches (whether paid or volunteer) will be expected to imitate Christ through their coaching.

School administrators/principals who participate in any athletic program shall be responsible for assuring that all coaches, physical education teachers and parents/guardians meet the behavior standards. Evaluation of coaches and physical education teachers by school administrators/principals shall assure that these coaches and teachers are integrating these goals into their ministry of coaching/teaching.

School administrators/principals may delegate responsibility for various aspects of the program to other personnel (i.e., assistant principals, athletic directors or secretaries), but shall retain overall responsibility for the implementation of the program in their schools. Additionally, when a diocesan school facility is used for extracurricular activities (eg. athletic games) involving diocesan schools, a designated monitor for the host school must be present. This monitor will be responsible for making sure school property is protected, and participants and attendees are behaving in ways consistent with diocesan policy.

In view of the respect for and sanctity of the celebration of the Eucharist on Sundays, holy days of obligation, and the importance of the Easter Triduum, no practices, games, or events shall be held by any diocesan Catholic school-sponsored group, team or club in the school building or playing field, or buildings the school may borrow, rent or own before noon on any Sunday or holy day of obligation, nor at any time on Holy Thursday, Good Friday, Holy Saturday or Easter Sunday. Any games, tournaments, practices, etc. for school teams or individuals participating in a school extracurricular activity held over school holidays must have express, written permission of the supervising administrator.

Participation In Athletic Activities

LSP 6603

Athletic programs at St. Andrew School are offered to enhance the regular curriculum and provide opportunities to develop the gifts and talents in the athletic areas, develop leadership skills, and to promote interaction among

the students of our school and between neighboring schools. Athletic programs are not part of the required diocesan curriculum standards and will generally not occur during regular instruction time. These programs are privileges and include requirements for participation. Christian attitudes and values, good sportsmanship, self-discipline, respect for self and others, cooperation and a willingness to accept the responsibility of the extra tasks accompanying participation in the program are key elements and expectations of the St. Andrew School athletic program. Students, guardians, and coaches will sign a statement to abide by the policies and procedures for athletics and release of liability form before participation is permitted. All forms, athletic and doctor's physical, **MUST** be turned into the school office before students can practice.

PLEASE SEE SEPARATE ATHLETIC POLICY FOR GUIDELINES.

St. Andrew School Administration monitors the Athletic program. The mission is to ensure that all athletes can participate in a positive, safe sports program. The intent of the program is to place the emotional and physical wellbeing of each athlete ahead of the desire to win, while developing skills, knowledge of the sport, and the ability to compete at the next level.

The programs available to students at St. Andrew School are:

1. Volleyball- offered to females in grades 7-8. The 6th grade will play if the team needs additional players. Students must supply their own knee pads, court shoes and shorts. The school supplies the uniforms.
2. Football – offered to males in grades 7-8 with the public school.
3. Cross Country- offered to all males and females in grades 7-8 with the public school.
4. Basketball- offered to all males and females in grades 7-8. Sixth graders may play if team needs additional players. The school will supply uniforms.
5. Track- offered to all males and females in grades 7-8 with the public school.
6. Archery – offered to male and females in grades 5-8.

School parents are required to work the gate, concession stand, or the scoring table on games held at St. Andrew School.

TECHNOLOGY

INSTRUCTION: Student Internet, E-mail and Other Technology Use

DSP 6425

All diocesan Catholic schools allowing students to have access to the internet, email and other technology shall have a written policy regarding usage in the parent/guardian/student handbooks. This content of this policy shall include, at a minimum, the following statements:

1. Internet, email and other technology access and use in school is a privilege, not a right.
2. Use of technology access shall be consistent with Catholic teaching, doctrine, morality and values.
3. Students shall not use the internet, email or other technology for the purpose of transmitting or receiving illegal, illicit or obscene materials, or other materials in conflict with Catholic doctrine and practices.
4. Students shall not use the internet, email or other technology for the purpose of violating copyright law, including, but is not limited to, copyrighted software, text, graphics or music. Such action shall be considered theft and is in violation of Catholic and legal standards.
5. Students shall not use the internet, email or other technology for the purpose of plagiarism.
6. Students shall not attempt to gain access to resources belonging to others, including, but is not limited to, passwords, email, personal files, and restricted or secure internet sites. This shall also be considered theft and in violation of Catholic and legal standards.

