

**ST. ANDREW'S
COUNTRY DAY SCHOOL
KENMORE, NEW YORK**

Parent-Student Handbook

2015-2016

St. Andrew's Country Day School
1545 Sheridan Drive
Kenmore, New York 14217

September 9, 2015

Dear Parents,

Welcome to another exciting year at St. Andrew's Country Day School. We are so happy that your child is enrolled at our school and we look forward to a productive and happy school year. We are committed to continuous improvement and continuous growth. We appreciate and welcome family involvement.

We will continue our STREAM curriculum, including Suzuki Violin and Cello lessons for both Pre-K 4 and Kindergarten. This year, our STREAM Academies will include Future Cities, in addition to the exciting menu of other after-school STREAM clubs. Our Drama Club is poised to begin earlier this year. Look for information coming your way if your child is in grades 5-8 this year. Auditions will be held in October, with the play slated for February/March. In Pre-Engineering (Grades 6-8), courtesy of a grant through BOCES, we are adding Game Design and Architecture units, and later this year we plan to add Flight and Space for Grade 8. This will extend the engineering experiences which begin with Robotics and Modeling and Design in grades 6 and 7.

The student/parent handbook is meant to make each parent and student aware of our expectations at St. Andrew's Country Day School. This handbook is being sent home with the oldest (or only) child of each family. The policies and procedures have been enacted for the benefit of all. Please take time to read it carefully and keep it available throughout the year. We hope it will be helpful in fostering a positive understanding between home and school. **Please note that the parent/guardian must sign and return the last page of this handbook on the by September 11th to your child's homeroom teacher.**

As always, we encourage you to take an active role in your child's classroom during the year and to attend the various school functions offered by the school and the Home School Association (HSA). Please make a point to become familiar with your child's classroom routines and expectations for homework. Communicate with your child's teacher using the student agenda and the teacher's email. Good communication and cooperation between school and home are essential to ensure the success of your child. On behalf of the teachers, school board, and members of the Home School Association, we thank you for choosing St. Andrew's Country Day School and look forward to working with you and your child.

May the Holy Spirit, who is the Spirit of love and wisdom, guide and bless all of our endeavors as we journey through these years of growth and development with the children. Please, please, please, take your children to Mass each Sunday. This is the best thing you can do for your child in their spiritual development and journey towards everlasting life.

Yours in Christ, our Lord

Dr. Kathy Dimitrievski

Our Philosophy

Christian formation is the hallmark of Catholic schools. As such, the philosophy of St. Andrew Country Day School is founded on these four principles: Gospel message, community, worship and service as found in the Pastoral Message on Catholic Education "To Teach As Jesus Did," published by the National Conference of Catholic Bishops in 1972. Based on these principles, the members of the faculty, staff, and clergy are committed to teach the whole child with love, understanding, and compassion. Our approach to education focuses on the many aspects of a student's growth. By fostering their intellectual, spiritual, physical and social development, we help children to become better students and well-rounded young men and women capable of succeeding in high school, college and beyond.

Beliefs

1. St. Andrew's Country Day School believes that Jesus is the heart of who we are and all that we do and that service is rooted in the commandment of Jesus to love one another. St. Andrew's Country Day School believes that children *flourish* in an atmosphere of love and respect.
2. St. Andrew's Country Day School believes that a diverse Catholic school community is a gift to be celebrated. All are welcome in this school!
3. St. Andrew's Country Day School believes that parents and guardians are the primary educators of their children, and the school partners with them to extend the academic and faith formation of the students. We believe that the spiritual foundation developed by the school must be complimented by the spiritual development of the child in the home. We strongly promote the family's attendance at Mass each Sunday and the family prayer life.
4. St. Andrew's Country Day School believes that a quality faculty is integral to the success of the school because the administrators and teachers are the facilitators of learning who impart Christian values through daily interaction with the students.
5. St. Andrew's Country Day School believes in a comprehensive curriculum designed to prepare young minds to meet the demands of a challenging 21st century. We are a STREAM (science, technology, religion, engineering, art and mathematics integrated across the curriculum) school, with a strong focus on the visual and performing arts.
6. St. Andrew's Country Day School believes in a varied extracurricular program designed to engage students to use their God-given talents and encourage spiritual growth through teamwork.
7. St. Andrew's Country Day School believes that a team approach to education works best: school board and administration, family, students, parish and community make our team.

Our Mission

St. Andrew's Country Day School is a Catholic school that nurtures the whole child through spiritual guidance, strong academics, a STREAM integrated curriculum, extracurricular

opportunities, and inspirational leadership. We are a family where faith, knowledge, and community meet.

Our Vision

Growing in Faith, Knowledge and Community

Our School Climate

Love and Respect

Catholic Identity

A Catholic school is more than just a school with religious symbols, texts and weekly Mass attendance. In a truly Catholic school spiritual growth is an integral part of all instruction. Whether in Math class, Social Studies or Theology class, Catholic ideals permeate student instruction. Instruction in the Catholic faith would not be complete without teaching our students to live that faith in their everyday lives. Students and staff put Catholic teaching into practice through projects which encourage students to examine and implement Catholic social teaching. Educators strive to use classroom management techniques which embody Gospel values and model those values to students. Students in grades 6, 7, and 8 have required service hours, but all students are part of an overall attitude for compassion.

St. Andrew's Country Day School promotes purity, modesty, and respect for life in our school beliefs and curriculum. We have integrated a respect for life curriculum for all grades, which includes respecting our own bodies as temples of the Holy Spirit and God's creation. (1 Corinthians 6:19, Psalms 139:13-18 NIV).

Who can Attend?

Our doors are open to **all** Pre-K 3 to Grade 8 students residing in Western New York! We have a very large facility and room for many more students as we continue to grow.

Our Plan of Action

As a STREAM school, we offer pre-engineering experiences and an integrated curriculum. Students will experience science, technology, religion, engineering, art and mathematics in many ways, integrated across subject areas. Keeping our faith as our moral compass, students study the Catholic faith, read from the Bible, and attend Mass weekly. We are a Christ-centered school. Our program includes a Pro-life curriculum that is tailored to each age group's developmental level. Individual student support is provided through our Response to Intervention program. Strong collaboration with the Diocese, parents, community partners, and parish groups, after school clubs, family/community gardening, and sports further enrich this excellent curriculum.

Program

The program of St. Andrew's Country Day School is structured on the following:

Our Faith

- A solid and in-depth course of religious and spiritual training, including weekly Mass for all students; an emphasis on family Mass attendance on Sundays (or Sat. eve); an emphasis on singing at Mass; a school climate that follows the path of Jesus, with love and respect.

STREAM Program

- STREAM integrated curriculum including pre-engineering experiences and the "Project Lead the Way" pre-engineering curriculum at Grades 7 and 8
- Engineering experiences at all grade levels

Focus on High Achievement

- An up-to-date and constant approach to scholastic development and achievement
- Remedial instruction in reading and mathematics in order to make possible every child's achievement
- Before school, after school, and summer academic support

Safe and Nurturing Environment

- Friendly atmosphere, encouraging team-building
- Proactive approach to responsible behavior
- Student dismissal by parent/homeroom teacher sign-out

Rich Pre-School Program

- School-based approach to Early Childhood development
- Strong foundations for Reading and Mathematics
- Flexible schedule to meet family needs
- Suzuki Violin and Cello instruction for Pre K4
- Physical Education, Art, Music and Library classes
- Rest time after lunch
- Over 85% of our Pre-School students remain with us through 8th grade graduation

Continuous Improvement

- No resting on our laurels
- School Board subcommittees for education, facility, advancement, budget, and strategic planning monitor progress, needs, and growth
- Continual Professional Development is provided for faculty through Dioceses, Regional, BOCES, and Project Lead the Way (Engineering)

Scholarships Earned

- More than 90% of our 8th grade students go on Catholic High Schools
- A large portion of our 8th grade students in 2015 earned scholarships which help to pay for their high school education

St. Andrew's Country Day School Non-Discrimination Policy

Catholic schools in the Diocese of Buffalo shall not discriminate on the basis of race, sex, color, national and ethnic origin, age (in accordance with the law), and physical or learning disability, if with reasonable effort on the part of the school, the disabled person could be accommodated. We have Special Education teachers on our staff, and speech, occupational therapy, and physical therapy services, as indicated on a student's IEP are provided on site.

Our doors are open to all Pre-K 3 to Grade 8 students residing in Western New York! We have a very large facility and room for many more students as we continue to grow.

TRANSFER OF STUDENT AND RECORDS:

When a student is moving out of the school, it is the responsibility of the parents to:

1. Give the school a minimum of 2 weeks' notice of the transfer
2. Notify the School Office as soon as possible the last day for the student.
3. Sign off on a "request of Records" at the receiving school
4. Return all books to the school
5. Clear all debts owed to the school

When the above is 100% complete, records and necessary paperwork will be mailed to the new school.

