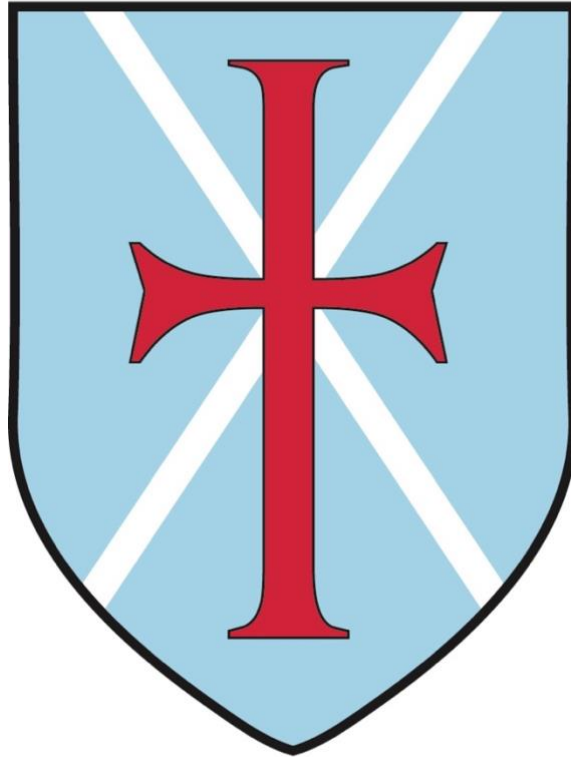


**SAINT ANDREW**  
CATHOLIC SCHOOL



ESTABLISHED 1954

*“Go, therefore, and make disciples of all nations”*  
Matthew 28:19

**PARENT/STUDENT HANDBOOK**  
**2021-2022**

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Fort Worth, TX 76109

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<http://standrewsch.org>



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## **LETTER FROM THE PASTOR**

Dear Parents of our St. Andrew School Community:

Grace and peace to you all as we begin our new School Year. These school summer vacations seem to get shorter and shorter every year. Back in the day, it was fairly general to begin school just after Labor Day. That still holds in Pennsylvania and parts where I grew up. By that last civic holiday now, we're over two weeks in school here. Thank God for a/c! I taught in a Catholic high school in the Archdiocese of Philadelphia. Our religious Franciscan habits were made of wool. I was on the third (top) floor with no a/c and not a whole lot of heat in the winter. So much for the theory that heat rises! Anyway, we've been working on getting everything ready with the usual excitement of welcoming our students back to experience what we do well: teach, form, guide, bless, and encourage, with LOVE. The parish and school are 'in loco parentis.' So, between you and us and the healthy Presence of the Holy Spirit, the "children of the light" grow and prosper. Can I hear an AMEN?



The School is pregnant! How's that for an attention grabber! We are adding to our facilities with building plans you know well. Please God, sometime in the latter part of 2022, we plan to BLESS our new facilities of a Pre-School, added classrooms, a new cafeteria and School chapel housing a Tabernacle's Real Presence for continued strength, grace and moral convictions. In the meantime, the consecrated grounds of this Campus will be a tad torn up and we ask for your continued forbearance as we get ready for the BIRTH of new facilities. It's an exciting time in the history of this august Parish and School. Our educational apostolate begins the 67<sup>th</sup> year of forming Christian young people, preparing them for the challenges of life and love in a culture that often challenges both. We welcome our faculty back, particularly new faculty members and the Friars hope you come to call this home away from home offering comfort and community as we coalesce more convicted than ever. And I particularly welcome Mrs. Laura Behee as our new Principal. Mrs. Behee comes highly recommended and deeply anchored in our Catholic faith and classical models of education. She hales from St. Maria Goretti Parish in Arlington, Tx, where I was the Pastor for twenty years. Leaving there in 2016, so did the Principal of that era who retired. I missed Mrs. Behee's three year stint at SMG, but heard raving reviews of her astute leadership in Arlington. I don't mind telling you it is something of a coup to have her among us, as her reputation precedes here and other schools were in the offing. We are blessed with Mrs. Behee's loving ministry as our new Principal. I'm sure you will also find this to be so and we trudge on into the immediate future.

Your children are exposed to our Sacramental system and encouraged to learn prayer from the heart meaning intimacy with the Good God, particularly at Holy weekly Mass. Confession is offered for our Catholic students as a group twice a year during Advent and Lent. Also the students may approach the Friars at any time for the Sacraments or conversation/counseling. All three Friars have been professional teachers in the classroom setting. Consequently, we are deeply committed to Catholic schools and Catholic education on all levels. Also, please know you may certainly call on any of the three Friars here at any time for conversation, clarification, spiritual matters and counseling. Please know we offer counseling on short terms. The demands on our ministries here is formidable. We can't see people in counseling for long periods of time. But we can meet and then eventually refer you or yours to counselors we've vetted in the Fort Worth area.

For our Catholic students and faculty/Administration, Marian spirituality is included in our Gospel messages and prayer forms. Small prayer shrines are in the classrooms and our Blessed Mother's MOTHERING us brings the grateful responses of the Rosary in particular. These are offered and explained. It is up to the student and the influence of one's family to integrate such as these Catholic devotions, or not. As a Catholic school, we teach

what the Church teaches and clarify what the Church does not hold to be of our profession of faith and morals. Our task is to teach these Treasures. It is, of course, up to the family to embrace these. The latest U.S. Poll/Census revealed that little more than 51% of our citizens claim to be “nones,” that is, no belief or affiliation with any Creed. From my perspective, this is real poverty. Still, we will do what we’re called to do and that is to teach the arts and sciences; athletics and healthy relational skills. But above all else, we reflect and hold dear the Lord, Jesus Christ. He is the CORE of our curriculum. All wisdom and beauty flow from Him. Putting on St. Paul’s EYES OF FAITH, we focus on the EARS to HEAR also, and the HEART to influence our speech, actions, decisions, and souls. We’ve quite the priceless package here in our Catholic school and we are so glad the Holy Spirit has brought you to us and we to you. May this school year be blessed in all ways. And God bless this St. Andrew Parish and School Community.

Sincerely in Christ+

*Fr. Jim Gigliotti, T.O.R.*

Pastor

St. Andrew Parish and School



## LETTER FROM THE PRINCIPAL



*Laura Behee*

Dear Parents and Students of Saint Andrew Catholic School,

Welcome to the 2021-2022 school year! I am so excited to begin this new year and am blessed to have the opportunity to lead this wonderful, thriving, and faith-filled community.

The mission of Saint Andrew Catholic School is to live in a Christ-centered community, working together to help shape and form the future leaders in our world. I look forward to partnering with our families as we work together to further that mission and to respond to God's call in our lives.

Thank you for all that you do in support of the Saint Andrew Catholic School community and entrusting your children to our care. We look forward to making it a great year together. May God bless you and your families.

*Saint Andrew, pray for us!*

Blessings,

*Laura Behee*  
Principal

## **INTRODUCTION**

*“We intend to establish a school for the Lord’s service. In drawing up its regulations, we hope to set down nothing harsh, nothing burdensome. The good of all concerned, however, may prompt us to a little strictness in order to amend faults and to safeguard love.” – The Rule of St. Benedict*

The Parent/Student Handbook is provided to inform students and parents of the procedures and policies of Saint Andrew Catholic School. We ask parents to carefully read the handbook and review the appropriate sections with their child.

Saint Andrew Catholic School operates in accordance with the Catholic Diocese of Fort Worth and shall follow the regulations as set forth by the Catholic Schools Office. Saint Andrew Catholic School also adheres to the guidelines established by the Texas Catholic Conference of Bishops Education Department (TCCB-ED), which is recognized by the Texas Education Agency (TEA). We hold membership in the National Catholic Education Association (NCEA).

Catholic schools in the Catholic Diocese of Fort Worth admit all students to the rights, privileges, programs, and activities made available to the student body. Catholic schools do not discriminate based on race, color, age, or national or ethnic origin in the administration of its admission, athletic or financial aid programs. Saint Andrew Catholic School and administration retain the right to amend the Parent/Student Handbook for just cause. By no means is this handbook considered all-inclusive. Families will be given notification if changes are made.

The enrollment of a child in Saint Andrew Catholic School is an agreement on the part of the student and parents/guardians that they will comply with school procedures, regulations, and policies including, but not limited to those in this handbook. Administration and staff will exercise professional judgment and discretion to address situations fairly and consistently.

After reviewing the handbook with your child, please sign the acknowledgment form on the last page of this handbook and return it to the school office. Thank you.

## **SECTION I: HISTORY**

Saint Andrew Catholic School opened on Sept. 13, 1954, with 270 students in grades 1<sup>st</sup> – 8<sup>th</sup>. The school was staffed by the Sisters of Saint Mary of Namur, from Our Lady of Victory Provincial House, a few miles away, along with a few lay teachers. The first Principal was Sr. Marie Magdalene Barrios. By 1963, the school began to be served by the Sisters of the Holy Family of Nazareth, with more lay faculty added each year. This change has been reflected over the past years: while the first nine Principals were all Sisters, the last seven have been lay people, beginning in 1979. In 1984, the Franciscan Friars of the Sacred Heart of Jesus Province of the Third Order Regular were entrusted with the leadership of the Parish and School. At around 600 students, Saint Andrew Catholic School has grown to be one of the largest Catholic Elementary Schools in Texas, with three classes in most grades, including PK3, PK4 and Kindergarten early childhood classes. It is housed in multiple buildings built around a beautiful courtyard, a gymnasium and large athletic fields.

Saint Andrew Catholic School is now stronger than ever with innovative programs, a deeply valued social ministry outreach, continuous progress leveling in reading and math, and a flexible upper grade program of electives. Our students consistently have received recognition from the Duke University Academic Talent Search and have been state finalists in the National Geography Bee. In addition, they have merited appointments to summer academic talent camps. Saint Andrew was the first school in Tarrant County, public and private, to have every classroom and office fully connected to the internet and to each other. Our students, upon graduation from high school, have gone on to most of the Universities in Texas, as well as Notre Dame, Stanford, and Ivy League Schools such as Harvard and Yale, to name a few. Above all, Saint Andrew continues to fulfill its mission to educate children to develop their God given talents and to adopt a world view proper to those who know that they are children of God, brothers and sisters of each other, and citizens of two worlds.

## **SECTION II: MISSION AND PHILOSOPHY**

### **MISSION**

Saint Andrew Catholic School is a Christ-centered community working in partnership with families to instill our Catholic faith, to nurture a sense of service, and to academically challenge the next generation of leaders in our global society.

### **VISION**

Saint Andrew Catholic School strives to shape the faithful hearts and minds of its students to serve God, the Body of Christ, the Church, and the greater community.

### **PHILOSOPHY**

Saint Andrew Catholic School's philosophy stems from our efforts to partner with the parents and parish to educate a diverse student body in hopes of providing a Catholic school education to those who desire it.

### **SPIRITUALITY**

Pope Francis stated that "an education in the fullness of humanity should be the defining feature of Catholic schools," (Address to the Association of Catholic School Parents, 2015). The faculty and staff of Saint Andrew Catholic School take this challenge very seriously. We, in partnership with parents, parish and the Franciscan Friars Third Order Regular, strive to form our students in their faith. As a community, we celebrate weekly Mass, pray the rosary and attend Adoration. We start and end every day in prayer, remembering our ultimate purpose. We also participate in numerous service projects throughout the year living out the Social Justice teachings of the Catholic Church.

## **SECTION III: GENERAL INFORMATION**

### **TEACHERS AND STAFF**

Saint Andrew Catholic School provides quality teaching through both traditional and innovative methods infused with Catholic Social Teachings and Gospel Values. The school seeks to help the child grow in faith and fulfill

the promise of Baptism by becoming believing, trusting, loving and participating members of the Catholic community and of the world. Saint Andrew Catholic School aspires, along with the vital help of parents, to graduate students who are critical thinkers, productive moral citizens, and faith-filled leaders. The school seeks to help children develop skills in reading, listening, speaking, thinking and reasoning, written expression, mathematical concepts, and technology.