7. Students shall not use the internet, email or other technology to transmit information about the school or the school-governed facilities, other than their own email address, including, but is not limited to school personnel names and addresses.
8. Students shall not use devices or technology to record (video/audio) on school property or at school events without prior permission from administration.
9. The school reserves the right to review any materials (email, files, other correspondence) sent or received via the internet, email or other technology for appropriateness in light of legal, ethical and Catholic standards.
10. Any violation of this policy is also considered a violation of the school discipline code and is subject to school disciplinary action.
11. The privilege of the internet, email or other technology use can be suspended or revoked at any time.

In addition to the above, the school, after consultation with the Catholic School Office, can take disciplinary action against any student who, either within or outside school hours and/or on or off school grounds, uses technology to defame, bully, or assault the character or being of the school, diocese, any of its personnel and/or students. This includes any such negative postings, verbal or pictorial, on such websites as Facebook, YouTube, Snapchat, Twitter, Instagram, TikTok and other social networking sites. This includes any activity that would violate DSP 5305, Catholic Faith and Moral Standard.

Student Internet, E-mail and Other Technology Use

LSP 6425

General Rules and Responsibilities:

1. A user may not use another's user ID and/or password.
2. A user may not share his/her user ID and/or password with others.
3. A user may not delete, examine, copy or change the files or data of another user without prior consent. (Exception: Faculty and staff may delete, examine, copy or change the files belonging to students).
4. An unauthorized user may not access the Internet for non-educational purposes.
5. A user may not access free services on the Internet (purchases, game sites, downloads.) The user is entirely responsible for costs incurred by violation of this rule.
6. Users are required to obey all laws including criminal, copyright, privacy, defamation, and obscenity laws.
7. No user may install software, audio or video media without prior approval.
8. No student may create or access a private email account from school facilities.
9. Any unauthorized, deliberate or negligent action that damages or disrupts technology, alters its normal performance, or causes it to malfunction is prohibited. All damages incurred due to the misuse of the school's technology will be charged to the user.
10. Electronic resources provided for home access are for the exclusive use of St. Andrew School students, staff, and school advisory members.
11. All users shall immediately report any security problems or misuse of the school's technology resources to a teacher or administrator.

INSTRUCTION: AI Use, Data Stewardship, and Compliance

DSP 6426

Artificial Intelligence (AI) use in a diocesan Catholic school setting is permissible only under direct supervision of school personnel for specific academic purpose.

ADDITIONAL ITEMS

Lunch

Hot lunch is served daily and the cost includes milk. Students are not allowed to bring their lunch. Exceptions may be made for students who have documented medical reactions to certain foods. A letter from a medical doctor explaining the condition should be on file with the student medical records.

Lunch money must be prepaid. Families will make a deposit into their lunch program account on a regular basis and be informed if the amount is in arrears. Once a student has a lunch bill totaling more than \$50.00, the parents will receive notification. Should the bill exceed \$100.00 per family, consultation must be scheduled with the principal and/or pastor. Lunch money is to be sent to school in the family folder. Checks are to be made out to St. Andrew School Lunch Program.

Everyone faces financial challenges at times. Should this occur, parents are encouraged to fill out a confidential free/reduced lunch application for assistance until their financial situation improves.

Teachers organizing all-day field trips will organize a meal on the outing or inform the students to bring their lunch from home for the day.

In order to avoid the financial strain caused by negative lunch accounts, families will be charged a yearly start-up fee of \$50/student in August and billed \$37/student September-May. At the end of the school year, accounts that have a positive balance will be carried over to the next school year. If the family is not returning the remaining balance will be refunded.

Property Identification

All students will have their personal items such as books, sweaters, shirts, jackets, backpacks, etc. marked with their name. **Any money sent to school, other than lunch money, is to be in an envelope marked with name, amount, and purpose.**

Candy, Gum, Soda

Students are not to have candy, gum, or soda during school hours, unless a teacher or administrator has given permission.

First offense: the student will be assigned one day to wash cafeteria tables before or after school or during recess.

Second offense: the student will be assigned one week to wash cafeteria tables, in addition to an after-school detention.

Any further offense to this policy will result in a parent conference where further discipline will be discussed.

Nuisance Items

Any item or article which may become a nuisance in the school, classroom or playground is subject to immediate confiscation. This includes, but is not limited to, electronics, toys, fidget spinners, jewelry, or any other item deemed a distraction from the learning environment. All items brought to school are to be stored in backpacks during the school day (from the time they enter the building until they leave), unless special permission is granted from the administrator.