Buckley Amendment

St. Andrew's Country Day School abides by the provisions of the Buckley Amendment, with respect to the rights of non-custodial parents. Parents may have access to review their student's records. This request must be made in writing to the Principal and the school will respond to the request in twenty-four hours. The Principal will set up an appointment with the parent within a reasonable period of time. A qualified staff member will be present at the time of inspection to interpret data and to respond to questions. In the absence of a court order, a non-custodial parent has access to the academic records and to other school related information regarding the student. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with a copy of the court order. The school shall permit record access to officials of the Diocese, State and Local officials to the extent that information is specifically required to be reported pursuant to a state inquiry.

Photo Release Policy

Each family will select whether or not the school may use their child's photo for school-related publicity and marketing through a checkmark on the annual registration form. No additional form is sent in regards to photo release.

History of St. Andrew's Country Day School Founded in 1944

To accommodate the rapid growth in Tonawanda, Saint Andrew's Parish was established in 1944 by Bishop John Duffy with Rev. Msgr. James F. Donovan as pastor. The first church/school building was completed in 1949 when classes for grades one through four began. Sister Mary Venard, SSMN, presided over the new parish school that expanded to include grades five through eight in 1959. Originally housing 16 classrooms and a cafeteria, the school expanded under the guidance of Msgr. Joseph E. Scheider to include the Msgr. Donovan Center, containing a double gymnasium, and McNulty Auditorium. Eventually, a Science laboratory, a library, a Cultural Arts Room, two classroom wings, a Reading Resource Center and a computer room were added.

The Felician Sisters began their ministry at the school in 1967, when two sisters joined the faculty of ten sisters of St. Mary of Namur and twelve lay teachers to serve the 829 pupils enrolled at the time. The Sisters of St. Mary of Namur withdrew from the administration of the school in 1972. At the invitation of Rev. Joseph E. Schieder, the Felician Sisters assumed the administration of the school. Sister Mary Edmundine Adamczak was the first Felician principal. The Sisters of St. Mary of Namur continued to be part of the teaching staff until 1977.

A Montessori School was established in 1973. An Absolute Private Charter under the Board of Regents of the State of New York was granted on June 27, 1975 and we became known as Saint Andrew's Country Day School, serving Pre-Kindergarten, Kindergarten and Grades One through Eight. Msgr. Joseph Schieder was instrumental in obtaining the new name "Country Day" that came from the English System of education. The English form of education focused on the dignity of the child - to educate the whole child - intellect, soul, body, and emotions.

St. Andrew's Country Day School pioneered innovations in teaching excellence with: the introduction of the Montessori Method, closed circuit classroom television, foreign language classes, a reading clinic and a physical education program that includes an extensive extra-curricular program.

Rev. Msgr. Richard Graeber became the new pastor in 1976. As the years progressed there arose a need for an all - day Kindergarten Program. Thus, in 1987, three all day kindergarten classes were established. With all the innovative programs already established, Sister Mary Kevin Szeluga saw the need to work toward Middle States Accreditation and worked with the faculty on the Self - Study. The Evaluation Team of the Middle States Association came in the fall of 1988 and our Action Plan was forwarded and accepted. We officially received our Middle States Accreditation on April 21, 1989 and earned our most recent re-accreditation in 2012.

Rev. Charles Slisz was appointed pastor upon the retirement of Rev. Msgr. Graeber in 1998. Rev. Charles Slisz served as pastor from 1998 to January 2006. In the spring of 2006, Rev. John P. Mack was appointed as the new pastor of St. Andrew's R.C. Church until the summer of 2008. Msgr. Richard Siepka was appointed to St. Andrew the Apostle Church beginning on September 1st, 2008, and guided the beginning of the parish and school "revitalization". Msgr. Siepka is currently the Spiritual Director at Christ the King seminary in East Aurora, and the parish is awaiting its new shepherd.

In 1999, Mr. Eric Roy, the first lay principal of St. Andrew's Country Day School was appointed, followed by Ms. Lorraine Heine. Our next principal, Mr. Dennis Welka introduced both Smart Board Technology and the Socratic Teaching Method. He was followed by Mrs. Susan F. Ferrio, who previously served as Assistant Principal as well.

In August 2013, Dr. Kathy Dimitrievski became principal and has initiated several focus areas including increased visibility & viability of our Catholic Identity, data driven, team-reviewed achievement status, and increased rigor and offerings in our performing arts curriculum. Focusing on a school climate of "love and respect", SACDS is a STREAM (integration of science, technology, religion, engineering, art and mathematics) school. Our offerings include Pre-Engineering with Project Lead the Way in Grades 7 and 8, and Robotics in

Grade 6. We offer STREAM Academy clubs after school, in addition to enrichment/remediation classes.

St. Andrew's Country Day School's current enrollment is approximately 230 students coming from varied backgrounds and outlying areas. Each month, our school will be represented in the community to bring more students into the school to experience the St. Andrew difference. For example, St. Andrew's Country Day School International Folk Dance Club performed at the National Grid Family Entertainment Center at the Erie Country Fair for the past two years.

We continue to grow in both our Pre-K and upper grade classes while maintaining small class sizes.

Faith Foundations

Family, the first teachers of the Faith

We, at St. Andrew's Country Day School, believe that parents are the primary teachers of their children by nature and by the Sacraments of Baptism and Marriage. The school must always have the cooperation and support of parents and allow them to share in the educational task of the school. For this reason, we present our handbook of policies and procedures to you, that together, we may form in your children a sense of self-worth, which will enable them to live as good Christians.

Attending Church

Students are expected to fulfill their Sunday obligation by participating in the celebration of Mass on Sunday, or at the vigil on Saturday evening. Non-Catholic students are expected to attend the church of their choice and to successfully complete the Religion curriculum at St. Andrew's. All students will attend scheduled liturgies and prayer services. The religion of non-Catholic students will always be respected. However, inter-communion of non-Catholic students is not permissible.

Sunday Mass Obligation

Please be aware that attendance at Friday mass does not remove the obligation of the Catholic family from attending Sunday (Sat eve) Mass with their children. Please take your children to Sunday Mass. Thank you very much to the families who are attending faithfully with their child/children each Sunday. Mass should always be spoken of and revered as a blessed celebration which is part of being a Catholic Christian. Attendance at Sunday mass is required of Catholics and needed for spiritual growth.

The **parishioner tuition rate** acknowledges, with a school sacrifice, the gift that parents bestow on their child when they attend the Holy Sacrifice of the Mass as a family each Sunday. Regular Sunday attendance is required for the parishioner benefit. The family's parish priest will be requested to verify family attendance for those who request the rate. Families need to complete the **Parishioner Verification Form** provided at the back of this packet.

Mass: the Source and Summit of our Lives

The Second Vatican Council referred to the Holy Sacrifice of the Mass as the "source and summit" of our lives (*Lumen Gentium* 11). This same phrase has been used by the Church over and over again since the Council, urging us all to recognize the meaning of the Mass. What does it mean for the Mass to be our "source and summit"? And how does an understanding of this meaning manifest itself in our Eucharistic devotions?

As "source," the Mass is the origin of our spiritual lives. From this point we receive all that we need to live life in communion with God. Further, the Eucharist is a very real means of

communion with one another and with all of God's people. Receiving Jesus in Holy Communion is an obvious realization of this. In addition, in the Mass we are united with Christ's salvific action, His redeeming sacrifice, in which He manifests His complete obedience to the Father and His absolute love for mankind. Grace is restored to a fallen world through this act. We also engage in pure worship, humbling ourselves before the Almighty in contrition, praising Him in ancient texts used from the earliest days of the Church, and petitioning the with the needs of the world. As "summit," the Mass is the high point of each day, the greatest action in which we can participate. It is a partaking in the Heavenly Banquet to which each of us is called. Our lives have one goal: eternal life with the Holy Trinity. The Mass is said to be a foretaste of that life, a bit of time that touches eternity.

Religion

Religion is an integral part of the school program in which the teachers strive to instill a Catholic, Christian spirit in their students and to help them discover the presence of God everywhere. Our religion program includes formal religious education, a school-wide Christ-centered learning environment, Bible study, participation in weekly Mass, a hymn of the month as part of our daily announcements, and preparation for the Sacraments of Reconciliation and First Communion.

Admission

The age criterion for children entering Pre-Kindergarten is three years of age and toilet trained for the Pre-K 3, four years of age for Pre-K 4, and for the children entering Kindergarten, it is five years of age before December 1st for the year of registration.

Upon formal admission to St. Andrew's Country Day School each parent and child accepts the responsibility of following all rules, regulations and policies of the school. Each year the parents, as well as the students, must sign a contract that indicates they understand and accept the contents of the school handbook.