## **STUDENTS**

Students should strive to live up to their potential by actively participating in academic, social and spiritual formation offered by the parish and school. As active members of the school, students should follow the policies, rules and procedures of this Parent/Student Handbook so as to promote respect for all individuals. Students are expected to represent the parish and the school well in the sight of others by following the moral teachings of the church. Students' behavior off campus should also reflect the ideals and expectations of Saint Andrew Catholic School. Each student is also expected to learn habits of good sportsmanship and fair play, as well as develop healthy and sound bodies.

## **STUDENT NON-DISCRIMINATION POLICY**

The school, mindful of its mission to be a witness to the love of Christ for all, admits students regardless of race, color, nationality, and/or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school.

The school does not discriminate on the basis of race, color, disability, sex, nationality and/or ethnic origin in the administration of educational policies and practices, scholarship programs, and athletic and other school administered programs, although certain athletic leagues and other programs may limit participation.

While the school does not discriminate against students with special needs, a full range of services may not always be available to them. Decisions concerning the admission and continued enrollment of a student in the school are based upon the student's emotional, academic, and physical abilities, and the resources available to the school in meeting the student's needs.

## **PARISH**

The parish fulfills the role of spiritual guidance and exercises good stewardship in the allocation of resources to support the school through finances, materials, personnel, spiritual formation and cooperative leadership. The Friars and staff provide leadership in worship, celebration of the sacraments and visits to the school and classrooms. The mission of the church and Saint Francis is highlighted through the support of the parish.

## **SCHOOL HOURS**

### **Arrival**

The front doors open at 7:30 a.m. Morning prayer and announcements begin at 7:50 a.m. Students are considered tardy after 7:50 a.m. Before School Care will be offered beginning at 7:00 a.m. each school days.

### Dismissal

Grades PK4 – 8<sup>th</sup> will dismiss at 3:20 p.m. PK3 students will dismiss at 3:00 p.m. and can be picked up at the parish hall. On early dismissal days all grades will dismiss at 12:00 p.m. Students who are registered with Bradley After Care (BAC) and who are not picked up after the dismissal process ends will be taken to BAC. Students not registered with Bradley After Care will wait in the front office and incur a late pick-up fee of \$10.00, beginning at 3:30 p.m., with an additional fee of \$1.00 per minute thereafter. Students must be signed out by a parent or guardian/delegation. The same will apply on early dismissal days. **Families will be invoiced for late fees and will be billed through FACTS.**

### Bradley After Care

Students needing after-school care must register with Bradley After Care for an additional fee. Information can be retrieved in the front office.

### Drop Off / Pick Up / Parking Lot

When dropping off and picking up for the school day, please be a good example to your children by being courteous and respectful to faculty/staff, parents, and other drivers. Specific information regarding drop off, pick up, and parking procedures will be sent to parents at the beginning of the year.

For the safety of the students, faculty and staff please abide by the following:

- The front parking lot will continue to run in a one-way direction; with the entrance at the west end of the parking lot in front of the church
- There are no left turns entering or exiting the parking lot(s)
- There should be no backing into a space if it has the potential to obstruct the flow of traffic

### Morning Drop-Off

- PK3 parents should drop off their student at the West Entrance of the Parish Hall
- PK4, Kindergarten, and 1<sup>st</sup> Grade parents should drop off their student in the back of the school near gate to the PK4 classrooms.
- All other students (2nd- 8th grades) will enter the building through the main front entrance.
- Please ensure that your student(s) is ready to exit the vehicle quickly when prompted
- During drop-off, follow the directions from staff members at all times

Use the parking lot instead of drop-off line when:

- Your student requires items from the trunk of the vehicle.
- Your student has a project that requires extra time and care when exiting the vehicle.
- Your student needs to finish food items or finish getting dressed before exiting the vehicle.
- You need to park for any reason.

### Additional Safety Tips:

- No student should walk between vehicles.
- Cross at designated crosswalks only.
- Wait for the crosswalk attendant before crossing.
- Be mindful of school zone speed limit. Although not posted, school zone laws apply.
- Refrain from using your cell phone during drop-off/pick-up.

- No dropping-off students before 7:30 a.m., students must remain in their vehicle until on duty Faculty are present for drop-off line.
- Be patient and courteous toward others.

### PikMyKid

Saint Andrew Catholic School uses the *PikMyKid Automated Dismissal System* in order to facilitate a safe and orderly dismissal process. In order to pick up a student, a parent/guardian or other delegated adult must have the *PikMyKid* Student ID card (with name and QR code). Students may be picked up in the Car Line.

### School Office Hours

7:30 a.m. to 3:45 p.m. on regular dismissal days. For early dismissal days, the office will remain open for 15 minutes after dismissal (12:15 p.m.).

### Inclement Weather

In the event of severe weather, a decision to close or have a late arrival (10:00 a.m. for students) will be made by administration by 6:30 a.m. Parents will be notified by the FACTS Caller System. Parents can also check e-mail, check the school website, listen to television station KXAS Channel 5 (NBC), or go to [www.wfaa.com/closings](http://www.wfaa.com/closings).

## **ADMISSION INFORMATION**

Saint Andrew Catholic School is a parochial school established by and for the goals and values of the Catholic Church and Saint Andrew Parish. Because of the special religious goals and character of our school, we accept applications for new students from Saint Andrew parish families first and Catholic students from other parishes next. If space is available, we accept non-Catholic students whose parents share our goals and belief in the value of a religious education and moral training.

Saint Andrew Catholic School is mindful of its mission to be a witness to the love of Christ for all. It admits students regardless of race, color, nationality, and/or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. While the school does not discriminate against students with special needs, a full range of services may not always be available to them. Decisions concerning the admission and continued enrollment of a student in the school are based upon the student's emotional, academic, and physical abilities, and the resources available to the school in meeting the student's needs.

### Admission Requirements:

- All new students are required to have a physical examination and corresponding Diocesan Health Report filled out, including parent and doctor signatures.
- **Students must be immunized according to the current requirements set forth by the Texas State Department of Immunizations.**
- The Diocese of Fort Worth requires that each student have a Permission to Publish photo release form signed by his/her parent on file with the school.
- Placement testing is required for grades PK3–8. You will be notified of test dates. There is a \$125 fee for testing.

- Children entering PK3 must be three (3) years old by September 1<sup>st</sup>. **Students entering PK3 must be completely toilet trained and be able to take care of their bathroom needs by themselves. A potty trained child is a child who can do the following:**
  - Be able to tell an adult they have to go potty before they have to go.
  - Be able to pull down their underwear and pants and get them back up without assistance.
  - Be able to wipe themselves after using the toilet.
  - Be able to get off the potty by themselves.
  - Be able to wash and dry hands.
  - Be able to remain dry during rest/nap time without wearing a pull-up or diaper.
  - Be able to postpone going if they must wait for someone who is in the bathroom.
- Children entering PK4 must be four (4) years old by September 1<sup>st</sup>.
- Children entering Kindergarten must be five (5) years old by September 1<sup>st</sup>.
- All new students (PK3 - 8) must interview with the Principal/Assistant Principal as part of the admissions process.
- Copies of the following documents for the applicant should be uploaded with the application or sent to the school office:
  - Birth certificate
  - Baptismal certificate, if applicable
  - First Eucharist certificate, if applicable
  - Most recent report card, if applicable
  - Transfer/exit form, if coming from another Catholic school in the Diocese of Fort Worth. This form is available from the Principal of the exiting school.
  - Teacher Observation forms needed from Principal and teachers of Reading & Math
  - Standardized tests from grade 3 to present
  - School transcript (minimum of final report cards for past 2 years if the transcript is unavailable)
  - Final report card, as soon as possible
  - Permission to Publish form
  - Health Report form for each new student. For students in 5<sup>th</sup>–8<sup>th</sup> grade to participate in school athletics, this form must be dated after June 1st.
  - Current immunization record (As stated by the Texas State Department of Immunizations, "A student shall show acceptable evidence of vaccination prior to entry, attendance, or transfer to a child-care facility or public or private elementary or secondary school in Texas.")
  - Medication Permit, if applicable
  - The Technology Use Signature Page and iPad Student Pledge Form, if applicable

## **FINANCIAL AID**

Financial aid is available for students entering Kindergarten – 8<sup>th</sup> grades from the Diocesan Scholarship fund and Saint Andrew Catholic School based upon need. If needed, PK3 and PK4 students may qualify for one month's tuition credit. To apply for financial aid please submit the FACTS Financial Aid Application form by March 1<sup>st</sup>.

## **TUITION**

**Each family must open a FACTS Tuition Management account to pay their tuition.** There are several options to have the tuition withdrawn from your bank account: annually (August 1<sup>st</sup>); bi-annually (August 1<sup>st</sup> and

December 15<sup>th</sup>); or via monthly installments (10 or 11 months). **All tuition must be paid in full no later than June 30<sup>th</sup>.** Once your account is set up you will receive a notice from FACTS five days prior to the withdrawal date. If you need an adjustment to your account before the funds are withdrawn, please contact the Business Manager **three days prior to the FACTS withdrawal date.**

### **LATE TUITION**

If a tuition payment is returned, FACTS will charge a \$30 return check fee. FACTS will attempt to withdraw the tuition again ten days later. If the tuition is not paid on the second attempt, a call will be made to the family as a reminder and to seek collection. After twenty school days, the Principal will call the family to schedule a financial meeting to create a payment plan. After 45 days, the family is placed on probation for 30 days due to non-payment of tuition with notice of possible withdrawal. After 60 days a student may be administratively withdrawn from the school due to non-payment of tuition.

### **WITHDRAWAL**

**Please notify the Principal in writing if plans are made to move from the area or to transfer the child to another school.** If you seek admission to another Catholic school within the Diocese of Fort Worth, you must contact the administration for a completed transfer or withdrawal. Please note that the Principal of the entering school must notify the Principal of the withdrawal school when a parent seeks admission to one of our diocesan schools.

Diocesan Policy requires that transcripts never be released directly to the parent. The entering school must request student's records in writing. Transcripts will then be sent to the entering school after all books and/or other school property have been returned to Saint Andrew Catholic School and all outstanding fees and tuition have been paid. Diocesan Policy requires families currently enrolled in a diocesan school to get an Exit Report from their current Catholic school before seeking enrollment at another school within our same diocese

Registration fees are nonrefundable. If withdrawing a child prior to the end of the academic quarter, families will be expected to pay tuition for the remainder of the academic quarter. Tuition fees are nonrefundable except in cases of relocation out of the area which covers the Diocese of Ft. Worth.

### **CHILD CUSTODY AND STUDENT RECORDS**

Parents and legal guardians of minors have the absolute right to access their child's educational records in accordance with the school's reasonable procedures for providing such access. Parents or legal guardians may grant any specified person written consent to access specifically identified educational records. In cases of legal separation and/or divorce, it is the intent of Saint Andrew Catholic School to be supportive of all families.

To assist the school in providing the necessary information, Saint Andrew Catholic School asks for the following:

- The school will not be held responsible for failing to honor arrangements that had not been made known to the school in the appropriate manner.
- Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the school. In the absence of a court order to the contrary, Saint Andrew Catholic School will provide the non-custodial parent with access to academic records and other school information regarding his or her child. If there is a court order specifying that information should not be given to the



non-custodial parent, it is the custodial parent’s responsibility to provide Saint Andrew Catholic School with a court-certified copy of the court order.

Custodial arrangements should be documented and kept current and will remain on file at the school. Please provide copies of all legal documentation with regard to child custody to the Principal immediately when your child begins attending school.