Failure to comply will result in the following:

First Offense: verbal warning and parent notification

Second Offense: Item will be taken away and the parent must pick it up from the office

Third Offense: Item will be taken away and student will serve detention.

Any additional offenses to the above policy will result in the above consequences, in addition to suspension.

School Wellness Policy on Physical Activity and Nutrition

Preamble

We believe that children need access to healthful foods and opportunities to be physically active in order to grow, learn, and thrive;

We believe that good health fosters student attendance and education;

We believe that community participation is essential to the development and implementation of successful school wellness policies;

Therefore, St. Andrew School is committed to providing a school environment that promotes and protects children's health, well-being, and ability to learn by supporting healthy eating and physical activity.

Therefore, it is the policy of St. Andrew School that:

The school will engage students, parents, teacher, food service professionals, health professionals, and other interested community member in developing, implementing, monitoring, and reviewing school-wide nutrition and physical activity policies.

All students in grades K-8 will have opportunities, support, and encouragement to be physically active on a regular basis.

Foods and beverages sold or served at school will meet the nutrition recommendations of the U.S. Dietary Guidelines for Americans.

Qualified child nutrition professionals will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; will accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.

To the maximum extent practicable, St. Andrew School will participate in available federal school meal programs including the National School Lunch Program.

The school will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity. It will establish linkages between health education, school meal programs, and related community services.

To Achieve These Policy Goals:

I. School Health Councils

St. Andrew School will work within any existing local school health councils to develop, implement, monitor, review and as necessary, revise school nutrition and physical activity policies. The council also will serve as a resource to school sites including St. Andrew School for implementing those policies.

II. Nutritional Quality of Foods and Beverages Sold and Served on Campus

School Meals

Meals served through the National School Lunch will:

- Be appealing and attractive to children;
- Be served in a clean and pleasant setting;
- Meet, at a minimum, nutrition requirements established by local, state and federal statutes and regulations;
- Offer a variety of fruits and vegetables;
- Serve only low-fat (1%) and fat-free milk and nutritionally-equivalent non-dairy alternatives (to be defined by USDA); and
- Ensure that half of the served grains are whole grain.

St. Andrew School will engage students and parents, through taste-tests of new entrees and surveys, in selecting foods sold through the school meal programs in order to identify new, healthful, and appealing food choices. In addition, the school will share information about the nutritional content of meals with parents and student. Such information could be made available on menus, a Website, or at Home and School meetings.

Free and Reduced-Priced Meals: St. Andrew School will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals. Toward this end, the school utilizes electronic systems; provides meals at no charge to all children who qualify, and promotes the availability of school meals to all students.

Meal Times and Scheduling: St. Andrew School

- Will provide students with at least 20 minutes to eat;
- Will schedule meal periods at appropriate times, e.g. Lunch is scheduled between 10:45 AM and 12:30 PM;
- Will not schedule tutoring, club, or organizational meetings or activities during mealtimes, unless students may eat during such activities;
- Will provide students access to hand washing or hand sanitizing before they eat meals or snacks; and
- Will take reasonable steps to accommodate the tooth-brushing regimens of students with special oral health needs (e.g. orthodontia or high tooth decay risk.)

Qualifications of School Food Service Staff: Qualified nutrition professionals will administer the school meal programs. As part of the school district's responsibility to operate a food service program, the school

will provide continuing professional development for all nutrition professionals in schools. Staff development programs will include appropriate certification and/or training programs for the child school nutrition manager and cafeteria workers, according to their levels of responsibility.

Sharing of Foods and Beverages: Schools will discourage students from sharing their foods or beverages with one another during meal or snack times, given concerns about allergies and other restrictions on some children's diets.

Food and Beverages Sold Individually (i.e., foods sold outside of reimbursable school meals, such as through vending machines, fund-raisers, school stores, etc.)

The school food service program will approve and provide all food and beverage sales to students in elementary schools should be sold as balanced meals. If available, food and beverages sold individually should be limited to low-fat and non-fat milk, fruits, and non-fried vegetables.

Beverages:

Allowed: water or seltzer water without added caloric sweeteners; fruit and vegetable juice and fruit-based drinks that contain at least 50% fruit juice and that do not contain additional caloric sweeteners; unflavored or flavored low-fat or fat-free milk and nutritionally-equivalent nondairy beverages (to be defined by USDA);

Not allowed: soft drinks containing caloric sweeteners; sports drinks, iced teas; fruit-based drinks that contain less than 50% real fruit juice or that contain additional caloric sweeteners; beverages containing caffeine, excluding low-fat or fat-free chocolate milk (which contain trivial amounts of caffeine).