All parents, upon processing registration information will receive a FACTS tuition collection enrollment booklet, and they will be contacted about the responsibility of working Bingo to support our school. Your financial questions will gladly be answered by our business manager, Mrs. MacDonald. E-mail her at jean.macdonald@standrewscds.org

The School Day

Full Day PreK 3 and 4	7:30 - 2:05 daily
Grades Kindergarten through 8	7:30 a.m. - 2:20 p.m. daily
Early Dismissal Days (all students)	11:00 a.m.

Half - Day Pre-Kindergarten 3 7:30 a.m. to 11:15 a.m.

Drop Off Locations

Pre K 3 AND 4: The U-Drive on Sheridan Drive is only for Pre-K 3 and 4 drop off and pick-ups, and is used as a bus loop after the Pre-K times. Pre-K parents who prefer to park in the lot off Lowell Street, may park and walk their child into the front lobby. **All Pre-K children are to be dropped off at the Pre-K 3 door in the U-Drive or walked in by parents. There will be a teacher to greet them at the U-Drive door.**

PARKING LOT PROCEDURES

Morning Procedures for Kindergarten through Grade 8:

K – 8 Drive-Through Drop-Off:

- 1) Personal vehicles enter the parking lot via the east-end driveway near The Donovan Center doors and make an immediate left turn.
- 2) Vehicles drive down the car lane closest to the Lowell Road sidewalk and drop off students at / near the yellow crosswalk.
- 3) After the students have left the vehicle:
 - Students - walk on the yellow crosswalk to the steps in order to enter the school through the school lobby
 - Vehicles - exit the parking lot through the middle driveway.

K – 8 Parking Procedures:

If, for whatever reason, the driver needs to come into the school/rectory in the morning, they must enter the parking lot via the west-end driveway and park on the west-end of the parking lot (the church-side of the parking lot). Upon completing their business at the school/parish, the driver should exit the parking lot via the west-end driveway onto Lowell Road.

Key Points Applicable to All Grades, All Drivers, and/or All Pedestrians:

Thank you for understanding that the safety of the children is our first priority.

- 1) While all of these rules are important, it is especially critical that no vehicle ever enter the “safe zone” of the “yellow cross walk” on which some students walk from their vehicles to the school.
- 2) While there may be “moveable traffic control devices” (e.g. traffic cones) placed on does NOT change the requirement to adhere to these rules.
- 3) When such traffic control devices are in place, under no circumstances should a driver go “between, over, through, or around” or in any way “circumvent” such devices.

Walking your child to class: This is fine *for the first two weeks of school only* for grades Pre-K, Kindergarten, and One along with any new to St. Andrew’s student (this school year) who is in Grade K-4. **Starting Sept. 23rd**, after having a two week getting acquainted period, all students are expected to be dropped off at the Pre-K door (Pre-K only), the lobby (Pre K-8), or the walkers zone (grade K-8).

Bus Students

Bus students are dropped off at the school entrance on Sheridan drive in the U-Drive, near the school marquee. A teacher aide in the lobby is present to greet them with a pleasant “Good Morning” and to see that they go to class in an orderly fashion.

Changes to Dismissal Needs

Any student using an alternate method of transportation or having another destination at school dismissal time **must bring a note from their parent stating the situation.** The note must be verified at the office and presented to the homeroom teacher in the morning.

DISMISSAL:

Pre-K 3

Pre K-3 pick-up is at 2:05 pm (before the K-8 dismisses). You will pick them up at the Pre-K 3 door in the U-Drive on Sheridan Drive. The Pre-K teacher will be at the door to dismiss your child to you. Any persons that you give permission to pick your child up must be on the emergency info cards. If you have a child in the K-8, and want to pick both/all your children up

in McNulty, let your Pre-K teacher know, write a note to that effect, and the Pre-K Aide will escort them to McNulty and remain there with them until you sign them out.

Pre-K 4

Pre K-4 pick-up is at 2:05 pm (before the K-8 dismisses). You will pick them up at the Door #8, behind McNulty Hall. The Pre-K teacher or aide will be at the door to dismiss your child to you. Any persons that you give permission to pick your child up must be on the emergency info cards. If you have a child in the K-8, and want to pick both/all your children up in McNulty, let your Pre-K teacher know, write a note to that effect, and the Pre-K Aide will escort them to McNulty and remain there with them until you sign them out.

Pre-K 3 and Pre-K 4 and Starcast After School Care

Each Pre-K aide will escort the students who attend Starcast After School Care that day to that classroom, before they escort the Pre-K car riders being picked up at McNulty to that hall. They will remain with those students to sign them out in McNulty Hall.

K-8 Walkers

All students must have a signed Permission to Walk form available in the Main Office. No student who is regularly picked up with a car may be considered a walker. All car riders must be picked up in McNulty Hall.

All walkers will be dismissed to the office hall, and walked across Lowell to walk home.

Private Car Riders

All parent/guardian pick-up happens at McNulty Hall. Dismissal is at 2:20 pm. Parents/guardians can expect that their child will arrive there between 2:20 and 2:25 pm. The parent/guardian parks in the parking lot and walks into the entrance of the Donovan Center, where a teacher will open that door for them. Then they will proceed to McNulty Hall, a very quick left down the hall and have a seat. When your child's class arrives to their assigned table, you will head over and sign out your child. The student's homeroom teacher will have a sign out clipboard for you to sign.

This helps us assure a safe dismissal for car riders, and gives us record of that pick up. The homeroom teacher will have a list that you provide of the people you permit to pick up your child from school.

Late Pick-Ups

Any child not picked up by 2:30 pm will be directed to our After School Care program. Families will be charged for any pick-up after 2:45 at the After-School rate for that day. In an emergency, call the office to explain that you are running late. If it is an unusual circumstance, we will help you out with no charge for that date.

After School Clubs and Activities

All students must leave the building at dismissal time unless they are staying for an event that begins immediately after school. They must go directly to the activity. If an activity starts after 2:30, the students will be required to go home until the activity begins (i.e., drama club) or they will attend the After School Program and the parents will be charged accordingly. This is for the safety of all students, as they all need to be supervised. Students will not be allowed to loiter on school property. Information on other after school programs, such as chorus, band or chess will be sent home by the sponsoring teacher.

Bus Transportation

The local school districts, other than Buffalo currently, provide transportation. The parent requests this by April 1st annually for the coming year.

Bus riders are dismissed to the bus door on the U-Drive on Sheridan Drive, where Mrs. Giannantonio, our Athletic Director and Physical Education teacher, waits with them, and leads them safely to their bus.

The bus drivers conduct safety exercises each year to assure the students know emergency procedures.

Expectations of Bus Riders

A student is to ride the bus to which he/she is assigned. Any request to ride a different bus must be presented in writing by the parent/guardian and submitted to the office. All school districts will not provide transportation for passengers other than students that the district is legally obligated to carry. Students will be allowed off the bus only at school, home and locations requested **in writing** by parents.

School bus transportation is a privilege that may be withdrawn for inappropriate behavior. Referrals from a bus driver inform the school administration that a problem needs to be resolved. School administration reserves the right to exclude the student from bus travel.

Transported students are under the authority of and directly responsible to the driver of the bus for the safety of all. His/her directions must be obeyed.

The following rules must be obeyed by all passengers:

1. Wait on the sidewalk until the bus stops.
2. Board the bus properly, stay in line, no pushing and sit down properly.
3. Remain seated properly at all times.
4. Be courteous and obey the directions of the bus driver.
5. Obey all safety rules.

Caution to Avoid Receiving a Ticket:

Any car parking on the north side of Lowell may be ticketed by police.

For reasons of safety, parents are never to pick up or discharge students on Sheridan Drive.

Personal Belongings

Students are expected to keep their school supplies neat and clean. All personal supplies, gym clothing, uniforms and lunch boxes need to be clearly labeled with student's name.

Backpacks are used to transport books and materials to and from school and are kept in student's homeroom. No backpacks are carried throughout the school day.

Students needing to call home at any time may use the phone in the office.

Students are not allowed to use cell phones or any electronic games from home within the school at any time, nor to have them in an "on" position.

Cell Phones

Students turn in their cell phones to their teacher upon arrival to school and sign them in. At 2:05 (or 11:00 on half days), they may pick them up, but again, may not use them while inside the school building. This includes after school clubs and activities. If a student is found using

any of these electronic devices during the school day, the device will be taken and kept in the office.

Students may not take photos with their phone at school. Parents must make arrangements to personally retrieve confiscated devices. In the event of recurring problems, it is the prerogative of the administrator to determine that a cell phone is to be left at home for a given period of time. This step will also require a conference with the parent(s), student and administrator.