## **SECTION IV: CURRICULUM AND INSTRUCTION**

*“If from the very earliest years a child is instructed in both religion and letters, it can be reasonably hoped that his or her life will be happy.” -St. Joseph Calasanz*

### **ACADEMICS**

Saint Andrew Catholic School provides rigorous academics to students in grades PK3 – 8. Subjects include Religion, English, Reading/Literature, Mathematics, Science, History, Spanish, Physical Education, Music/Choir, Band, Performing Arts, Art, and Technology. Students are expected to complete homework and study for assessments.

### **SERVICE**

Saint Andrew Catholic School has a commitment to nurturing a sense of service in our students. Students are encouraged to serve others as Jesus Christ served His community. Our students at all grade levels learn about and participate in service opportunities. Service is an integral part of a child’s holistic education.

### **ATTENDANCE**

Regular attendance is necessary for the best learning situation. Persistent absenteeism or tardiness creates a genuine hardship for a student and is regarded as a very serious problem.

#### **Absences**

- In compliance with TCCB-ED, school is in session 180 days each year. A student not physically present at school or participating in a school-sponsored field trip or activity by 7:50AM is marked absent.
  - **Excused School Absences:** *Family Emergency* including death and or serious prolonged illness; and *Absence Due to Illness* including dental and doctor appointments. Such absences are deemed “excused.”
  - **Extended Absences due to Emergency:** Extended emergency absences must be approved by the Principal/Assistant Principal in order to be considered excused. Parents should submit a written request to Administration for such absences.
  - **Other Absences:** If it is necessary for parents to remove their child from classes for reasons other than family emergencies or illness, a written request should be submitted to the school office and Principal/Assistant Principal in advance indicating the reason for the absence and the number of days the student will be absent. The Principal/Assistant Principal will review and determine whether the absence is excused or unexcused.

- **Unexcused Absences:** Vacations (unless approved by the Principal) and suspensions are examples of unexcused absences. The school strongly discourages parents/guardians from withdrawing their students for vacations or family trips during the regular school year. Parents/guardians are asked to plead vacations during regular school vacation periods.
- The Diocese of Fort Worth uses the compulsory attendance laws for Texas schools as a guide. Students are required to be in attendance for at least 90% of the days that classes are in session in order to receive credit for the class/course. **Excessive absences of 18 days or more in the school year may affect student promotion, issuance of middle school credits, and/or re-enrollment for the following year.** Cases are reviewed on an individual basis.
- **When a student is unable to attend school, parents should contact the school office between 7:30 and 8:30 a.m. to report the absence. If a student’s absence is not confirmed, the school office will attempt to contact the parent to verify the student’s whereabouts.**
- If no contact was made, a written excuse signed by the parent or guardian indicating the date(s) of absence(s), student name, and reason stating why the child was absent, must be sent to the child’s teacher upon the student’s return to school.
- If a student is absent, the parent may request homework after the first day and prior to 10:00 a.m. The teacher will do his/her best to get the homework to the parent in a timely manner. The homework should be sent to the office for the parent to pick up at the end of the school day.
- Students are responsible for asking for the work when they return but assignments should not be allowed to lapse because a student does not contact the teacher.
- Students are expected to make-up assignments and tests from excused absences. Students are given one day for each day absent to complete make-up work. In most cases students are given make-up assignments upon their return to school. **Class work or assignments might not be available prior to a planned absence.**

### Tardy

- Students arriving at school later than 7:50AM will be marked Tardy. Parents must accompany tardy students to the office and sign them in. They will be given an “Admit to Class” card to give to the teacher.
  - **Excused Tardy:** Doctor’s appointment or family emergency.
  - **Unexcused Tardy:** Any reasons other than the above are considered unexcused.
- Habitual tardiness will be handled as follows:
  - On the 6th tardy in a 9-week period – a student receives an INCOMPLETE in their first class of the day. An INCOMPLETE can be removed by conferencing with administration and showing better attendance the following quarter. During the 4th quarter, students will be assigned an additional assignment to make up learning loss time for 4th quarter excessive tardiness.
  - In addition, **excessive tardiness of 18 days or more during the school year may affect student promotion and/or re-enrollment for the following year.** Cases are reviewed on an individual basis.

### Half Day

- A student arriving at school after 10:00AM or leaving before 1:00PM is considered absent for a half day even if the reason is a medical appointment.
- Students must be in attendance a minimum of 2 hours during the morning or afternoon to be considered in attendance for that portion of the day.

### Early Dismissal or Illness at School

- **Parents are required to sign out students leaving the school for any reason.**
- Students will not be permitted to leave with anyone other than a parent unless there has been written/electronic/FACTS authorization from a parent. The authorization must also include a phone number for verification. Identification may also be requested.

### TUTORIALS

Tutorials are offered by 1<sup>st</sup> – 8<sup>th</sup> grade teachers after school one day each week in their classroom for students who are struggling with specific concepts. Teachers of PK4 and Kindergarten students may schedule tutorials as needed. Teachers will arrange the tutorial session with the student and parent.

### RENWEB/FACTS

Saint Andrew Catholic School utilizes the RenWeb/FACTS student information services program from grading. During the school year, parents/guardians and students may access the student's grades at any time through the RenWeb/FACTS parent portal, "ParentWeb." Questions regarding Renweb/FACTS accounts should be addressed to the IT Coordinator, Darlene Bauchman-Lopez ([dbauchman@standrewsch.org](mailto:dbauchman@standrewsch.org)).

### GRADES AND REPORT CARDS

Teachers update grades on FACTS on a weekly basis. Grades are available on FACTS for students and parents to review. Report cards are issued 4 times a year for grades Kindergarten—8 at the end of each quarter (the school year is divided into four nine-week quarters). PK3—Kindergarten have their own distinct report card. PK3 and PK4 report cards are issued twice annually. Report cards will be electronic and sent home through FACTS for the 2<sup>nd</sup> & 3<sup>rd</sup> quarter; 1<sup>st</sup> quarter report cards will be a paper copy that will be distributed to parents during Parent/Teacher Conferences in October; 4<sup>th</sup> quarter report cards will also be paper copies that will be sent home with the student. Should a student be absent on the last day of school, the report card must be picked up by a parent in the front office during summer hours.

**Tuition, fines and fees must be paid in order to receive report cards.** This includes, but is not limited to, Food For Life fees, Bradley After Care fees, library fees, tardy fees, damaged textbook fees and technology related fees.

### GRADING SYSTEM

#### **1<sup>st</sup>—8<sup>th</sup> Grades**

##### Academic Grading Codes

A = 100-94 (Excellent)

B = 93-86 (Good)

C = 85-76 (Satisfactory)

D = 75-70 (Needs Improvement)

F = 69 or below (Unsatisfactory)

##### Electives/Extracurricular Codes

S = Satisfactory (100—86)  
I = Improvement Needed (85—70)  
N = Not Satisfactory (69—0)

#### Effort Code

The student's effort in each subject is evaluated with the following code:

1 = Outstanding  
2 = Satisfactory  
3 = Needs Improvement  
4 = Unsatisfactory

#### Conduct Codes

- a. Indicates understanding and application of Gospel
- b. Is courteous, cooperative and thoughtful
- c. Displays strong work ethic
- d. Shows good class participation
- e. Shows creativity and originality in work
- f. Fails to turn in assignments
- g. Needs to observe rules and regulations
- h. Fails to wear proper school uniform
- i. Needs to work neatly
- j. Seeks help when needed
- k. Fails to prepare for tests adequately
- l. Needs to use school time wisely
- m. Ability is not consistent with grades
- n. Disruptive in class
- o. Needs to listen well and follow directions
- p. Fails to dress for P.E.
- q. Needs to respect property of others
- r. Fails to make up work when absent
- s. Needs to play and work better with others
- t. Fails to show respect in church

#### Level Code (Reading/Literature, Math, Science 6<sup>th</sup> – 8<sup>th</sup>)

+ = Above Level

@ = On Level

#### **Weighting of Grades:**

- Grades 1—2
  - Daily Work/Homework- 80%
  - Assessments – 20%
- Grades 3—4
  - Daily Work/Homework – 70%
  - Assessments – 30%

- Grade 5
  - Classwork/Homework – 60%
  - Assessments – 40%
  
- Grades 6—8
  - Classwork/Homework – 60%
  - Assessments – 40%
    - *Semester Grade Weight Scale*
      - *Quarter 1 – 40%*
      - *Quarter 2 – 40 %*
      - *Semester Exam – 20%*
    - *Final Grade Weight Scale*
      - *Semester 1 – 50%*
      - *Semester 2 – 50%*

### **PK3—Kindergarten Grades**

Grades are given based on mastery of skill sets using the following scale:

- M = Mastery of Objective
- S = Satisfactory Progress
- W = Working on Skill
- I = Improvement/Practice Needed
- N/A = Not Assessed

## **HOMEWORK**

Homework is any work or task planned by the teacher to be completed by the student outside of the regular classroom without immediate and direct teacher interaction. Homework provides practice, enrichment, and extension opportunities with already taught skills and concepts. Homework also encourages students to take initiative and responsibility and allows families to provide a supportive role in their child’s education.

As we aim to academically challenge the next generation of leaders, we expect students to be responsible for their own assignments and produce quality work. Teachers post classroom and assignment information weekly on FACTS. In addition to completing writing and reading assignments, a student should study and review daily lessons.

Teachers may assign homework nightly. Homework may be required of all students at all grade levels. Teachers aim to make homework meaningful and reasonable. Learning responsibility and organization should be a by-product of homework. To be effective, homework assignments should not place an undue burden on students and families. Please inform the teacher if your child is experiencing difficulty or if your child’s homework is taking too long. Homework should reinforce classroom learning objectives and be related to individual student needs and abilities.

The following are general reasons for assigning homework:

1. Strengthen mastery of knowledge and skills already learned in class
2. Develop good study habits and foster a sense of self-reliance
3. To assist teachers in assessing mastery of concepts

4. To complete certain projects that require individual and creative effort
5. Communicate to students that learning occurs at home as well as school

These homework guidelines will be followed:

- Grades 1 – 2: average of 20 – 30 minutes/night
- Grades 3 – 4: average of 30 – 45 minutes/night
- Grades 5 – 8: average of 45 – 60 minutes/night

**Homework may be given Monday through Thursday. Weekends and holidays are reserved for family time. Students may elect to use the weekends to review materials, make up work, complete long-term assignments/projects, and enjoy recreational reading. Assignments shall be designed so that students can complete all homework, including time for studying and preparing for exams during the week.**

### **HOMEWORK POLICY DUE TO ILLNESS**

In cases of student illness, a parent may request homework assignments via email to the teacher. Homework assignments may be picked up at the school office. Students may make arrangements with classmates regarding assignments or receive missed assignments from their teachers when they return to school.

Students will be allowed one day to make up work for each day of absence due to illness. For example, a student who was absent for three days will be given three school days to complete the missed work.

If a student is absent and misses a test, they will either make up their test upon their return to school if ready, or schedule a time to take the test. Students may have one day per day they had been absent to make up the test. If there are extenuating circumstances, special arrangements can be made with the individual teacher. Should an absence for any reason other than illness seem imperative, parents are requested to send a written request for the absence to the Principal/Assistant Principal.

### **MISSING/LATE-WORK POLICY**

Work and assessments missed due to an excused absence must be made up within a reasonable time (a maximum of one day for each day absent) unless the work was due the day of the absence.

- Grades Kindergarten – 4 have a late-work policy that is consistent within that grade level.
- In grades 5 – 8, student work not turned in on the assigned day may receive a 10% deduction (these assignments must be turned in to the teacher at the beginning of the class period). An additional 10% may be deducted for each day late. If a student does not have his or her assignment by the third day, a grade of “0” may be given.
- Extensions on assignments may be given at the discretion of the teacher. A student must request an extension *prior to* the assignment’s due date (except in extreme cases). Appropriate reasons for an extension are family emergency, illness, or death. A maximum of 5 school days may be given for an extension.
- Make-up tests need to be taken outside of class time at the teacher’s discretion. Long-term assignments and projects will be due at a date determined by the teacher with consultation from Administration.