Foods:

A food item sold:

will have no more than 35% of its calories from fat (excluding nuts, seeds, peanut butter, and other nut butter) and 10% of its calories from saturated and trans fat combined;

will have no more than 35% of its weight from added sugars;

will contain no more than 250mg of sodium per serving for chips, cereals, crackers, french fries, baked goods, and other snack items; will contain no more than 480mg of sodium per serving for pastas, meats, and soups; and will contain no more than 600mg of sodium for pizza, sandwiches, and main dishes.

A choice of another fruits and/or non-fried vegetable will be offered. Such items could include, but are not limited to, fresh fruits and vegetables; 100% fruit or vegetable juice; fruit-based drinks that are at least 50% fruit juice and that do not contain additional caloric sweeteners; cooked, dried, or canned fruits (canned in fruit juice or light syrup); and cooked, dried, or canned vegetables (that meet the above fat and sodium guidelines).

Portion Sizes:

Limit portion sizes of foods and beverages:

One and one-quarter ounce for chips, crackers, popcorn, cereal, trail mix, nuts, seeds, dried fruit, or jerky;

One ounce for cookies;

Two ounces for cereal bars, granola bars, pastries, muffins, doughnuts, bagels and other bakery items;

Four fluid ounces for frozen desserts, including, but not limited to, low-fat or fat-free ice cream;

Eight ounces for non-frozen yogurt;

Twelve fluid ounces for beverages, excluding water; and

The portion size of a la carte entrees and side dishes, including potatoes, will not be greater than the size of comparable portions offered as part of school meals. Fruits and non-fried vegetables are exempt from portion-size limits.

Fund-raising Activities: To support children's health and school nutrition-education efforts, school fund-raising activities will not involve food or will use only foods that meet the above nutrition and portion size standards for foods and beverages sold individually. St. Andrew School encourages fund-raising activities that promote physical activity. The school will make available a list of ideas for acceptable fund-raising activities.

Snacks served during the school day or in after-school care or enrichment programs will make a positive contribution to children's diets and health, with an emphasis on serving fruits and vegetables as the primary snacks and water as the primary beverage. School will assess if and when to offer snacks based on timing of school meals, children's nutritional needs, children's ages, and other considerations. The school will disseminate a list of healthful snack items to teachers, after-school program personnel, and parents.

Rewards: St. Andrew School will not use foods or beverages, especially those that do not meet the nutrition standards for foods and beverages as rewards for academic performance or good behavior, and will not withhold food or beverages, (including food served through school meals) as a punishment.

Celebrations: St. Andrew School will monitor celebrations that involve food during the school day. Each party should limit the food or beverages that do not meet nutrition standards for food and beverages. The school will disseminate a list of healthy party ideas to parents and teachers.

III. Nutrition and Physical Activity Promotion and Food Marketing

Nutrition Education and Promotion: St. Andrew School aims to teach, encourage, and support healthy eating by students. St. Andrew School will provide nutrition education and engage in nutrition promotion that:

is offered at each grade level as part of a sequential, comprehensive, standards-based program designed to provide students with the knowledge and skills necessary to promote and protect their health;

is part of not only health education classes, but also classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects;

includes enjoyable, developmentally-appropriate, culturally-relevant, participatory activities, such as contests, promotions, taste testing, farm visits, and school gardens;

promotes fruits, vegetables, whole grain products, low-fat and fat-free dairy products, healthy food preparation methods, and health-enhancing nutrition practices;

emphasizes caloric balance between food intake and energy expenditure (physical activity/exercise);

links with school meal programs, other school foods, and nutrition-related community services;

teaches media literacy with an emphasis on food marketing; and includes training for teachers and other staff.

Integrating Physical Activity into the Classroom Setting: For students to receive the nationally recommended amount of daily physical activity (i.e. at least 60 minutes per day) and for students to fully embrace regular physical activity as a personal behavior, students need opportunities for physical activity beyond physical education class.

Toward that end:

Classroom health education will complement physical education by reinforcing the knowledge and self-management skills needed to maintain a physically-active lifestyle and to reduce time spent on sedentary activities, such as watching television;

Opportunities for physical activity will be incorporated into other subject lessons; and classroom teachers will provide short physical activity breaks between lessons and classes, as appropriate.