Release of Students

Every attempt should be made to schedule medical and dental appointments after school. If a student must be released during school time, a note to that effect must be presented to the school office in the morning. The student must report to the office upon leaving and upon returning to the school building.

For those students who have early appointments, parents must sign their child out from the main office.

School Closings

In case of inclement weather or other emergencies, **St. Andrew's Country Day School will be closed when radio and / or television stations (WBEN, WGR, WKBW) announce the Kenmore-Town of Tonawanda School System is closed.** Please do not call the school or the rectory to confirm the closing. If there is a need to close independently of the school districts, for St. Andrew's Country Day School, Kenmore will be listed under the closings. Any closing for any reason may be accompanied by a mass email notification and/or a mass phone contact through the School Reach system notifying parents of the situation.

Cafeteria

Students may bring a lunch to school or buy a pre-ordered lunch in the cafeteria.

The price of lunches will be given to the students at the beginning of the school year. For the 2015-2016 school year, the cost is \$2.60 for students. Lunches are prepaid. Milk may be purchased by those students bringing their lunches (No soft drinks are allowed). No outside vendor items are allowed in school. Example: Tim Hortons, McDonald's, etc. All students, without exception, remain at school for lunch.

Free and Reduced Lunch Rates

Forms for free or reduced lunch rates (25 cents) are available on the school website under "forms". In the back of this packet, we have included the free and reduced lunch form to be turned in on September 9th. Many people qualify who might think that they would not. Please complete the form and try to receive this benefit if possible.

Lunchroom Supervision

Two teachers are on duty at each lunch period, in addition to any available parents that volunteer.

Recess

Our students may go outdoors to recess for exercise and play after eating their lunch whenever the weather permits. They may go to the garden or the cone-enclosed area in our parking lot. Our teachers and any parent volunteers supervise this as well. The cafeteria manager and kitchen volunteers supervise any student not finished eating when recess begins.

SCHOOL UNIFORMS POLICY

Pre-K 3 and Pre-K 4

Pre-K students do not wear a school uniform and may wear sneakers to school.

Grades K-8

As a student of St. Andrew's Country Day School, you will stand out in cleanliness, orderliness, and a studious appearance through our school's uniform policy. The full uniform is worn at all times, other than physical education classes, where a gym uniform is worn. A St. Andrew's student looks well groomed, ready to prepare for a successful school year. **Girls should pay special attention to the length of the skirt or jumper.** The skirt or jumper should be touching or just below the knee at the bottom edge. We cannot emphasize this enough, as the longer length adds to a graceful and dignified look.

Attention will also be given to details such as shirts buttoned, shirt sleeves kept unrolled and overall proper grooming and appearance. In the event a student is not following the policy, an infraction notice, to advise parents of the need for attention, will be given to students and sent home for parent's signature.

School Uniform Providers

You may purchase the uniforms from Flynn & O'Hara or McKays. Both companies know what we are expecting in student attire. Their contact info is included in this packet.

Questions or Concerns

If you have a concern from a medical issue with fabric or a size issue, e-mail Dr. Dimitrievski at kathy.dimitrievski@standrewscds.org. **We want to assist in any way we can** when you have a concern in purchasing uniforms, or with anything else.

Used Uniforms

We have used uniform sales multiple times during the year, organized by our HSA, which is dedicated to helping our families. When in need, just ask.

Infractions and Consequences

Students will be checked in the homeroom by their homeroom teacher. If they are not in full uniform or not wearing the uniform properly (for example but not limited to: wrong color socks, make-up, no belt), they will be issued a uniform infraction slip, which the parent must sign and have returned to school the next school day. The first infraction is a warning. The second infraction will result in a lunch detention, and the third infraction will result in a required parent conference.

Monthly Jeans Days

There are monthly jeans days as a chance for change and as a school fund-raiser. These fall on the **last Thursday of the month** for most months. Students pay \$1.00 and Staff members pay \$2.00.

On these days, the students may wear one of the following tops:

- ❖ A St. Andrew's t-shirt or sweatshirt
- ❖ A Catholic high school or Catholic college t-shirt or sweatshirt
- ❖ A St. Andrew's sport team uniform shirt
- **Jeans are to be clean and without rips or holes.**
- Sneakers are to be worn with the jeans.
- There will be several other jeans days for special purposes (no fees for those).

GIRLS UNIFORMS **GRADES K – 8**

- Gray and Wine plaid jumper at (or just above) knee length (Grades K-5)
- Gray and wine plaid skirts at (or just above) knee length (Grades 6-8)
- White short or long sleeved blouse must be worn with the jumper (Grades K-5)
- Peter Pan collars for the blouses are “preferred”, when available.
- White turtlenecks may be worn in the colder months (Oct 1-March 31)
- White, short-or-long-sleeved blouses tucked in and buttoned (Grades 6-8)
- Gray uniform pants worn *with a plain solid black or brown belt*
- White or Maroon school emblem polos or white blouses may be worn with uniform pants or skirts and must be tucked in, all year
- White turtlenecks may be worn under jumpers in the winter months (Grades K-5)
- A school cardigan, V-neck sweater, or sweatshirt with the school emblem may be worn with a uniform shirt underneath it

<u>WARM WEATHER OPTIONS: Sept. 2-Oct. 30 AND April 1- end of school</u> Grey WALKING SHORTS from either of the two uniform providers.
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- Plain, solid, *non-embellished* white, grey, burgundy or black tights (ONLY 4 colors) or knee high socks can be worn with the jumper
- Ankle socks may be worn only April 1st – September 30st
- Ankles **must be covered** at all times by the socks
- ONLY **flat black Mary Jane style (strap across front) shoes** must be worn
- Shoes must have backs and no platforms or heels greater than 1 and 1/2 inches. No sandals, flip-flops or clogs. **Shoes must be black without design or ornamentation.**
- Sneakers are worn only in the gym. However, Pre-K students are to wear sneakers to school. Students remain in school uniform for all after school activities.
- Hair is to be kept neat, clean and combed. Avoid extreme hair styles. No dying or highlighting hair.
- **Headbands (wide or thin): Uniform plaid (available at uniform companies), and solid grey, burgundy/ maroon, black or white colors are allowed.** (Basically, the color choices match the colors offered for girls tights.)
- **No** make-up, nail polish or jewelry (no bracelets and necklaces with the exception of a single chain with a cross) may be worn. Girls having pierced ears may wear non-dangling or post earrings.
- **No** perfume is allowed due to allergies.
- Tattoos are not permitted.

BOYS UNIFORMS **GRADES K-5**

- Hair is to be kept neat, clean and combed. Avoid extreme hair styles. Hair length should be above the collar, ears showing, and out of the eyes.
- Grey uniform pants with belts. Pants must be worn appropriately with shirt tucked in.
- White short or long sleeved oxford shirts OR long/short sleeve (white or maroon) uniform knit polo
- V-neck sweater or sweatshirt with the St. Andrew’s CDS emblem/logo
 - Socks (white, black or grey) covering the ankle
 - **Only black dress shoes or dress loafers must be worn**

<u>WARM WEATHER OPTIONS: Sept. 2-Oct. 30 AND April 1- end of school</u>
<u>WALKING SHORTS from one of our uniform providers</u>

GRADES 6-8

- Grey uniform pants with belts. Pants must be worn appropriately with shirt tucked in.
- **White short or long sleeved oxford shirts with a gray or maroon tie**
- Wine cardigan or v-neck sweater or sweatshirt with the St. Andrew's CDS logo/emblem

<u>WARM WEATHER OPTIONS: Sept. 2-Oct. 30 AND April 1- end of school</u>
<u>WALKING SHORTS</u>
<u>Short sleeve polo with school emblem from one of our school uniform providers</u>

Hair is to be kept neat, clean and combed. Avoid extreme hair styles. Hair length should be above the collar, ears showing, and out of the eyes.

- Socks (white, black or grey) covering the ankle.
- **Only black dress shoes or dress loafers must be worn**

For reasons of safety, shoes must be properly worn. Clogs, flip flops, sandals and platform shoes are not allowed. Sneakers are worn only in the gym. However, Pre-K students may wear sneakers to school.

Students remain in school uniform for all after school activities.

Grade 1 and 2 End of Year Dress Down

Students in Grades one and two “may” dress down starting with the first day of Grade 3-8 final exams and continue throughout the last day of school. BERMUDA shorts or capri pants (or their uniform shorts) are the only shorts to be worn by the girls. They are readily available in stores. The typical knee shorts are allowed for the boys. NO short-shorts are to be worn. No tank tops may be worn. We always consider modesty in dress in a Catholic environment.