## **CHEATING AND PLAIGARISM**

Cheating of any type is unacceptable. Copying another student's work is considered cheating. Teachers will establish the expectations for group work. When working on group projects, students should complete their own written work. Talking or any nonverbal communication at any time during the administration of a test, even if a student's paper has been turned in, except in an emergency defined by the teacher, will result in a grade of zero for the students involved, no matter the subject of the conversation. Cheating will result in a disciplinary referral and other potential consequences deemed appropriate by administration. Assignments that are found to be plagiarized (copied from another student or other source) will result in a grade of zero.

## **PROMOTION CRITERIA**

Promotion of a student is based on the satisfactory completion of the present grade curriculum and the ability to do the next grade's work. There are no social promotions in diocesan schools. Students are promoted based on academic achievement, according to the following regulations:

Kindergarten: A student must have a least a satisfactory final average in reading and mathematics in order to advance to the next grade level. Promotion is made on the ability to do the next grade level's work.

1st – 5th: A student must have at least a 70 in religion, language arts/reading, mathematics, and an overall 70 average.

6th – 8th: A student must have at least a 70 in the core subjects of religion, English, mathematics, science, social studies, Spanish (7/8).

## **SUMMER SCHOOL**

In some instances, students may be required to enroll in an approved summer school program in order to be promoted. Communication between the school (teacher/counselor/administrator) shall occur at the earliest indication that summer school may be required.

## **HONOR ROLL**

Students in grades 6<sup>th</sup> – 8<sup>th</sup> are eligible for the Honor Roll and High Honor Roll based on the following criteria:

High Honor Roll: 3.5 to 4.0 GPA

Honor Roll: 3.0 to 3.4 GPA

*(no grades below 86 and no I or N grades)*

## **TEXTBOOKS**

Textbooks are provided to students either as a physical textbook or as an electronic textbook. Students are expected to take care of textbooks. Textbooks are required to be covered at all times. Though normal wear and tear is expected and reasonable, damage beyond normal wear and tear will require the student to pay for replacement costs for new textbook.

**SERVICE HOURS**

Saint Andrew Catholic School students are asked to serve others as Jesus Christ served His community and to live out the social justice teachings of the Catholic Church. Students are given several opportunities through the grades to participate in service activities. Students in grades 6<sup>th</sup> through 8<sup>th</sup> are required to complete a set amount of service hours per quarter:

- 6<sup>th</sup> Grade.....3 hours per quarter (12 hours)
- 7<sup>th</sup> Grade.....5 hours per quarter (20 hours)
- 8<sup>th</sup> Grade.....7 hours per quarter (28 hours)

The required service hours for 6<sup>th</sup> - 8<sup>th</sup> graders are a portion of their religion grade each quarter. Students will need to coordinate with their religion teacher regarding service activities and service hours.

**RECESS**

Students will participate in recess daily to exercise and have free-play. During recess, students are expected to behave in a manner appropriate for a Saint Andrew Catholic School student. Sometimes it is necessary to have indoor recess as a result of weather conditions. Students will have indoor recess in their homeroom class or in the cafeteria when this occurs.

**FIELD TRIPS**

Participation in field trips is a privilege, not a right. Students must have a signed permission slip on file before being allowed to participate in a field trip.

**LIBRARY**

The school library is available for students to peruse and check out books. Students may check out two books at a time. When a book becomes overdue, an overdue notice will be emailed to the parents. Parents/students will be responsible for lost or damaged library books.

**SECTION V: COMMUNICATION AND TECHNOLOGY USE**



“Let your speech always be gracious, seasoned with salt, so that you may know how you ought to answer each person.” (Colossians 4:6).

## **COMMUNICATION GUIDELINES**

Communication is the link between school and home. Therefore, we work to keep lines of communication open. Parents can contact faculty and staff by phone, fax, written notes, or email. The following guidelines safeguard confidentiality and foster communication:

- Teachers and staff try to respond to phone calls, notes and or email messages within **24 hours** of receipt. Managing the volume of communications that we receive is challenging while maintaining the education and welfare of our students as priority. At times it is necessary to prioritize responses to communications based on the importance of the issue rather than the order of receipt. Communications signed as anonymous will not be acted upon.
- Out of respect for faculty and staff members’ family time, they are not required (in most cases) to reply to communications at night, on weekends, or during school holidays.
- Teachers and staff schedule their own meetings and conferences based on the time available in their instructional day. Parent meetings or conferences with Administration can be scheduled by contacting the Administrative Assistant.
- Due to the nature of the technology involved, Saint Andrew Catholic School cannot guarantee the confidentiality of email. Therefore, email is appropriate for quick, uncomplicated messages when time and/or confidentiality are not critical factors. ***Time sensitive messages or those of a confidential nature are best communicated through written notes or phone calls and will be handled as a priority.***
- Please refrain from sending repeated communications on the same topic as this increases the volume of communications that must be addressed and may delay a faculty/staff member’s ability to respond in a timely manner.
- Communications related to the school should be sent through school systems rather than contacting school faculty/staff at home through personal phone numbers, email addresses, etc.

FACTS notification system enables the school to inform parents by email and text message alerts of emergencies, school closings, cancellation of athletic practices or games, early release reminders, meeting notifications, distribution of important information and reminders, etc. The school website is a primary mode of communication that also provides access to FACTS. Through the website and FACTS calendars, weekly newsletters, forms, etc. are posted to inform the school community of programs and activities.

## **ADDRESSING STUDENT CONCERNS**

Any parent having a complaint concerning a teacher’s action in connection with a student must first speak with the teacher. If the concern cannot be resolved with the teacher, the next step is to bring the concern to administration.

## **TEACHER AND STUDENT COMMUNICATION**

Teachers will primarily communicate information through FACTS and via e-mail. As teachers and students need to be in class, **neither will be called to the office during the school day to take a phone call.** Teachers can be reached by e-mail or by leaving a message in the front office. All telephone messages to faculty or students will be relayed at a convenient time unless it is an emergency.

### **PARENT/TEACHER CONFERENCES**

During the fall, Parent/Teacher conferences are held. If a parent needs to meet with a teacher before or after the date of Parent/Teacher Conference, it is recommended that the parent e-mail the teacher directly to schedule an appointment. During the dismissal process, teachers are responsible for supervising students for a safe dismissal. **Please refrain from engaging teachers in a conference during an indoor dismissal.**

### **ADVISORY COUNCIL**

The Advisory Council consists of parents, parishioners, and community members who serve a three-year term to help guide the school. The Advisory Council works in an advisory capacity to the Principal and Pastor. This body works to ensure the financial and physical well-being of the school. All discipline of children, as well as hiring and supervising of the teachers is handled by the Administration. Meetings are open and interested parties are welcome to attend. The meeting dates are listed on the school calendar.

### **HOME AND SCHOOL ASSOCIATION (H&SA)**

The H&SA is under the direction and leadership of the Principal. To provide sound structure, by-laws are established. All organization funds belong to the school and are managed by the principal through the school's account. No separate accounts are allowed. The principal must approve all fund disbursements.

All families who send a child to Saint Andrew Catholic School are considered members and are encouraged to become involved and to attend sponsored activities. The Home and School Association is responsible for fundraising and for special events such as: Butterfly Ball; Mother/Son Dance; Mentor Families; Catholic Schools Week; Spiritual Committee; Uniform Resale; Fall Festival; and the Annual Auction, to name a few.

### **TECHNOLOGY**

Technology is a great asset to the learning environment. All classrooms are equipped with various forms of technology. Teachers and staff utilize technology in and outside of the classroom for learning purposes. Students use technology for learning and enrichment purposes. As technology is available in the classroom for educational purposes, students do not need to bring personal electronic devices to school. All students are provided the opportunity to access technology, every student must submit a signed Technology Acceptable Use Policy form. Teachers will integrate technology into their main curriculum areas, per TCCB-ED guidelines.

#### **Kindergarten – 3<sup>rd</sup> Grades**

Students utilize a shared set of iPads for students in grades Kindergarten – 3<sup>rd</sup>.

#### **4<sup>th</sup> Grade iPads**

Students in 4<sup>th</sup> grade utilize a shared set of iPads that will remain in the classroom.

#### **5<sup>th</sup> Grade iPads**

Students utilize school provided iPads for academic and classroom use. Each student will be given an iPad at the beginning of the year and students will turn in the iPad at the conclusion of the year. 5<sup>th</sup> grade

students are required to keep iPads at school. Parents and students will be provided a Learning Initiative Program Overview which includes a Computer Acceptable Use Policy Parent and Student Signature Form and a Student Pledge for iPad Use. A technology fee for iPad use is applied.

#### 6<sup>th</sup> – 8<sup>th</sup> Grade iPads

Students utilize school provided iPads for academic and classroom use. Each student will be given an iPad at the beginning of the year and students are allowed to take them home in the evenings. Students are required to bring the iPad to school every day. Parents and students will be provided a Learning Initiative Program Overview which includes a Computer Acceptable Use Policy Parent and Student Signature Form and a Student Pledge for iPad Use. A technology fee for iPad use is applied.

### CELL PHONES & CONFISCATION OF ELECTRONIC DEVICES

Students are not to bring any of their own electronic equipment to school without permission from the teacher. Devices brought to school without prior permission from the teacher will be confiscated, labeled and sent to the Assistant Principal and/or Principal. A parent must claim confiscated items. **A \$15 fee will also be assessed at the time the device is picked up.**

Students who plan to bring a cell phone to school must have a signed **Cell Phone Agreement** on file with the school. Students at Saint Andrew Catholic School are not allowed to have a cell phone/device on during the school day. Phones must be turned off before entering the building and may be turned on after dismissal is complete. Student phones need to remain off and turned into the community holding center in the homeroom throughout the day. If a student is carrying the phone on their person, an adult will take the phone and bring it to the Assistant Principal and/or Principal, where the parent can retrieve it at the end of the day. **This policy also applies to Apple/computer watches**, as well as any other device that can be used to access the Internet and/or communicate electronically with any other person. **A \$15 fee will also be assessed at the time the phone/device is picked up. Student use of a cell phone/devices (including Apple watches) during the restricted hours will result in disciplinary action. Students may not use phones or electrical devices during Before or After School Care. The administration reserves the right to search the contents of a confiscated cell phone.**

### SOCIAL MEDIA

In fulfillment of the parent/school partnership, parents are asked to be supportive of the school, administration and diocese and refrain from negative remarks via social media. Social media sites should not be used as a platform for grievances or complaints about the school and/or school policies. Rather, any complaints/grievances should be directed to Administration. Should the need arise, please contact Administration with any concerns so that we may work together for a solution.

## SECTION VI: STUDENT SERVICES

“Catholic education is above all a question of communicating Christ, of helping to form Christ in the lives of others.” – St. John Paul II

## **EXTRACURRICULAR ACTIVITIES**

Saint Andrew has several extracurricular activities available for students. Students should be in good academic standing with no disciplinary issues to be able to participate. Students must be picked up promptly following extracurricular events such as meetings, practices, and/or games.

Students in grades 5<sup>th</sup> – 8<sup>th</sup> who have no failing grades or have no disciplinary issues (as determined by teachers/administration) are eligible to participate in activities such as Sports, Yearbook, Student Council, National Junior Honor Society and other clubs. A student who has a failing grade may not participate until the assigned grade has been raised to a passing grade.