Communications with Parents: St. Andrew School will support parents' efforts to provide a healthy diet and daily physical activity for their children. The school will offer healthy eating suggestions for parents, send home nutrition information as available, post nutrition tips in the school newspaper and provide nutrient analysis of school menus for any parent who desires this information. St. Andrew School will provide parents a list of recommended food items that meet nutritional guidelines as ideas for healthy celebrations and parties.

The school will provide information about physical education and other school-based physical activity opportunities and support parents' efforts to provide their children with opportunities to be physically active outside of school. Such supports will include sharing information about physical activity and physical education through newsletters, or other take-home materials, special events, or physical education homework.

Food Marketing in Schools: School-based marketing will be consistent with nutrition education and health promotion. As such, St. Andrew School will limit food and beverage marketing to the promotion of foods and beverages that meet the nutrient standards for meals or for foods and beverages. School-based marketing of brands promoting predominantly low-nutrition foods and beverages is prohibited. The promotion of healthy foods, including fruits, vegetables, whole grains, and low-fat dairy products is encouraged.

Staff Wellness: St. Andrew School highly values the health and well-being of every staff member and will plan and implement activities and policies that support personal efforts by staff to maintain a healthy lifestyle. Staff members of St. Andrew School are encouraged to use a portion of their daily planning time in walking or other physical activity.

IV. Physical Activity Opportunities and Physical Education

Physical Education (P.E.) Pre-K-8: All students in grades Pre-K-8 including students with special health care needs, will receive physical education (or its equivalent of 90 minutes per week) for the entire school year. Student involvement in other activities involving physical activities (e.g., interscholastic or intramural sports) will not be substituted for meeting the physical education requirement. Students will spend at least 50 percent of physical education class time participating in moderate to vigorous physical activity.

Daily Recess: All Pre-K-8 school students will have at least 20 minutes a day of supervised recess, preferable outdoors, during which teachers will encourage moderate to vigorous physical activity verbally and through the provision of space and equipment. St. Andrew School discourages extended periods (i.e. periods of two or more hours) of inactivity.

When activities, such as mandatory school-wide testing, make it necessary for students to remain indoors for long periods of time, teachers will give students periodic breaks during which they will be encouraged to stand and be moderately active. Grades 1-3 will have an extra 15-minute recess at approximately 9:45AM. Teachers will normally require students to spend at least 5 minutes in vigorous exercise during scheduled recesses. (Running, Skipping)

Physical Activity Opportunities Before and After School: St. Andrew School offers extracurricular basketball and volleyball for boys and girls in grades 7-8.

After-school childcare and enrichment programs will provide and encourage-verbally and through the provision of space, equipment, and activities-daily periods of moderate to vigorous physical activity for all participants.

Physical Activity and Punishment: Teachers and other school and community personnel will not use physical activity (e.g., running laps, push-ups) or withhold opportunities for physical activity (e.g., recess, physical education) as punishment.

Safe Routes to School: The school will assess and, if necessary and to the extent possible, make needed improvements to make it safer and easier for students to walk and bike to school. When appropriate, the district will work together with local public works, public safety, and/or police department in those efforts. When improvements are deemed necessary, the school will explore the availability of federal “safe routes to school” funds, administered by the state department of transportation, to finance such improvements.

VI. Monitoring and Policy Review

Monitoring: The principal or designee will ensure compliance with established district-wide nutrition and physical activity wellness policies. The principal or designee will ensure compliance with those policies in his/her school and will report on the school's compliance to the local health council.

School food service staff at St. Andrew School, will ensure compliance with nutrition policies within school food service areas and will report on this matter to the principal. In addition, the school will report on the most recent USDA School Meals Initiative (SMI) review findings and any resulting changes.

The principal or designee will develop a summary report every three years on district-wide compliance with the district's established nutrition and physical activity wellness policies, based on input from the school. That report will be provided to the school board and also the home and School, and school health service personnel in the district.

Policy Review: To help with the initial development of the school's wellness policy, St. Andrew School will conduct a baseline assessment of the school's existing nutrition and physical activity environments and policies. The results of those assessments will be compiled at the district level to identify and prioritize needs.

Assessment will be repeated every three years to help review policy compliance, assess progress, and determine areas in need of improvement. As part of that review, the school will review the current nutrition and physical activity; and nutrition and physical education policies and program elements. The school will revise the wellness policies and develop work plans to facilitate their implementation.