Last Week of School Dress Down

During the very last week of school and on the school picnic day, the students “may” dress down. BERMUDA shorts or capri pants (or their uniform shorts) are the only shorts to be worn by the girls. They are readily available in stores. The typical knee shorts are allowed for the boys. NO short-shorts are to be worn. No tank tops may be worn. We always consider modesty in dress in a Catholic environment. On dress down week, girls are to wear a dress or skirt, and carry their shorts to change for after Mass. Spaghetti strap or bareback dresses are not to be worn at Mass, unless covered by a dress sweater.

Uniform Providers:

McKays - Address: [851 Abbott Rd, Buffalo, NY 14220](http://www.mckaysworkclothing.com/) Phone: (716) 824-7900

<http://www.mckaysworkclothing.com/>

Flynn & O’Hara - Address: [5225 Sheridan Dr, Amherst, NY 14221](http://www.flynnohara.com) Phone: (716) 632-6581

<http://www.flynnohara.com>

ALLERGY POLICY

St. Andrew's Country Day School recognizes that asthma is a condition affecting many school children and positively welcomes all pupils including those with asthma.

This school encourages children with asthma to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff and pupils. Teachers and new staff are also made aware of the policy. All staff that comes into contact with children with asthma are provided with training on asthma from the school nurse who has had asthma training. Training is updated as needed.

1. **Asthma Medication:** Immediate access to reliever inhalers is vital. Children are encouraged to carry their reliever inhaler as soon as the parent, doctor, or nurse and class teacher agree they are mature enough. Parents are asked to ensure that the school is provided with a labeled spare reliever inhaler. All inhalers must be labeled with the child's name by the parent.
2. **Record Keeping:** At the beginning of each school year, or when a child joins St. Andrew's Country Day School, parents are asked to submit a child's medical records. From this information the school keeps its asthma register which is available for all school staff. If medication changes in between times, parents are asked to inform the school.
3. **The School Environment:** The school does all that it can to ensure the school environment is favorable to children with asthma or allergies.
4. **Food Allergy Policy:** St. Andrew's Country Day School recognizes that life threatening food allergies are an important condition affecting many school children. In order to minimize the incidence of life threatening allergic reactions, St. Andrew's Country Day school will maintain an Emergency Action Plan for any student(s) whose parent / guardian, and physicians have informed the school in writing that the student(s) has a potentially life threatening allergy.
5. **Training:** In order to minimize the incidence of life threatening allergic reactions, St. Andrew's Country Day School will provide training and education for all school staff. In conjunction with the student's parent/guardian and primary care provider and/or allergist the school will maintain an Emergency Action Plan for any student identified with a potentially life-threatening allergy.
The training will be provided to ALL school employees and will include (but not be limited to):
 - A description/definition of severe allergies and a discussion of the most common food, medication, latex and stinging insect allergies.
 - The signs and symptoms of anaphylaxis.
 - The correct use of an epinephrine auto-injector (Epi-Pen).
 - Specific steps to follow in the event of an emergency.
 - Completion of an "Evaluation Form" by each employee after training.
 - Activating Emergency Medical Response - Dial 911.
 - Location of emergency Epi-Pen.
 - Policy and procedure will be reviewed at the beginning of every school year.
6. **Notifications:** The school nurse will be responsible for notifying classroom teachers about the nature of the life threatening allergies faced by students. This notification will include an

explanation of the severity of the health threat, a description of the signs and symptoms to be aware of, and what allergen (food, materials, etc.) to avoid.

7. Classrooms: Teachers are familiar with the Emergency Action Plan of students in their classes and respond to emergencies as per the emergency protocol documented in the Emergency Action Plan.

-- In the event of a suspected allergic reaction (where there is no known allergic history), the school nurse will be called and the school's Emergency Response Plan activated. The emergency medical services will be called immediately.

The classrooms have easy communication with the school nurse.

-- Information will be kept about students' food allergies in the classroom and in the substitute emergency folder, accessible by teachers, substitutes or other responsible adults. All teachers and substitutes will be educated about the risk of food allergies.

A parent or guardian of a student with food allergies is responsible for providing all food for his/her own child. Snacks will be kept in a separate snack box or a container provided by the parent or guardian. Tables will be washed with soap and water following any food related events held in the classroom. Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food.

8. School Field Trips:

Protocols for field trips will include timely notification of the nurse.

Medications including an EpiPen® and a copy of the student's Emergency Health Care Plan must accompany the student. A cell phone or other communication device must be available on the trip for emergency calls. The adult carrying the EpiPen® will be identified and introduced to the student as well as the other chaperones.

EMERGENCY LOCK DOWN PROCEDURE BOOK

Every classroom teacher has an Emergency Procedures Book to be kept in a prominent place in their classroom. This book is used in emergencies related to: unauthorized personnel in the building, fire/evacuation of the building, off campus emergencies (for field trips), or any other crisis situation. At the beginning of the school year, all new and current personnel are instructed in the procedure book. Annually a "lock down" practice drill takes place to ensure that the procedures are followed in the event of any kind of emergency.

The School Safety Team ensures that these procedures are followed, parents are notified, students and parents are educated, and the proper authorities are also kept current with the policy.

All classrooms have a fire exit procedure posted to the right of every classroom in the school. This procedure outlines which direction the teacher and students should follow to ensure the safest and quickest exit of the building in the event of an emergency. Twelve fire drills are done during the school year.

Testing Program

Testing and evaluation are integral parts of the teaching and learning process. The testing program encompasses teacher-made and textbook generated tests, reading and

mathematics periodic benchmark tests, the New York State Tests for ELA, Mathematics, Science and also the Regents Exam in Algebra I and Living Environment.

<u>TEST</u>	<u>SUBJECT</u>	<u>GRADES</u>
New York State	Math	3-8
	English/Language Arts	3-8
	Science	4
	Science	8
	Living Environment	8 (Regents)
	Algebra	8 (Regents)

Admission to the Accelerated Program in Grades 7 and 8 Math and Science Effective: August 2015

It is the goal of St. Andrew's Country Day School to have *all students* excel academically, and to have the possibility of taking a challenging Regents course in Grade 8 with great success. An objective set (quantitative) of criteria based on academic performance in grade 5 and 6, and an entrance exam given to predict success will be used to determine admission to the accelerated program. Admission to the program is at the beginning of Grade 7. We do not admit students in Grade 8, unless they have transferred in from another school and are continuing their previously-started accelerated program. Specific information will be given to sixth grade families at the fall Student-Led Conferences. All students interested in the accelerated program should plan on forming study habits that contribute to a high level of success.

Students must maintain an 85% or above average in both Math and Science in grade 7 in order to enter the Regents classes in grade 8. There is an eighth grade student fee of \$150 to cover the costs of materials for the accelerated courses.

HOMEWORK GUIDELINES

St. Andrew's Country Day School subscribes to homework guidelines to provide a form of consistency in assignments among grade levels and schools. These guidelines are based on current research and practice so that homework can serve as an effective tool to encourage, reinforce and enhance learning.

While these guidelines are put forth by St. Andrew's Country Day School, homework may be modified to meet the needs and abilities of individual students.

What is Homework?

Homework is study outside the classroom that engages students in valuable activities independently and collaboratively to practice, reinforce, extend or apply knowledge and skills. It also gives students an opportunity to try a skill learned in class on their own. Hopefully, this will encourage questions in class the following day.

What are the Positive Effects of Homework?

- Increased achievement
- Increased individual student responsibility and accountability
- Improved communication between home and school on student progress
- Promotes life-long learning

Please remember that student progress is compromised when students miss instruction and homework activities as a result of absenteeism. In planning family vacations and activities, keep in mind that it is the responsibility of the student to learn all material covered during an unexcused absence, such as a vacation not scheduled on the school calendar. The teacher is not obligated to provide specific make-up assignments either before or after such an absence.

What types of homework may teachers assign?

“PREP”

P = Preparatory

R = Reinforcement

E = Extension

P = Practice

- ✓ **Preparatory homework**—provides opportunities for students to gain background information so that they are better prepared for future lessons. Some examples include background reading and collecting items/data. These assignments are short-term.
- ✓ **Reinforcement**—provides students with the opportunity to revisit challenging material and gain further understanding of concepts and skills. Some examples are studying for cumulative tests and document-based questions.
- ✓ **Extension**—encourages individualized and creative learning by promoting student initiative and application of newly acquired skills. Some examples include book reports, research papers and class projects. These assignments are usually long-term. Students are given windows of time for completion with teacher guidance and checkpoints.
- ✓ **Practice**—provides students with the opportunities to review and rehearse recently-learned skills. Some examples include: skill building exercises (spelling words, math facts/problems, reading selected text, and vocabulary/grammar).

What are the homework responsibilities for students, parents, teachers and administrators?