**Students who are under suspension may not participate in extracurricular activities.**

## **ATHLETICS**

Students are offered the opportunity to participate in the school athletics program beginning in the 5<sup>th</sup> grade. The athletic sports offered are: flag football (5<sup>th</sup> and 6<sup>th</sup>); tackle football (7<sup>th</sup> and 8<sup>th</sup>); volleyball (5<sup>th</sup> – 8<sup>th</sup>); soccer (5<sup>th</sup> – 8<sup>th</sup>); cross-country (5<sup>th</sup> – 8<sup>th</sup>); basketball (5<sup>th</sup> – 8<sup>th</sup>); track (5<sup>th</sup> – 8<sup>th</sup>); baseball (5<sup>th</sup> – 8<sup>th</sup>); and softball (5<sup>th</sup> – 8<sup>th</sup>). In addition, cheer is offered for 7<sup>th</sup> and 8<sup>th</sup> grade students.

In order to participate in the athletic program at Saint Andrew, a student must maintain a passing grade in all of his/her classes. Students and parents will need to complete and sign a Diocesan Student Athletes’ Contract and Liability Form. Students participating in extracurricular sports must have a health examination signed by a doctor and dated on or after June 1<sup>st</sup> of that year. All parents must be current with “Play Like a Champion” training. All coaches must be current with “Play Like a Champion” and *Virtus: Protecting God’s Children*. A fee is assessed for participation in athletics.

## **STUDENT COUNCIL**

Students in the 6<sup>th</sup> – 8<sup>th</sup> grades may participate in Saint Andrew Student Council. Elections are held to choose representatives from each grade. Student Council meetings will be held during school hours (lunch) and before or after school. Members are expected to attend all required meetings. Students must be in good academic standing and follow the guidelines outlined below.

### **Elegibility for Membership in the Student Council**

All 6<sup>th</sup> – 8<sup>th</sup> grade students are eligible for election or appointment to Student Council. Once elected, Student Council members must maintain an overall grade point average of 2.0 or above. Student Council members should demonstrate a willingness to work hard and take their academic responsibilities seriously. Student Council members are expected to be leaders in our school and positive role models for other students at all times. Members must be honest and reliable, and show courtesy, concern, and respect for others. Student Council members should not receive any school disciplinary sanctions at any time. Members may be suspended or removed from Student Council by the Principal or Moderator if required.

## **NATIONAL JUNIOR HONOR SOCIETY**

The National Junior Honor Society (NJHS) is a nationwide organization whose purpose is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, to develop character, and to encourage citizenship.

### Selection Process for the Saint Andrew Chapter of the NJHS

In the Spring, 7<sup>th</sup> and 8<sup>th</sup> grade students who have attained a cumulative grade point average of 3.5 or better for the previous six quarters are invited to apply to become members of the Saint Andrew Chapter of the NJHS. **Students and parents must clearly understand that an invitation to apply does not guarantee selection.**

Completed applications are reviewed by a five-member committee that is overseen by the Advisor with equal consideration given to each of the five qualities held in high regard by the Honor Society: scholarship, service, leadership, character, and citizenship. The decision of the committee to accept or reject any student is final, and as per the NJHS guidelines, not subject to review by the National Council. Students who do not maintain a 3.2 grade point average will be placed on probation. Two successive probationary quarters will result in the student being withdrawn from the NJHS.

### SCHOOL SUPPLIES

All students are properly supplied with paper, pencils, erasers, pens, etc. at the beginning of the school year. Students/parents are responsible for replenishing these supplies as needed.

### LOCKERS

Each student is assigned a locker or “cubby” in which to store clothing and textbooks. In order to maintain a quiet atmosphere for class, students are allowed to go to their lockers at specified times. Lockers are school property and may be searched at any time. The school also has the right to search book bags, gym bags, purses, technology devices, cell phones, etc. No locks are permitted on school lockers at any time.

### LUNCH

Lunch services are provided by Food For Life. To encourage good nutrition, a well-balanced lunch is offered daily. Monthly lunch menus are posted on the school website. Each family will have the opportunity to create an account with Food For Life. Parents can put money into their student’s lunch account online or by cash/check. The student’s lunch account will be deducted the purchased amount as the student receives their lunch. Students may also bring sack lunches along with a drink from home.

### BIRTHDAY TREATS

Students love to bring birthday treats for their classmates on the day they celebrate their birthday. Due to the COVID-19 Pandemic and the safety precautions we are taking, please note the following if bringing in treats for your child’s homeroom:

- Please ensure there are enough treats for each student in the classroom.
- Any treats brought into the school will need to be store bought and individually packaged by the store/business.

For the time being, parents and grandparents will not be able to join students for lunch at the school. Birthday deliveries (flower bouquets and the like) will not be delivered to the classroom and will remain in the school office until the end of the day. **No balloon bouquets or the like will be accepted.** The helium inside the balloons may set off fire alarms.

## **AWARDS**

Awards will be given at the end of the year for students in grades PK4-8<sup>th</sup>. The following are the awards that students may be eligible to receive:

- Nolan Leadership Award
- Church Ministry Recognition Awards
- American Way Award
- Knights of Columbus Essay Contest Awards
- Spelling Bee Awards
- Geography Bee Awards
- Art Award
- Yearbook Award
- PE Award
- Running Club Award
- Math Club Award
- Music Award
- NJHS Award
- Student Council Award
- Texas Bluebonnet Awards
- Accelerated Reader Top Student Awards
- Top Overall Reader Award
- Perfect Attendance Award
- Citizenship Award
- Duke Scholars Awards
- Honor Roll Awards
- Presidential Academic Excellence Award
- Sports Acknowledgement Awards

## **STUDENT SUCCESS PROGRAM (SSP)**

The purpose of the SSP is to provide support to teachers and students through carefully designed plans, which will be tailored to meet the needs of each individual student, while focusing on the core values of Saint Andrew Catholic School. The SSP is **not** a special education program. Listed below are the definitions and procedures for placing students in the SSP for academic, medical, or behavioral concerns.

### **Definitions**

**SSP:** The Student Success Program is a referral program based on a system comprised of three tiers and is advised by a committee of individuals knowledgeable in creating plans to help students become

academically and behaviorally proficient. Students may move fluidly through the tiered system based on the student's response to the intervention provided.

**SST:** The Student Success Team is a group of committee members consisting of the Learning Support Coordinator, Assistant Principal, Principal, teachers, and the child's parents who meet on a three to six-week cycle to discuss, set goals, design plans, and monitor each student referred to the SST.

**Tier 1:** Tier 1 students will be monitored by the SST while offering extra support, strategies, goals, and differentiation to teachers and students to initiate student success with the general education curriculum framework. These strategies occur within the classroom and are conducted by the classroom teacher.

**Tier 2:** Tier 2 students will have individualized plans containing a timeline and goals providing teachers with more explicit instruction (in class or pull outs) to guide the student in developing strategies while building self-efficacy to become more successful in the classroom.

**Tier 3:** Tier 3 students will have a Formal Accommodation Plan. Tier 3 is only reserved for students with outside testing and evaluation that suggests accommodations to be beneficial to the student in the classroom. Students identified with specific needs from outside testing will be referred (by parents) to the Learning Support Coordinator. Parents may request to discuss testing results privately with the Learning Support Coordinator and Administration. Diagnosed students from an outside source will automatically be placed in Tier 3.

Below are listed the SSP procedures to be followed:

1. Teacher recognizes struggling students.
  - a. Students identified with specific needs from outside testing will be referred (by parents) to the homeroom teacher and the teacher will then refer the student to the Student Success Team. (Parents may request to discuss testing results privately with administration). Diagnosed students from an outside source will automatically be placed in Tier 3.
2. Teacher conferences with parents and informs parents of SSP.
3. Teacher refers the student to SSP Coordinator.
4. SSP Coordinator sends a Tier 1 Student Evaluation Form to be filled out and returned on the date of scheduled SST meeting.
5. SSP Coordinator schedules a time to observe the student in class.
6. Teacher compiles work samples, documented observations, and data to support concerns.
7. SST (including parents and teacher) meets to discuss issues, develop plan, and set a date for a follow-up meeting.
8. SSP Coordinator types up plan and distributes a copy to teacher and parents.
9. Teacher will continue to document strategies implemented to show student progress in preparation for the next meeting.

10. If the student is progressing, the student will remain in Tier 1 of the program and teacher will continue to monitor and implement plan. (Continued success, student will exit program.)
11. If the student is not progressing, the committee will decide whether the student needs a more explicit intervention or pull out, resulting in Tier 2. (Continued success in T2, move to T1.)
12. If the student is still not progressing, the committee will provide the Principal with all documentation necessary and will meet with the parents to determine the next step.

## **NURSE, ILLNESS, AND MEDICATIONS**

A registered nurse is available on staff for students. If a child becomes ill at school, parents will be notified to come and take the child home. Students must be picked up within 45 minutes of being notified that a student is sick. This is to ensure the comfort and privacy of the student. A child who has been absent due to a fever (100° or more) or flu may not come back to school until he/she has spent 24 hours free of fever without any Tylenol, Advil or other fever-reducing medication. In addition, students must be free of vomiting or diarrhea for 24 hours before returning to school without the use of medication.

Students with physical limitations, whether permanent or temporary, lasting more than two (2) P.E. days must have a physician's note stating the circumstances and dates of the limitation. A student who may not participate in P.E. because of illness will not participate in recess or athletics during the duration of the limitation.

There are times when students may be unable to attend full-school days due to a variety of circumstances. When this occurs, the school will partner with families to create a Medical Accommodation Plan to ensure student success upon return. This may require that outside tutoring be provided by the family.

### **Students will need an updated immunization record prior to the start of Kindergarten and 7<sup>th</sup> grade.**

As required by the Texas State Department of Health, all students will be screened for vision, hearing, and *Acanthosis Nigricans*. Height and weight will also be recorded in grades Preschool 4, Kindergarten, 1, 3, 5 and 7. Spinal screenings are done for females at the ages of 10 and 12 and for males at the age of 13 or 14.

#### Medication

**Students are not permitted to keep medication in their possession, including over-the-counter medications, at school.** If a child is needing to take medication at school, please notify the school nurse. We request that parents notify the school nurse by the first day of school for special or daily medication. The nurse needs to have a Medication Permit Form (available on the website or in the front office) which must be filled out and signed by parent and physician (no signature stamps). The school nurse is not able to dispense any medication to students without a Medication Permit on file.

Medication should be directly handed from the parent/guardian to the school nurse or office staff. Medication may not be carried or kept by students. It CANNOT be in backpacks, lunch boxes, etc. This includes throat lozenges and cough drops. Only doctor prescribed medications in the original container will be administered to the student. Antibiotics will not be administered at school by school personnel. If the parent feels the antibiotic must be given during the day, the parent may come to the school office/clinic and administer it.



### Allergy Policy

If the student has any noted allergies requiring the use of an EpiPen, the parent shall furnish the school with two EpiPens for the student. An allergy plan of care for the student must be in place by the first day of school. The EpiPen and the Diocesan Medication Permit Form must be signed by both the physician and the parent or the child cannot be in school. The EpiPen furnished to the School by the Parent must be currently valid and any expired EpiPens are to be immediately replaced by the Parent. At any time that a Parent is not in compliance with this policy, the student cannot attend the school and school related functions. All school employees will have annual EpiPen training in August during orientation, and refresher training as needed.

### Illness/Injury During School Hours

Should a child become ill or injured during the school day and the matter cannot be handled at school, the parent will be called to make further arrangements. A child whose temperature is 100 degrees or above must be picked up from school as soon as possible. Please list an emergency contact who can arrive within 30 minutes of notification.

If medical information changes at any time during the school year, for the safety of each student, parents or guardians must promptly notify the school office and school nurse.