Student Responsibilities:

- ✓ Write down assignments in student agenda (grades 1-8). Junior High Teachers may also require students to check for homework assignments and communications via Google School.
- ✓ Make sure assignment instructions are understood.
- ✓ Set a regular routine for completing written homework, reading and studying.
- ✓ Maintain the highest quality on homework assignments.
- ✓ Take home all necessary materials, keep assignments and resources organized, and submit homework to teachers when due.
- ✓ Be responsible for getting assignments when absent from school.

Parent Responsibilities:

- ✓ Schedule a consistent homework, reading and study time each day.
- ✓ Establish a study area with: minimal distractions, good space and light, necessary supplies and materials.

- ✓ Encourage, motivate and guide your child, but do not do the assignment.
- ✓ Communicate with your child's teacher, giving feedback when there is a homework concern.
- ✓ Alert the school to any domestic stress factors that may affect the quality of homework and academic performance.
- ✓ Establish a study schedule to complete all assignments at the same time every night while studying in chunks of time 15-20 minutes in length with 2-5 min. breaks.
- ✓ Take advantage of after school review sessions with teachers for extra assistance.
- ✓ Help your child to understand that academics are their first priority. Sports and social events are secondary to success in school.
- ✓ **Check Parent Portal regularly to stay abreast of student progress.**

Teacher Responsibilities:

- ✓ Communicate clear expectations to students.
- ✓ Post all assignments and provide time for students to record them in the agenda.
- ✓ Review homework promptly. Ensure that resources and materials are easily obtainable for homework and projects.
- ✓ Be available for parent communication through phone, e-mail or conferences and initiate conversation with parents over concerns.
- ✓ Provide appropriate time for project completion and define level of parent participation.

Administrator Responsibilities:

- ✓ Ensure that homework practices at the school level are consistent with the school's educational goals, guidelines and policy.
- ✓ Encourage teachers to use homework as a tool to reinforce learning.
- ✓ Facilitate the communication process between the school and home as it relates to the district guidelines on homework.
- ✓ Ensure and support time-appropriate assignments.
- ✓ Communicate with parents the importance of homework and its effect on student achievement.

Specific Homework Guidelines for the Elementary Level

St. Andrew's Country Day School teachers use the "10 minute rule" as a general guideline. On average, your child should spend approximately 10 times his or her grade level on homework per evening. Example—a second grader would spend 20 minutes on homework, a third grader, 30, and so on.

Oral or silent reading is not included in the "10 minute rule." Parents of primary age students should spend 10-20 minutes per night reading to or with your child. At the intermediate level, 20-30 minutes per night should be allotted for independent reading.

Specific Homework Guidelines for the Middle School Level

The "10-minute rule" per grade guideline continues at grades 6-8 providing for completion of teacher-assigned homework, but also time to convert class notes and textbook readings into study aides and test preparation materials. Example—sixth grade=60 minutes, seventh grade=70 minutes, eighth grade=80 minutes.

Establish a study schedule to complete all assignments at the same time every night while studying in chunks of time 15-20 minutes in length with 2-5 min. breaks.

When no homework is assigned, students should review class notes and reading assignments. Take advantage of after school review sessions with teachers for extra assistance.

Can homework be modified for special education students?

Students with 504 Plans and IEP's may receive modified homework assignments based on their plan. The individual abilities and needs of these students dictate the amount and structure of their homework assignments. If such modifications are necessary, the classroom teacher(s) and the special education teacher will consult with one another to determine appropriate homework modifications.

GRADING AND MARKING STANDARDS

Grades for **all** subjects are averaged in - so that each class is taken seriously. Special classes such as Art, Music, Computer, & Physical Education are important components and should also be taken seriously. This is an important part of the holistic education of our children.

The Promotion/ Retention passing average is 75%, however, anyone who receives a final average lower than 75% in two of the four major academic subjects of English, Mathematics, Social Studies and Science will repeat the grade. Anyone needing to repeat Grade 8 (unless due to a medical emergency) will do so at another school setting.

Student achievement is assessed in the following areas:

- Achievement on mastering Common Core Standards
- Achievement in STREAM subject areas
- Unit and Chapter Tests and Exams
- Performance on Projects
- Class Participation Rubric Score
- Weekly Tests and Quizzes

***All these areas are considered when preparing the quarterly marks for a student.**

Standards-Based Report Card

Pre-K through Grade 3 in the 2015-2016 school year will be receiving the Standards-Based Report Card, which records success according to mastering standards at various levels of success, indicated by levels 1-4 on the report card. In addition teacher comments give additional information to help parents understand a student's strengths and areas of need.

Checklists specifying individual letter recognition and sound recognition will be sent home with the Pre-K and Kindergarten report cards.

Grades 3-8 Passing Average for the Trimester 75%

Achievement

Comments

Superior	A-(93-100)	5 - Outstanding
Above Average	B-(88-92)	4 - Very Good
Average	C-(80-87)	3 - Satisfactory
Below Average	D-(75-79)	2 - Developing
Failing	F-(74-Below)	1 - Needs Improvement

Students need to maintain a passing average to participate in all school sponsored extra curricular activities. (sports, clubs, etc.).

Honor Roll Status

Students attaining averages of **93% - 100%** will receive recognition for First Honors.
Students attaining averages of **88% - 92%** will receive recognition for Second Honors.

Students will be recognized in Honors Assembly. The dates are posted on the school calendar in your August packet, as well as on the school calendar on the website.

Academic Progress Reports/Report Cards

At mid-marking period progress reports / report cards will be available on the Parent Portal for each student in Grades 1 through 8. Please note that, at times, there may be students who do well during the first part of the marking period and then fall behind. This deficiency may not have been noted. Please check your child's work on a weekly basis so that both you and your child know clearly where they stand academically.

Keeping Abreast of your Child's Progress- Parent Portal on the School Website

ALL GRADES, REPORT CARDS, AND PROGRESS REPORTS ARE AVAILABLE ON THE PARENT PORTAL.

If you need access, please e-mail our school administrative assistant at justine.krzeminski@standrewscds.org or call the school office.

❖ **Back to School Night**

Back to School Night is going to be on **September 16, 2015**

❖ **Student Led Parent-Teacher Conferences**

Student Led Parent-Teacher Conferences are going to be held on **November 18 and 19th**.

❖ **Additional Conferences Parent/Teacher Conferences**

Additional conferences can be arranged by appointment with the classroom teacher.

❖ **Contacting a teacher to set up a conference:**

Teacher e-mail contact information is their first and last name, separated by a dot, and followed by standrewscds.org

If you have any difficulty reaching a teacher through an e-mail, send an e-mail to kathy.dimitrievski@standrewscds.org to have the technical assistant check into this.

Internet Use Policy

A policy for the safe use of the Internet is included in this packet. Please sign and return.

School Property

St. Andrew's Country Day School facilities, materials, and equipment are for the use and benefit of all students. Textbooks and other instructional materials are loaned to the students, but remain the property of the school. Students are expected to return school property in good

condition. Parents will be responsible for replacing or repairing school property, including textbooks that are lost or damaged. Vandalism, defacing of school property and destructive behavior will not be tolerated.

Search and Seizure

School Officials are free to enter a student's locker, backpack or desk at any time to search for questionable items. (Hageny, School Law, 8.78.1). Searches can be unannounced and selective, and carried out even if there is no report of wrong-doing.

Substance Abuse

Drugs and alcohol are harmful to a student physically, mentally and socially. The school personnel, along with the parents, will accept the responsibility of working with students who are involved in substance abuse and will treat each one with personal respect.

The following procedures will be followed in handling drug/alcohol related incidents:

The student will be suspended immediately and a conference with the student, parent(s), Principal and Pastor will be arranged. The student will be placed on probation. A second serious offense while on probation will result in expulsion of the student.

Weapons Policy

We maintain a zero tolerance to violence/violent acts and weapon possession in our school in conjunction with United States Government Guidelines, indicating that schools-including a 100 foot perimeter outside the boundaries of said schools - are to be gun free, dart free, drug free areas.

Guns, knives or any similar or related objects that may be used to do bodily injury (whether intended or unintended) are prohibited on or around the properties of St. Andrew's Country Day School or Saint Andrew's Church. Look alike weapons and toy dart guns are also prohibited.

Violation of this Policy will result in expulsion, suspension or other appropriate sanction, solely at the discretion of the Pastor, or Principal of St. Andrew's Country Day School. In addition, any violation of this Policy may result in the submission of a complaint or report to the Town of Tonawanda Police Department.

Physical Education Uniform Policy

PreK-K -	Sneakers
1-2 -	Change into shorts, T-shirts, sneakers.
3-8 -	St. Andrew's gym uniform, shorts, t- shirts, sneakers. No Jewelry/Wrist Bands No Hard Hair Clips or Hair Bands No Platform Sneakers

Excuses for Physical Education Class

It is New York State Law that all students participate in Physical Education classes.

A child must have a signed note from a parent /doctor in order to be excused from physical education classes.