### **Guidelines for Excluding Students from School**

<b>Keep Child at Home Guidelines</b>	<b>Return to School Guidelines</b>
Oral temperature of 100 or above	Fever free for 24 hours
Vomiting	Symptom free for 24 hours
Nausea or severe stomach pains	Symptom free
Marked drowsiness or malaise	Symptom free upon arrival to school
Sore throat, acute cold or persistent cough	Symptom free upon arrival to school
Red, inflamed or discharging eyes	Written physician release
Acute skin rashes or eruptions	Written physician release
Swollen glands around the jaws, ears or neck	Written physician release
Suspected scabies or impetigo	Written physician release
Any skin lesion in the weeping stage	Covered and diagnosed as non-infectious
Earache	Symptom free
Pediculosis (head lice)	Nit free- <i>must be cleared by school nurse before readmitted to school</i>
Other symptoms suggestive of acute illness	Written physician release
Diarrhea	Symptom free

## **SECTION VII: SCHOOL EXPECTATIONS**

### **CHARACTER TRAITS, SOCIAL SKILLS, & MANNERS**

Reverence for the dignity of each person is crucial to the development of a culture of discipleship. Christ-like character traits, social skills, and manners lead students to becoming true disciples of Christ who act in love, respectful of themselves and everyone they meet. Saint Andrew is dedicated to teaching Christ-like character traits and social skills. These are taught through example and direct instruction. Modeling and acknowledging others' use of them are the best methods. We can make no assumptions that students come with these traits and skills. Therefore, we include in our curriculum the teaching of Christ-like character traits and social skills, including manners. In general, students' behavior should include:

- Respect and prayerful participation during prayer and liturgy.
- Politeness and kindness in speech, action, and manner.
- Orderly behavior.
- Preparedness for class.
- Students are expected to show respect for peers, faculty, guests and volunteers through words and actions.
- Students are to be in proper school uniform as detailed in the uniform code.
- Students are to remain seated if teacher must leave the room.
- All property, personal and school, must be given proper care. **Textbooks should always be covered.**
- Classrooms should always have an atmosphere conducive to learning.
- Students should walk inside the building.
- **Good manners** are to be displayed by all students and should be modeled by everyone on staff.
- Discipline issues will be sent to the appropriate administrator.

Manners were developed to help us live together in a society without infringing on each other's space or irritating each other. It is about being respectful, considerate and thoughtful. Research shows that children who lack manners, lack respect for others. Being helpful and thoughtful should begin before a child is five years of age. They should be expected to do simple things like waiting their turn, opening doors for peers and adults, stopping to allow an adult to get by, carrying packages, picking up dropped objects, sharing toys, etc. It should be unacceptable for children to respond with grunts, shrugs, incomplete words (yeah) or phrases or non-words (uh-uh, nope). Correct responses to adults should be "yes ma'am/sir" or "no ma'am/sir." Character development along with discipline are shared responsibilities of parents and educators.

### Student Expectations

EXPECTATIONS SAS Students will...	<b>Be Respectful</b>	<b>Be Responsible</b>	<b>Be Safe</b>
<b>COMMON AREAS</b> (Before, During & After School, including all school events)	<ul style="list-style-type: none"> <li>• Use kind words, actions, &amp; manners</li> <li>• Follow adult directions</li> <li>• Respect others, their space &amp; property</li> <li>• Use quiet voices</li> <li>• Be inclusive</li> <li>• Gum is prohibited on campus</li> <li>• Wait patiently to be acknowledged before speaking</li> </ul>	<ul style="list-style-type: none"> <li>• Take care of personal &amp; school property</li> <li>• Take care of personal needs &amp; respect self</li> <li>• Wear full &amp; proper uniform daily &amp; adhere to uniform guidelines</li> <li>• Be punctual</li> <li>• Leave inappropriate items at home</li> </ul>	<ul style="list-style-type: none"> <li>• Keep hands, feet &amp; objects to self</li> <li>• Walk forward at all times</li> <li>• Use materials &amp; equipment safely</li> <li>• Report unsafe situations</li> <li>• Be supervised by an adult</li> </ul>
<b>ARRIVAL</b>	<ul style="list-style-type: none"> <li>• Greet others appropriately</li> </ul>	<ul style="list-style-type: none"> <li>• Arrive on time</li> <li>• Go directly to classroom</li> </ul>	<ul style="list-style-type: none"> <li>• Exit vehicles onto sidewalk</li> </ul>

	<ul style="list-style-type: none"> <li>• Use indoor voices</li> <li>• Follow adult directions</li> </ul>	<ul style="list-style-type: none"> <li>• Have materials ready to learn by 7:50 am</li> </ul>	<ul style="list-style-type: none"> <li>• Walk on sidewalk to building</li> <li>• Enter through front doors only</li> <li>• Follow hallway expectations</li> </ul>
<b>HALLWAYS, STAIRWAYS, &amp; SIDEWALKS</b>	<ul style="list-style-type: none"> <li>• Quiet Zones</li> <li>• Respond appropriately to adults</li> <li>• Hold doors for others</li> <li>• Respect other people's space</li> </ul>	<ul style="list-style-type: none"> <li>• Keep hands &amp; feet to self &amp; away from walls &amp; windows</li> <li>• Go directly &amp; promptly to your destination</li> <li>• Keep areas clean</li> </ul>	<ul style="list-style-type: none"> <li>• Walk to the right</li> <li>• Walk facing forward &amp; in line</li> <li>• Step on every step &amp; hold handrail</li> <li>• Report unsafe situations</li> </ul>
<b>OFFICE</b>	<ul style="list-style-type: none"> <li>• Wait your turn</li> <li>• Wait to be acknowledged</li> <li>• Receive permission to use a phone</li> </ul>	<ul style="list-style-type: none"> <li>• Quiet zone</li> <li>• Return to your classroom promptly</li> </ul>	<ul style="list-style-type: none"> <li>• Stay inside building</li> <li>• Walk at all times</li> </ul>
<b>CAFETERIA</b>	<ul style="list-style-type: none"> <li>• Use good table manners</li> <li>• Respect cafeteria staff</li> <li>• Respect others' food &amp; personal space</li> <li>• Follow adult directions</li> <li>• Raise hand for help</li> </ul>	<ul style="list-style-type: none"> <li>• Wait patiently in lines</li> <li>• Sit in designated area</li> <li>• Use your time wisely</li> <li>• Clean your area, table, &amp; floor</li> </ul>	<ul style="list-style-type: none"> <li>• Stay in line with hands &amp; feet to self</li> <li>• Report spills &amp; messes</li> </ul>
<b>PLAYGROUND, ATHLETIC FIELDS &amp; SOCIAL AREAS</b>	<ul style="list-style-type: none"> <li>• Be inclusive</li> <li>• Use appropriate physical contact only</li> <li>• Show sportsmanship</li> </ul>	<ul style="list-style-type: none"> <li>• Use play equipment for intended purpose</li> <li>• Return play equipment to proper place</li> <li>• Line up at first signal</li> <li>• Keep areas clean</li> </ul>	<ul style="list-style-type: none"> <li>• Stay in approved areas</li> <li>• Keep nature on the ground</li> <li>• Report unsafe conditions</li> <li>• Games such as football &amp; soccer should not be played on concrete</li> <li>• Limit physical contact</li> </ul>
<b>ASSEMBLIES</b>	<ul style="list-style-type: none"> <li>• Respond to quiet signals</li> <li>• Be active listeners</li> <li>• Use applause only</li> </ul>	<ul style="list-style-type: none"> <li>• Ask appropriate questions</li> <li>• Give appropriate answers</li> </ul>	<ul style="list-style-type: none"> <li>• Keep hands, feet, &amp; objects to self</li> <li>• Enter &amp; exit in orderly manner</li> <li>• Sit in assigned areas</li> </ul>
<b>CHURCH &amp; WORSHIP SPACES</b>	<ul style="list-style-type: none"> <li>• Be reverent</li> <li>• Follow the lead of the cantor</li> <li>• Enter &amp; exit reverently</li> </ul>	<ul style="list-style-type: none"> <li>• Participate actively &amp; appropriately</li> <li>• Wear official uniforms</li> </ul>	<ul style="list-style-type: none"> <li>• Lower kneelers &amp; replace books safely &amp; quietly</li> </ul>
<b>RESTROOMS &amp; WATER FOUNTAINS</b>	<ul style="list-style-type: none"> <li>• Respect privacy of others</li> <li>• Silent zone</li> <li>• Use materials &amp; equipment appropriately</li> <li>• Keep clean</li> </ul>	<ul style="list-style-type: none"> <li>• Water fountains are for drinking only</li> <li>• Flush toilet after use</li> <li>• Wash hands</li> <li>• Return to class promptly</li> </ul>	<ul style="list-style-type: none"> <li>• Report unsafe conditions or behavior</li> <li>• Keep feet on floor</li> <li>• Keep water in sink or water fountain</li> </ul>
<b>DISMISSAL</b>	<ul style="list-style-type: none"> <li>• Listen &amp; follow directions</li> <li>• Exit quietly</li> </ul>	<ul style="list-style-type: none"> <li>• Take care of belongings</li> <li>• Keep belongings in backpack</li> </ul>	<ul style="list-style-type: none"> <li>• Remain seated until called</li> <li>• Face forward in single line</li> <li>• Stay with adult supervisor</li> <li>• Enter vehicles safely</li> </ul>

## DISCIPLINE

Saint Andrew Catholic School sets high expectations for appropriate behavior of its students. Emphasis is placed on discipline through discipleship, helping students to recognize the voice of God, understanding the Gospel message, and acting upon it freely without external motivation. Growing in discipleship encourages students to make life-giving choices, to demonstrate respect and dignity for all, to build community, and to accept

responsibility for words and actions fostering self-discipline and self-esteem. The Ten Commandments are the foundation from which scripture is derived and tell us what God expects from us. Therefore, scripture is an important component for our discipline program. We fulfill a key component of our mission statement when parents and teachers partner to develop the moral compass that guides students with Christ as their model.

Our approach to discipline respects each student's uniqueness and the common good of the school. With Christ as our model we strive for a positive, non-disruptive environment in which the rights, belongings, and dignity of all persons is respected. We recognize students as persons of free will. We hold them responsible for their choices, helping them to develop a personal code of conduct and to learn cause and effect. Key to building responsibility is allowing students to experience logical and natural consequences. We strive for conversion rather than compliance. Therefore, misbehavior is considered an opportunity to turn a poor choice into an experience of growth. Key to this is moral dialogue between a student and an adult that is focused on reflection, response, restitution, and reconciliation. We expect students to restore or replace what they damage and reconcile with those they hurt. As Jesus offers redemption, so must we offer new chances, renewed trust and forgiveness.

Key beliefs of our discipline program include:

- The relationship between the teacher and the student is the most critical component of discipline. Teachers spend time getting to know their students so that positive relationships can be created.
- We include the teaching of appropriate behaviors, character traits and social skills as part of our guidance curriculum. Developing these virtues and skills are important for students as they learn to function as part of a classroom, family, community, and society.
- Structure and limits provide security for children. Children should be allowed to make mistakes in a safe environment when the cost of learning about the real world is small since the cost factor only increases as they grow older. Students are given opportunities to make decisions and live with the consequences of their choices, be they good or bad.
- When consequences and correction are necessary, they are carried out in a firm, fair, caring, and consistent way. School problems are handled by school personnel. Criminal activity will be referred to the proper authorities.

### School Expectations

Maintaining discipline in a Catholic school helps students achieve habits of self-discipline. Students are expected to conduct themselves, whether inside or outside school, or at sponsored activities, in a manner befitting the stated philosophy, expected behaviors, and reputation of a Catholic school. Unacceptable behavior subverts the Mission of Catholic Education and threatens the educational experience and well-being of all affected persons. Whether occurring within or outside the school, when behavior jeopardizes the safe environment of the school, or is contrary to Gospel values, the student can be subject to the full range of disciplinary consequences including expulsion.

In establishing appropriate disciplinary regulations, policies, and procedures the following guidelines should be used:

- Good classroom discipline is first and foremost the responsibility of the classroom teacher.
- Emphasis should be placed on positive values rather than on punishment.

- Respect for the personal dignity of the student should be evident.
- Conferences and written communication between the home and school regarding infractions and reasons for continued dissatisfaction must be logged and kept on file.