Students continually unprepared for gym class will be addressed on an individual basis. Penalties may include, but are not limited to, participation in extracurricular activities, detention, and / or parent conference. A child must have a doctor's MEDICAL NOTE for all serious injuries/ailments - stating limitations and when the student may return to Physical Education participation.

Sports Program

Playing a sport is a privilege, not a right. All students may try-out.

Organized and competitive sports are offered to all students. The Sports Committee has developed a program to insure effective athletic training for the students which complements our Physical Education Program. Parents are requested to take a responsible part in sharing some of the work, e.g. acting as monitors, time-keepers, coaches and etc.

Those participating in sports must work to their academic potential. If the teachers agree that the student is not working to his/her ability, the student will be taken off the team until improvement is shown. **(See Sports Handbook)**

Sportsmanship

The school climate of love and respect is the guiding force in all we do.

Sportsmanship is defined as that quality of responsible behavior characterized by a spirit of generosity and a genuine concern for an opponent. Within the framework of the school athletic program, the responsibility for good sportsmanship is vested in all those associated with the program.

The purpose of athletics is to promote the physical, mental, moral, social and emotional well-being of the individual players.

Remember that an athletic contest is ONLY a game - not a matter of life or death for player, team, official, spectator, parish, community, state or nation.

Responsibilities of the Athlete

The athlete must understand that being a member of a school team is a privilege and involves responsibilities. The athlete shall:

1. Always act in a Christian way, exhibiting good sportsmanship both on and off the court.
2. Follow all rules and regulations set down by both the school and the coach.
3. Attend all practices and contests. If unable to attend, notify the coach in advance.
4. Treat opponents with respect at all times.
5. Take care of school property, equipment, uniforms and supplies.
6. Work hard and strive to do the best s/he is capable of doing.
7. Allow for team members to get equal time to participate.
8. Maintain academic standing by completing all class work satisfactorily.
9. Understand all rules and etiquette related to their sport.

Sports related questions? Contact the Athletic Director, Mrs. Pamela Giannantonio at pamela.giannantonio@standrewscds.org

Who to call for help with a school-related question:

We are here to be of service!

If you're wondering about something....
Need something clarified....
Want to share observations and concerns....
Need advice....
Want to air out feelings and insights politely...

Feel free to contact:

Secretary If you are missing any communications, forms or are in need of general information contact the school office at 877-0422 Ext. 121 and the administrative assistant will direct you. Also, ***call in your student absence*** when it occurs at 877-0422.

Nurse Contact Mrs. DiMaggio for any medical-related issues at: 877-0422 ext. 128

Teacher If it concerns your child and his/her class work or behavior. Send an e-mail through the teacher's e-mail on the school web site or call 877-0422 to leave a message.

Principal While you should always go directly to your child's teacher, if you need to contact Dr. Dimitrievski, please email her at: kathy.dimitrievski@standrewscds.org

Sports Questions Concerns/ Forms Contact Mrs. Giannantonio, our Athletic Director by e-mail at pamela.giannantonio@standrewscds.org

Business Manager For financial matters, such as tuition, please contact Mrs. Jean MacDonald in the business office at 873-6716 or e-mail: jean.macdonald@standrewscds.org.

Please note, many forms are available on the school website. New information for parents and event flyers will be on the website under "What's New". The school newsletter will be under "What's New"> newsletter. There are a calendar of events and a sports calendar on the website, all of which will be updated regularly as the year progresses. Thank you.

GENERAL SUGGESTIONS TO PARENTS

1. **If an emergency arises, call the office.**
2. Please help to keep your child organized and ready for school (such as lunch, money, books, homework and knowledge of their mode of transportation).
3. Your child is not to bring dangerous or distracting articles to school, such as toys, jewelry, game boys.
4. Place names on all articles of outer clothing - coats, gloves, hats, caps, sweaters, raincoats, etc..
5. Instruct your child never to converse with a stranger, never to accept a gift from a stranger, and never to get into a car with a stranger.
6. Make sure your child has plenty of sleep each night for him/her to do schoolwork.

7. Make sure your child eats a good breakfast and arrives at school on time at 7:30. **Tardy bell is 7:40 am. Students must be in school by 7:40 am.**
8. If there is something that you want to know about school, if something has happened at school that worries you or your child, if there is a misunderstanding, or if you need more information for any reason, contact your child's teacher.
9. Because early morning and dismissal tends to be a very busy time for teachers, do not expect to conference at the door before school begins. If you wish to confer with a teacher regarding your child's progress, please call the school office, write a note to the teacher, or contact the teacher through e-mail. Your child's teacher will contact you and set up an appointment.
10. Visit your school. You, as a parent, are not only welcome at school, you are urged to visit. Attend the various meetings and school/parish events.

St. Andrew's Country Day School-Wide Discipline Plan

Introduction

In support of our school climate initiative and in an effort to become more consistent and proactive in our approach in developing positive behaviors in our students, outlined below are some of the expectations and strategies we have in place for the **2015-2016** school year. It is a school-wide effort to organize adults and students in creating a social-culture in our school that encourages positive behavior and interactions while discouraging problem behaviors. Once established, the social-culture will lead to a safer environment where students can achieve academically and build positive relationships with each other and adults.

Teaching and acknowledging the positive behaviors we want to see is at the heart of our plan.

Therefore, we support students and make every effort to:

- **Define** – Clearly and concisely define the behavioral expectations.
- **Teach** – Provide explicit teaching of our behavioral expectations
- **Remind** – Reinforce and provide daily reminders through direct supervision.
- **Celebrate** – Provide consistent acknowledgment of the expected behaviors.
- **Correct** – Encourage self-discipline by consistently correcting students who demonstrate problem behaviors, and make use of natural, logical consequence in teaching them positive alternatives.

School Climate: Love and Respect!

The actions of staff and students at St. Andrew's Country Day School will foster a safe, caring, loving, and respectful learning environment that nurtures responsible and Christian behavior and appreciates the diversity in all learners, with a focus on:

- Practicing good listening.
- Demonstrating self-control and self-discipline, especially during stress situations.
- Being fair and respecting others and their feelings.
- Acting in a responsible way.
- Resolving conflicts in a peaceful way
- Connecting our actions and our service to others as good Christians for the well being of our school and the outside community

Responsibilities:

- School staff will utilize a proactive, school-wide support model that facilitates the creation of

a calm, orderly, safe learning community;

- Students will learn the “**Way to BEE**” **Pledge** and demonstrate their understanding by their actions in all areas of the school.
- Teachers will teach, model and practice each of the school expectations with students in classrooms and other areas of the school.
- Administration will work with students and support classroom teachers in reinforcing positive behavior based on the expectations.
- Administration will follow procedures for handling infractions if students fail to follow school expectations.
- Administration will work with the school staff to settle problems safely, respectfully and responsibly.
- Parents are encouraged to support the actions of the school and further explain and reinforce concepts at home.

School-Wide Expectations

St. Andrew’s Country Day School “**Way to BEE**” **Pledge** is a guide for our school. Everyone is to live by these expectations:

Be Safe.
Be Caring.
Be Responsible.
Be Respectful.

“I am a St. Andrew’s students. I know the “Way to Bee”. I am responsible, respectful, safe and caring.”

The pledge is the basis of appropriate behavior in all areas of our school, on the bus and on field trips. Respect and responsibility are at the heart of this code.

Students are expected to:

- **Respect** – Show consideration and respect to fellow students and all adults in the building and on school property. Respect school property and the property of others. Follow the “Golden Rule,” treat others the way you want to be treated.
- **Responsibility** – Conduct yourself in responsible, orderly and safe manner. Use good judgment and “do the right thing.”
- **Safe** – Follow safety rules, keeping themselves and others free from harm and danger. This will maintain a safe haven for all students to learn.
- **Caring** – Be kind, thoughtful and helpful to others through actions and examples.

Tools to develop Self-Discipline and Build Community

If students are going to be disciplined for their actions we need to not only teach them what a responsible choice is but also help them develop self-control. Teachers are encouraged to utilize practices throughout the school day to teach self-control and reinforce students who are managing themselves. In similar fashion, students also need to form connections with others and feel they are making a positive contribution to the class and the school. Creating a community of both kindness and learning is essential.

To this end, teachers are encouraged to use regular classroom meetings as a vehicle to allow students to reflect, discuss issues, and make decisions about how they want their class to be. The value of community building experiences such as class meetings is that they can actively cultivate respectful, supportive

relationships: emphasize common purposes and ideals; provide regular opportunities for service and cooperation; and most importantly provide developmentally appropriate opportunities for autonomy and influence.

Regardless of the system we use to support positive behaviors in our students, it is essential that expectations are taught explicitly to students. Teachers are strongly encouraged to solicit the help of students in their classrooms to establish class norms and create rules (the class meeting is a great forum in which to do this.) Rules are written in the positive tense, using “Do” not “Don’t”.

Once classroom rules are developed the work is not done. Teachers need to help their students practice these rules or any other procedures that lead to safe and orderly classroom environment. Likewise, we need to teach our school-wide expectations and behavioral skills directly to students. The bottom line, students need to know exactly what is expected of them and how they are to behave.

“Way to BEE” Focus

Though ALL aspects of the “Way to BEE” Pledge should be taught, modeled and reinforced, this year we will **continue to focus on the principle of respect in the cafeteria, appropriate behavior in the hallways, stairwells, and also in the bathrooms.**

In teaching our students to demonstrate greater respect as well as create a more orderly school environment, the following building wide goals have been established:

1. The students will be expected to follow the **Hive Five** while in the cafeteria.
 - Stay in Line
 - Use inside voices
 - Clean up your area
 - Stay seated
 - Use good manners
2. The students will walk quietly, to the right, in a single file and respect the personal space of others.

Reinforcement System

Honey Grams (Grades PK-4)

It is important that we all use some level of consistent, positive reinforcement to celebrate students’ success with our “Way to BEE” Pledge. All staff members who observe students **Pre-K – 4th** following our pledge can issue Honey Grams. All students should be receiving Honey Gram for demonstrating good behavior or on a targeted behavioral skill being taught. Students can earn them in all areas of school (i.e. classroom, cafeteria, hallway, etc.) from any staff member.

Students should be instructed to put their names on their Honey Grams and place them in the special bucket in each classroom. Each week, in various ways throughout the year, students’ names will be drawn from Homeroom buckets for prizes as a school wide incentive program. Classroom teachers are welcome to use Honey Grams as rewards in their classrooms.

All staff needs to make a commitment to distribute Honey Grams to All students demonstrating positive behaviors. As you reinforce positive behavior, please acknowledge the behavior before giving a student a Honey Gram. Remember, the goal is not to just randomly hand out tickets but to verbally reinforce and define the positive action of the students. Staff should never say, “If you do _____, I will give you a Honey Gram,” or take tickets away once they are earned. Remember, the focus is not the Honey Gram, it is the positive behavior.

Other Ways of Recognizing Character and Citizenship

Ways we can celebrate students who are following our school expectation and demonstrating good character and citizenship.

- Follows the “**The Way to BEE**” Pledge
- Is **respectful** – to themselves, others and school property. “Treats others the way they would want to be treated”
- Is **responsible** – can be counted on to make good choices and “do the right thing.”
- Is **ready** each day – attends school, is prepared to work with all required material, student planner, homework assignments and a strong desire to learn.
- Is **considerate** and **caring** of others.
- **Practices safe behavior.**
- Tries their **best.**
- Has a **positive**, “I can” **attitude.**
- Is persevering – completes what they start and never gives up.

Way to BEE Award 2015-2016

Any member of our school community who follows our “**Way to BEE**” **Pledge** is eligible to receive a **Way to BEE Award**. Teachers might nominate a student who has worked hard to overcome an obstacle and are now finding greater success in school because of it. Also “**Way to BEE**” award winners could be a student or staff member showing a positive attitude and / or promoting positive character traits that make our school a great place to learn. This award will be given monthly along with the assigned Character Award .

Character Awards are given monthly at a School Mass. Parents/Guardians are invited to attend.

Student Conduct

The school policy is focused on being pro-active. We will contact parents if we have concerns upon observation of student conduct, attitudes, and interactions.

Classroom rules are explained and positive behaviors are rewarded (i.e., complimented, Honeygrams).

At all times, staff will attempt to manage the situation through regular classroom management practice, re-teaching and modeling appropriate behavior.

“Way to Bee”

The goal is to focus students on our positive expectations and teach students replacement behaviors. Considering that consistency and fairness is central to the implementation of a successful behavior plan, the Committee has created a policy for dealing with students who interrupt the learning process by violating our “**Way to BEE**” **Pledge**.

- ◆ A **MINOR infraction** is committed by students, when they have disrupted the learning process and/or disregarded the “**Way to BEE**” **Pledge**. A teacher in Grades K-4 will issue a “Stinger” slip to the student, with the infraction listed and the parent signs a copy.
- ◆ The following sequential consequences will occur:
 - Stinger #1** - **Copy sent home for parent signature**
 - Stinger #2** - **Administration follow-up and a disciplinary form**
 - Stinger #3** - **Parent Conference to determine further disciplinary action**

The Administration works with the teachers and staff to rectify any continual problems on an individual basis. Consequences for repeated misbehaviors could include detention, loss of privileges, weekly evaluations or behavioral contracts, community service, in-school suspension or out-of-school suspension.

A MINOR INFRACTION WITH A DETENTION FORM FOR GRADES 5-8 WILL BE GIVEN FOR THE FOLLOWING OCCURRENCES:

- Unprepared for homework
- Unprepared for gym classes
- Uniform infractions-the first one will result in a verbal warning.
- Cell phone not turned in to homeroom teacher before 8:00 am.

◆ A **MAJOR infraction** involves prohibited behaviors which are totally unacceptable and strictly forbidden. When prohibited behaviors occur, the principal, parents and faculty will be expected to resolve the situation in a firm, fair and consistent manner.

These behaviors will be brought to the immediate attention of the parents and could result in suspension or expulsion, at the discretion of the principal.

1. Possession of a controlled substance such as drugs / alcohol.
2. Vandalism or willful destruction of school or personal property.
3. Physical violence among students or a threat of violence (verbal / written).
4. Possession of firearms, or other weapons and objects that could endanger the safety of students and staff.
5. Physical, verbal or sexual harassment / bullying of another student or staff person, including using electronic devices, such as the Internet for cyber bullying and sexting.
6. Truancy, leaving school grounds, or skipping class without permission.
7. Improper behavior with use of the Internet
8. Stealing, cheating, plagiarism or forgery.
9. Consistent and flagrant violation of school rules.
10. Any other behaviors deemed serious by the school administration and faculty.
11. Students will not engage in conduct that is insubordinate such as failure to comply with the reasonable directions of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect to authority or leaving school without permission or skipping detention.
12. Students who are on social media sites like Facebook, Twitter, etc. may not put any negative or inappropriate comments about St. Andrew's Country Day School, the faculty, staff, or students on the Internet. This projects a negative image of the school.
13. Making contact with other student's hair, clothing, belongings as in teasing behavior.

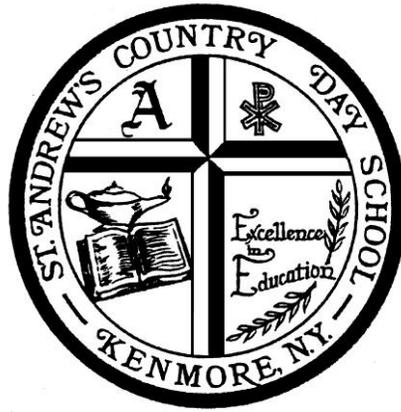
Major infractions will be brought to the immediate attention of the principal. The supervising staff member will use a Disciplinary Referral to identify and describe the circumstances surrounding the event. Before meeting with the student(s) involved, the principal will confer with the staff member in order to ascertain the situation.

At this time the following procedures and consequences will take effect:

1. Upon the issuance of the Disciplinary Referral, the principal will meet with the student, call the parents and mail or send home the conduct referral to the students' parents and issue a consequence, if deemed appropriate.
2. After a student receives two (2) disciplinary notices, the third one may result in suspension.
3. Depending on the severity and circumstances of the misbehavior, as well as consideration of the students' overall conduct record, the following consequences (from least to most restrictive) may be imposed:
 - Behavior specific assignment
 - Loss of special privileges
 - Conference with parent, student, teacher and principal
 - Possible request for counseling
 - After-school detention
 - Suspension
 - Expulsion

The principal will inform the supervising staff member of action taken, unless the principal deems confidentiality to be in the best interest of the student(s) involved.

The goal of this entire program involves observing a decrease in problem behavior from the students at St. Andrew's Country Day School. This will ultimately lead to more quality learning and teaching time. Data will be collected from areas of focus along with the demerits and disciplinary referrals.



**St. Andrew's Country Day School
Kenmore, New York
Parent/Student Handbook 2015-2016
Agreement Form**

After reviewing this handbook, please sign and return this Agreement Form, along with the Parishioner Verification Form to your oldest child's classroom teacher by September 11th

I have read the 2015- 2016 Parent/Student Handbook, have reviewed it with my child/children, and will support the school policies and procedures as stated. Please print all information, except for parent signatures.

FAMILY NAME: _____

Date: _____

Parent/Guardian Signature* _____

Parent/Guardian Signature* _____

PLEASE PRINT EACH NAME

Student Name* _____ **Grade** _____