## **WILDCAT DISCIPLINE POLICY**

*“Every adult is responsible for every child in the school, and every child is responsible to every adult.”*

Discipline should always be aimed at fostering self-discipline and should consciously encourage children to take responsibility for their own behavior. Students should be made aware of the benefits of behaving correctly and should come away from the discipline acknowledging their inappropriate behavior. Teachers should take advantage of the opportunity to cite the Gospel teachings of Jesus in order to improve the behavior of the child. At no time should the child be demoralized or belittled when discipline is necessary.

Corporal punishment is not allowed under any circumstances.

For general classroom behavioral issues, teachers may send home a “Notice to Parents” slip, however, parents will also be notified through a **Behavior Notice** in from FACTS/RenWeb. Teachers will will also communicate when a student is out of uniform using the Behavior Notice from FACTS/RenWeb, and may also send home an “Out of Uniform” slip. An accrual of **three Behavior Notices for any infraction (behavior or out of uniform) will result in an after school detention.**

For more serious issues such as fighting, inappropriate language, or blatant disrespect toward staff members, teachers will immediately contact and refer the student to the Assistant Principal and/or Principal. There is zero tolerance for physical aggression in all grades. Any threat made toward the school, students, faculty and staff must be reported to the Principal/Assistant Principal immediately. Consequences for a referral can range from a student/administrator conference to suspension/expulsion depending on the behavior. School administration will determine the consequences. The school will make every effort to handle discipline issues at the lowest level possible (teacher/parent).

Ordinarily, the Assistant Principal will be responsible for administering discipline, except in the most serious cases involving possible expulsion, which would require the Principal and Pastor’s involvement.

## **ACADEMIC HONESTY AND IRREGULARITY**

Students at Saint Andrew Catholic School need to understand the importance of the virtue of integrity. They should strive to uphold the highest standards of academic honesty and be willing to provide appropriate help to their peers. It is the student’s duty to abide by the teacher’s instructions both inside and outside the classroom, and to avoid any unauthorized use of sources that could constitute cheating or plagiarism. Cheating on tests, copying homework, and all forms of plagiarism constitute serious offenses.

A student athlete or student involved in extra-curricular activities who is involved in cheating will also be unable to participate in sports/extra-curricular competition. Talking or any non-verbal communication at any time during the administration of a test, even if a student’s paper has been turned in, except in an emergency defined by the teacher, will result in a grade of zero for the students involved, no matter the subject of the conversation.

## **INAPPROPRIATE LANGUAGE**

The way we speak to or treat one another directly correlates to respect. Our ability to communicate is a great gift from God who sent His Son, the Divine Word, to us in complete communication of His love. Chiefly, our speech should reflect a pure mind and a clean heart. Blasphemy or sacrilege against God, His Church, the Blessed Mother, or the angels and saints are not acceptable. Profanity, crude or inappropriate language, and rude gestures toward other people are also never acceptable. Students should always show the utmost respect for faculty, staff, and fellow students. Violating this ethic will result in a disciplinary referral.

*Note: Parents, please communicate with your child's teacher should you have a concern in this area.*

**Behavior Plans**

\*PreK3 – 3<sup>rd</sup> grade behavior plan and disciplinary actions will be handled by the homeroom teacher. More detailed information will be given at *Back to School Night*.

**4<sup>th</sup> – 8<sup>th</sup> Grades School Behavior Expectations**

**Expectations:**

	Be Safe	Be Responsible	Be Respectful
Classroom	Keep hands and feet to yourself.  Store materials under your desk.  Do not throw objects.	Arrive to class on time.  Bring necessary materials.  Be on task.	Follow directions.  Be kind.  Take care of personal and school property.
Recess	Stay within designated recess area.  Do not play aggressively (tackling, shoving, etc.).	Line up as soon as you hear the whistle.  Bring in recess equipment.	Allow anyone to participate in activities.  Prepare to enter the building (tuck in your shirt, quiet yourself, etc.).

**Positive Consequences:**

Natural	School Action
<ul style="list-style-type: none"> <li>● Growth in virtue</li> <li>● Helping others</li> <li>● Self-satisfaction</li> </ul>	<ul style="list-style-type: none"> <li>● Merits</li> </ul>

**Negative Consequences:**

Natural	School Action

- Loss of virtue
- Damaging relationships
- Hurting one's soul

- Warning
- Demerit
- Detention
- Conference

**Behavior resulting in an automatic detention or, in serious situations, suspension and/or expulsion from school:**

- A) Damaging property\*
- B) Fighting\*
- C) Stealing\*
- D) Inappropriate hand gestures\*
- E) Cheating/plagiarism\*
- F) Bullying\*

\*These are examples, not an all-inclusive list.

**Procedure:**

Behavior concerns (including demerits) are noted in FACTS.

- 1) Verbal warnings or student/teacher conference may take place with any behavior at any time.
- 2) Demerits may be given by any teacher, supervisor, or substitute teacher.
- 3) If a student accumulates three demerits, that student receives a detention. Detentions will be served on Wednesdays from 3:20-4:00PM.
- 4) Continuous disruptions may cause the student to be removed from the classroom and sent to the office. This will be followed by parent contact.
- 5) An automatic detention will also warrant a conference with the teacher, child, and parent.
- 6) When a suspension is warranted, a conference will be scheduled with the student, parents, teacher, and principal or assistant principal. Two or more suspensions within the year will be of longer duration and/or probation or expulsion.
- 7) A student may be placed on probation with a written contract which is the continued enrollment of a student but with specified conditions.

Certain circumstances may warrant a written contract requiring counseling and/or outside interventions before a student is eligible to return to school. If the behavior continues, parents may be asked to withdraw their child from the school, or the school may begin expulsion process. As per diocesan policy, expulsion involves the principal, pastor, and the school superintendent.

**Conference with Parent, Teacher(s), and/or Administration:** When a single behavior is extreme or a pattern of behavior is concerning, the teacher and/or administration may call a parent conference to discuss the concern and a plan of action. Please note, a teacher will always be accompanied by a peer or administrator in a conference with parent(s).

**UNIFORM CODE**

The purpose of the uniform is to keep the focus on spirituality and academics. Students should take pride in their appearance making sure the correct uniform is being worn properly. Mills Uniform Company is the school's uniform provider. All students are required to wear the Mills uniform. Already owned Parker uniforms may be

worn for the 2021-2022 school year. All students must wear Wildcat Standard (Mass Uniform) on Mass Days, Special Occasion Days, and field trips (if applicable).

#### General Uniform Information:

- Students must enter and leave the school grounds in proper uniform.
- Uniforms must not be faded or have holes.
- Shirts must be tucked in.
- Skirts, skorts, jumpers, shorts, and pants must be appropriate in length.
- Jumpers and skirts need to be the appropriate length with hems touching the knee or no more than **2"- 4"** from the ground when kneeling. Hems should not be longer than the bottom of the knee.
- Girls must wear 3-inch inseam shorts under jumpers/skirts.
- Pants and shorts having belt loops must be worn with belts. Belts must be visible.
- Ties must be appropriately tied.
- Shirts must fit properly and not be oversized. Shirts must be buttoned except for the top button.
- Undershirts or turtlenecks must be white and worn under the uniform shirt with sleeves being no longer than the uniform sleeves.
- Hair must be worn in a tasteful manner away from the face (including bangs).
- **No unnaturally colored hair or excessive styles are allowed. This includes highlights, lowlights or any chemical process.**
- Boys' hair should not fall below the top of the collar nor over the eyebrows. Hair needs to be cut above the ears.
- No mohawks or fauxhawks
- Boys must be clean shaven.
- Fingernail polish and acrylic nails and other makeup are **not allowed**.
- Girls in grades 6–8 may wear *minimal* makeup.
- Watches, one per student, may be worn. Alarms on watches may not be sounded during school or church (sounding alarms will result in a confiscated watch). Apple watches or other smart watches, including FitBits, may be worn so long as they do not interfere with the learning process.
- One genuinely religious necklace, one genuinely religious bracelet, and/or one genuinely religious ring may be worn as determined by the school.
- Only girls may wear earrings — one set only, and on the earlobe. For safety reasons, the earrings should not be longer than the bottom of the earlobe.
- No tattoos, whether permanent or temporary, are acceptable.
- No shorts allowed from December to February or any other cold weather months.
- Socks: All girls must wear knee-high socks which should be solid white or navy blue. Crew socks (boys only) are required to be mid-calf high. No trademarks or emblems on socks are allowed. All final judgment will be made by the Administration.

**Please refer to school web site for all uniform requirements for boys; girls; PK3 & PK4**

#### OUT OF UNIFORM CODE

All students need to wear Wildcat Standard (Mass Uniform) on Mass Days, Special Occasion Days, and field trips (if applicable).

- Students are expected to dress with due regard for decorum and modesty.



- Students may dress in jeans and a spirit shirt on the last Friday of their birth month. On this day any students having had a birthday during the month may come to school in jeans and a spirit shirt. Student birthdays will also be recognized on their birthday over the morning announcements.
- Students may wear any shoes on “out of uniform” days with the exception of flip-flops. Only closed toe shoes may be worn.
- Spirit Day: The goal of Spirit Day is to give students an opportunity to show school pride and maintain the integrity of the dress code.
  - Saint Andrew school t-shirts may be worn on Spirit Days (Fridays) with uniform bottoms (jumpers, skirts, pants, shorts, skorts). P.E. uniform shirts may not be worn.
  - Saint Andrew Catholic School athletes are allowed to wear their athletic jerseys on game days. If the game falls on a Saturday, athletic jerseys may be worn on Friday (Spirit Day).

*“Social” Dress Requirements* – Mid-school students have the privilege of attending socials/dances throughout the year. Such occasions are a privilege and not a right. A strict dress code will be enforced for such events. The Administration reserves the right to allow a student to attend or not attend based on behavior and/or attire. Socials are “themed” in nature (i.e, Western wear, Christmas wear, Spring dress, etc.) and modest and appropriate dress must be worn. Please follow the guidelines noted under “General Uniform Information.” A good rule of thumb is this: When in doubt, don’t wear it.

*Any changes to the uniform code will be made by Administration. Amendments to the code will be updated online for parent access.*

## **BULLYING**

Bullying is defined as “systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as: unwanted purposeful written, verbal, nonverbal or physical behavior, including but not limited to any threatening, insulting, or dehumanizing gesture, by an adult or student, that has the potential to create an intimidating, hostile or offensive educational environment or cause long term damage; cause discomfort or humiliation; or unreasonably interfere with the individual’s school performance or participation, is carried out repeatedly and is often characterized by an imbalance of power.”

Saint Andrew Catholic School is committed to protecting its students from bullying and harassment for any reason and of any type. Saint Andrew Catholic School believes that all students are entitled to a safe, equitable, and harassment-free school experience. Bullying, harassment, or discrimination will not be tolerated and shall be just cause for disciplinary action. This policy shall be interpreted and applied consistently with all applicable state and federal laws. Conduct that constitutes bullying, harassment or discrimination, as defined herein, is prohibited.

### **Reporting a Bullying Incident**

To report a bullying incident, please submit the Bullying Incident Report to the Assistant Principal. Upon receipt, the Administration will conduct an investigation.

<http://www.standrewsch.org/editoruploads/files/Bullying%20Student%20Incidents%20Report.pdf>

## **PUBLIC DISPLAY OF AFFECTION (PDA)**

Catholic schools promote friendship, charity, kindness, love and respect for self and others. However, inappropriate displays of affection, such as kissing, touching, or embracing that suggest more than simple friendships are not permitted on campus or at school sponsored events and will result in disciplinary action.

## **DAMAGE TO PROPERTY**

Students are responsible for the repair and/or replacement of school property damaged by inappropriate usage.

## **SUSPENSION AND EXPULSION**

Prior to any decision on suspension or expulsion, school administrators must notify both the pastor and Superintendent. No child may be suspended or expelled without the expressed consent of the pastor and/or Superintendent.

Suspension: Suspension is the temporary prohibition of a student's attendance. A parent or guardian must be officially notified of the suspension. The principal is responsible for deciding whether the suspension is carried out within the school or off-campus.

Expulsion: Expulsion, the permanent termination of a student's enrollment, is a grave act and requires the concurrence of the pastor and the principal. A parent or guardian must be officially notified of the decision and informed of their right to appeal. Notification of the decision must be filed with the Diocesan Superintendent of Schools.

Grievance Procedure: Parents shall have the right to appeal an expulsion decision to the Superintendent. The decision of the Superintendent is final and is not subject to any other appeal, grievance, mediation, or conciliation process of the Diocese.

Promulgation: Parents shall be given a copy of this policy when their child is initially enrolled in school.

Documentation: Principals must carefully document student's misbehavior leading to a suspension or expulsion decision as well as the action(s) taken when the incident(s) occurred.

## **Causes**

Suspension or expulsion may be invoked for any of, but not limited to, the following reasons:

1. Habitual misconduct which is disruptive to the teaching/learning process in or out of the classroom.
2. Refusal to obey reasonable directives, orders, rules, regulations or policies of the school, which are promulgated for the well-being of the student body, the staff, or the institution.
3. Possession of a weapon or a controlled substance at school.
4. Any form of harassment and/or physical or verbal abuse of other students, teachers or other adults at any time and at any place, whether on or off campus, including via digital/social media.
5. Threats or acts of violence by a student or a family member of a student, including threats made via digital/social media.
6. Actions of a student's parent, whether in public, private, or online, may be grounds for the student to lose the privilege of attending a school. The parents of a student are expected to conduct themselves so as not to be a disruptive influence on the school or a teacher. A parent of a student who becomes a disruptive influence shall be requested to withdraw the student from the school. The student's records shall not reflect that the student has been expelled, unless the parents refuse to remove the student from the school after having been notified that the child must withdraw or transfer to another school.

### Implementation for Suspension:

The principal must notify the student and the student's parents or guardian of the reason for the suspension, and the requirements to be met for reinstatement. A teacher may not suspend or expel a student.

### Implementation for Expulsion:

The principal must:

1. Discuss the reasons for expulsion with the pastor(s) and Superintendent and provide to the Catholic Schools Office a description of the problem, documentation of the school's responses to the issue, and a summary of the student's history in the school.
2. Upon approval of the pastor and Superintendent, the principal will notify a parent or guardian of the expulsion decision and of their rights under these policies by giving them a copy of this policy.

Appeal: If the parent or the guardian wishes to appeal the principal's expulsion decision, a written appeal must be mailed to the Superintendent of Schools within five (5) days from the date the parent or guardian is notified of the principal's expulsion decision. The Superintendent's decision will be conveyed to the parent or guardian by either the electronic email on file with the school or the home address on file with the school. The decision of the Superintendent is final and is not subject to any other appeal, grievance, mediation or conciliation process of the Diocese.

## **REGISTERED SEX OFFENDERS**

No individual, who is required to register as a sex offender under Chapter 62, Code of Criminal Procedure, or any other statute, may be a student. Any student who is required to register as a sex offender shall be expelled from the school.

## **NOTIFICATION OF A SCHOOL OF THE ARREST OF A STUDENT**

Article 15.27 of the Texas Code of Criminal Procedure requires the police to give a private school, in which a child is enrolled, oral or written notification that the child has been arrested for a felony or certain misdemeanors.

“(h) This article applies to any felony offense and the following misdemeanors:

- an offense under Section 20.02 [Unlawful Restraint], 21.08 [Indecent Exposure], 22.01 [Assault], 22.05 [Deadly Conduct], 22.07 [Terroristic Threat], or 71.02 [Engaging in Organized Crime], Penal Code;
- the unlawful use, sale, or possession of a controlled substance, drug paraphernalia, or marijuana, as defined by Chapter 481, Health and Safety Code; or
- the unlawful possession of any of the weapons or devices listed in Sections 46.01(1) (14) or (16), Penal Code, or a weapon listed as a prohibited weapon under Section 46.05, Penal Code.”

The oral or written notification required by Article 15.27 of the Texas Code of Criminal Procedure or any other statute to a school that a student has been arrested for a felony or misdemeanor that the law requires the police to notify the school of the arrest is grounds for the expulsion of the student from the school.

## SECTION VI: PARENTS AS PARTNERS

### PARENTS

We are honored that you have chosen Saint Andrew Catholic School as your child's place of education for spiritual and academic growth. One hallmark of Catholic education is partnership with parents. We respect your position as the first teachers of your children and want to work with you to ensure their academic, spiritual, physical and emotional growth. If there is ever an issue or concern with your student, please first reach out to the teacher. If an issue is still not resolved at the teacher level, please contact Administration. If you have a concern, please do not hesitate to contact the school.

Parents are welcome to attend the weekly school Mass. Please keep in mind that weekly school Mass is a reverent celebration and not a performance. Therefore, no flash photography or applause during the Mass. Parents and visitors should sit in the designated areas during Mass. Please refrain from waving or communicating with the students.

Parents are encouraged to volunteer at school. Parents who wish to volunteer at school must complete the *Virtus: Protecting God's Children* training which includes a background check. The Fort Worth Diocesan office must approve all paperwork prior to volunteering.

Parents/visitors coming to campus should sign in with the front office and present a photo ID in order to receive a visitors pass. **For safety reasons, no parents/visitors will be allowed to wait inside for their children at dismissal.**

As partners in the educational process at Saint Andrew Catholic School, we ask parents to set rules, times, and limits so that your child:

- Gets to bed early on school nights;
- Arrives at school on time and is picked up on time at the end of the day;
- Is dressed according to the school dress code;
- Completes assignments on time;
- Has lunch money or a nutritional sack lunch every day

We also ask parents:

- To actively participate in school activities such as Parent-Teacher Conferences;
- To see that the student pays for any damage to schoolbooks or property due to carelessness or neglect on the part of the student;
- To notify the school with a written note when the student has been absent or tardy;
- To notify the school office of any changes of address or important phone numbers;
- To meet all financial obligations to the school;
- To inform the school of any special situation regarding the student's well-being, safety and health;
- To complete and return to school any requested information promptly;
- To read school notes and newsletters and to show interest in the student's total education;
- To support the religious and educational goals of the school;
- To attend Mass and teach the Catholic faith by word and example;
- To support and cooperate with the discipline policy of the school

- To treat teachers with respect and courtesy in discussing student problems;
- To not post negative comments about students, teachers, or the administration on social media

## **PARENT'S ROLE IN EDUCATION**

We at Saint Andrew Catholic School consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life – physically, mentally, spiritually, emotionally, and psychologically. Your choice of Saint Andrew Catholic School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

**Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others.** Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at Saint Andrew Catholic School, we trust you will be loyal to this commitment. During these formative years (PK3 to 8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. **To divide authority between school and home or within the home will only teach disrespect of all authority.** If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships. Talking negatively about a child's teacher at home will only create an attitude of distrust toward the teacher, the school and the parent.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. Parents are encouraged to let their child experience a logical consequence for an inappropriate action or behavior. This responsibility also extends to times of absence. Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

## **LUNCH WITH PARENTS**

Under normal circumstances, parents are invited to eat lunch with their student on special days. However, due to campus improvements/construction that is taking place this school year, as well as the COVID safety protocols that are still in place, parents will not be permitted to eat lunch with their students at this time.

## **FIELD TRIP DRIVERS**

Parents are welcome to drive on field trips for their student's field trip events. Parents wishing to drive must meet volunteer requirements, complete the *Virtus: Protecting God's Children* training, complete a Driver Information Sheet, possess a valid driver's license, have proper and current license and vehicle registration, and have the required insurance coverage in effect on any vehicle used to transport students. Drivers under the age of 25 will not be permitted to transport students on field trips. Field Trip Drivers are not allowed to make additional stops or distribute food or drink to passengers for whom they are responsible. If these requirements are not followed, a parent will lose his/her privilege to drive on field trips.

## **ADDITIONAL NOTES**

No activity (sports, socials/dances, parties) may carry the name of the school or any class within the school unless it is officially sanctioned by the school administration. **In addition, invitations for private parties may not be distributed at any time on school premises.** This holds true even if every child in the class is invited.

## **LEGAL AGENT**

No parent or student has the authority to sign any agreement or contract for the school. Only the Pastor and the Principal are legal agents of the Bishop in matters of contracts.

## **NOTICE**

Saint Andrew Catholic School is required by law to report that asbestos is present as insulation wrapping the pipes under the main building. Since the asbestos insulation is enclosed, it poses no danger and does not require removal.

## **RIGHT TO AMEND**

Saint Andrew Catholic School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via the Wildcat Weekly or through e-mail communication.

## **SECTION VII: COVID-19 ADDENDUM**

In order to prevent the spread of disease, we ask that you do not send your child to school if he/she is exhibiting any symptoms of illness or running a fever. If he/she has been ill, it is required that he/she be free of fever without fever reducing medication for 24 hours prior to returning to school.

With respect to the current COVID-19 pandemic, it is imperative that parents/guardians follow this protocol at all times. Should a child become ill on campus and require a parent/guardian to take them home, this parent/guardian must arrive to retrieve the student within 30 minutes of the initial phone call.

While we plan to offer instruction face to face, due to COVID-19, it may become necessary during the 2021-2022 school year to deliver instruction remotely should large groups/classes of students need to quarantine. However, we will not be offering remote instruction as an option or in the event that individual students need to quarantine or be absent from campus due to illness. Tuition and mandatory fees have been set regardless of the method of instruction and will not be refunded in the event instruction occurs remotely for any part of the Academic Year.

### **COVID-19 PARENTAL/GUARDIAN ACKNOWLEDGEMENT**

The virus that causes COVID-19 can infect people of all ages. While relatively few children with COVID-19 develop severe symptoms or require hospitalization, some may develop a severe illness.

Even a young person with a mild or even asymptomatic case of COVID-19 can spread the infection to others, including to those who may be more vulnerable.

Reasonable precautions and mitigation measures will be taken based on available guidance. However, some of the protective measures that may be practical for adults are, for a variety of reasons, simply not possible with a wide range of students.

COVID-19 may be spread from person to person by coughing, sneezing, speaking, and even breathing. Some students are likely to occasionally disregard social-distancing guidelines and other mitigation practices, notwithstanding supervision and appropriate sanctions.

Parents and Guardians should monitor the health of their child(ren). **DO NOT SEND ANY CHILD TO SCHOOL IF THEY ARE DISPLAYING ANY SYMPTOMS OF COVID-19.**

**As parent and/or legal guardian of the child, I acknowledge that I am aware of the COVID-19 virus and the risks it poses, and I acknowledge that my child may be exposed to the virus while attending the School. I agree I will not take my child to the School if my child displays any symptoms of COVID-19 or has been exposed to anyone with COVID-19. I will notify the School immediately if my child is exposed or develops symptoms. I agree to comply with rules and directives of the School, and I will actively encourage my child to do the same.**

\*\*As the COVID-19 pandemic situation is everchanging, the protocols and policies will be updated and communicated as needed.

Saint Andrew Catholic School  
2021/2022 Parent/Student Handbook  
Acknowledgment Form

### **Parent Signature Page**

I have read the 2021/2022 Saint Andrew Catholic School Parent Student Handbook and agree to follow the school policies and procedures and COVID-19 safety protocols as stated therein.

**Family Name** \_\_\_\_\_

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature and Grade

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature and Grade

\_\_\_\_\_  
Date

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Student Signature and Grade

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Date

\_\_\_\_\_  
Student Signature and Grade

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature and Grade

\_\_\_\_\_  
Date

\*Parents and Student(s) must sign. If the student is unable to write, parent may print his/her name on student signature.

**SIGNED FORM DUE TO THE SCHOOL ON OR BEFORE AUGUST 20<sup>th</sup>, 2021**