



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

Parent-Student Handbook

Revised 2018

WELCOME TO ST. ANDREW'S COUNTRY DAY SCHOOL



Dear Parents and Students,

We would like to take this opportunity to thank you for choosing St. Andrew's as the educational and spiritual foundation for your child. We know that this is not an easy task for many families, but your dedication to the school and parish make it possible for students from all communities to attend and experience the family that makes up St. Andrew's. The expectations and guidelines found in this handbook are there for everyone to work with and stand as a basis for our school for all parents, students, and staff. When you attend St. Andrew's you agree to abide by and follow the expectations found in this handbook.

This handbook holds important information. There will be times that we may have to change or update the handbook, and we reserve the right to do so, but it is always done with the children in mind first. As parents, you are the first role model for your child. They watch how you speak, how you interact, and how you build relationships. They learn respect from you as well. If you are positive, then they are positive, however, if you are negative, like speaking poorly about someone, they then do the same. If we all have high expectations and treat each other with respect, we can work out differences and come to compromises when needed. We ask that you, as parents, always model appropriate behavior in your words, your actions, and even online. Social media has taken the world by storm and so many of us look to things like instagram, twitter, and facebook for answers, opinions, and attention. What we don't realize is that negativity breeds negativity, and when children see it, they share the same mentality. In all things, do as Jesus would have.

Students, we have high expectations for you at all times. This means always doing your best. The best looks different for everyone - and that is okay! Never use the person standing next to you as a tool to judge yourself. God

makes no mistakes! If you try your hardest every day, follow directions, are kind, respectful, and purposeful in what you are doing, then you are doing your best. Remember that words cannot be taken back once they leave your mouth - so be careful, as your mouth is your most dangerous weapon. Remember to stand up for others and yourself. That doesn't mean that you are nasty or rude in return, but rather you are willing to speak to an adult, work through problems, and become a better person. No one can control what another person does, says, or thinks, but we can control how we react. There is always someone at St. Andrew's available to talk to you and/or help you. Just reach out.

The staff at St. Andrew's promises to always put students first. We will make sure that they are taught to be independent, thoughtful, service minded, faith-filled 21st century thinkers and learners. We promise to have high expectations and hold our students to them. We promise to teach them to take responsibility for their actions. We promise to build a strong foundation for them rooted in faith, because they are our future, and we need them to be strong, independent, faith-filled citizens. We promise to communicate with you, sharing important information like grades and behavior, as well as other important information. We will be here to answer questions and help you as much as we can. We may not always agree, but we will do all we can to make sure that we are educating your child to the best of our ability and in the safest place they can be when not in your arms.

We thank you for the opportunity to educate your child, and we are thrilled that you are a part of the St. Andrew's family.

Peace,

Father Matthew J. Zirnheld, Pastor

Mrs. Colleen Politowski, Principal

I. 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.

II. 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. Resource room teachers, speech, occupational therapy, and physical therapy services, as indicated on a student's IEP are provided on site through the Ken-Ton school district. We do have a staff resource teacher to help students that may not qualify for an IEP or 504 plan.

III. Admissions

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.

The age criterion for children entering Pre-K3 is three years of age by December 1st and toilet trained, four years of age by December 1st for Pre-K 4, and for children entering Kindergarten, it is five years of age before December 1st for the year of registration. All students must be toilet trained, as our staff members cannot assist a child in the bathroom unless it is an emergency. Pull-ups, training pants/diapers, diapers, etc. are not allowed in school. If your child comes to school and is not toilet trained, you will be asked to keep your child home until such time that they can use the bathroom on their own.

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 enroll in the FACTS tuition management system. FACTS has its own registration fee that is not included in tuition, and is paid directly to FACTS. All tuition, lunch charges, field trips, uniform purchases, or other instances where money would traditionally been brought into school are paid through the FACTS system. All questions relating to FACTS and tuition should be directed to the business office.

IV. The School Day, Arrival and Dismissal

PK 3 Half Day program	7:30-11:30am (Tuesday and Thursday)
Full Day PreK 3 and 4	7:30 - 2:10 daily (PT PK4 runs Mon., Wed., and Fri.)
Grades Kindergarten through 8	7:30 a.m. - 2:20 p.m. daily
Early Dismissal Days (all students)	11:00 a.m

A. Drop Off Locations and Parking Lot Procedures

1. **Pre K 3 AND 4:** Students in PK3 and PK4 can be dropped off at the Aftercare Door in the morning (Door #3). Parents are asked to park in the lot on the Lowell St. side and walk their child to the door. Teachers and aides will be present to help your child arrive at their class safely. Alternately, you may also walk your child in through the main entrance of the school (Door #1), however, they will have to walk down the hall on their own. When coming in to park, please enter at the driveway on Lowell St., near Gym/McNulty Hall and park, keeping in mind that the first row of cars is a drop and go area.

2. **K-8:** Students whose parents wish to walk them in are asked to park in the Lowell parking lot and walk their child in through the main entrance. Parents are not allowed to walk their child to class. Parking can be done on the church side of the lot to assist with ease of leaving the lot.

3. **DROP and GO:** There are two drop and go locations at school. There is the Lowell street option and a Sheridan drive option. Drop and go, means just that - drop off your child and go. Please **DO NOT PARK** in either area! Do not walk them in from these areas. If you want to walk your child in, please park in the parking lot and walk your child in.

a. **LOWELL ST:** Please enter in the driveway near gym/McNulty and immediately turn left, proceeding directly to the coned off walkway. Your child may be dropped off there. Once your child is clear of the car, parents may drive out of the middle driveway and be on their way to their next stop. If you try to get closer to the steps of the main entrance, you will not be able to get out, as the exit is coned off for student safety.

b. **SHERIDAN DR:** Please enter the bus loop off of Sheridan. Students are to be dropped off near the main doors/sign, and parents can then drive to their next stop. **PLEASE DO NOT PARK IN THE SHERIDAN LOOP AND WALK YOUR CHILD IN!** This defeats the purpose of drop and go.

B. 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.
4. Please do not get out of your car and move the cones so you can get through.
5. Please remember that children are walking through the lot - driving slowly is REQUIRED!

C. Walking your child to class: Parents of students in PK, Kindergarten, grade 1, and any student that is new to the school this school year, may walk their child to class during *the first two weeks of school only*. **Starting the Monday of the second week of school**, after having a week to get acquainted, all students are expected to be dropped off at the Pre-K door or the main door.

D. Bus Students

Bus students are dropped off and picked up at the school entrance on Sheridan drive in the bus loop, near the school sign. A staff member will be present when they walk in, and will assist in walking them out at dismissal.

E. 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. The school understand that dismissal plans may need to change during the day. We ask that parents notify the office as soon as possible so that the correct information can get to the teacher and student.

F. DISMISSAL:

Pre-K 3 and Pre-K 4:

Dismissal for PK3 and PK4 full day programs will be at 2:10, 10 minutes before K-8 lets out.

G. Pre-K 3 and Pre-K 4 After School Care

Each Pre-K aide/teacher will escort the students who attend After School Care that day to the after school care room.

H. K-8 Walkers

All students must have a signed note from their parents/guardians in the Main Office in order to walk or ride their bikes home. 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.

I. Private Pickup

All parent/guardian pick-up happens at McNulty Hall. Dismissal is at 2:20 pm for K-8 students. 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. 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. Please expect the teacher to ask for ID until they learn who you are. If you are having someone different pick up your child, please make sure the teacher and office is aware and inform that person that they may be asked to show ID.

J. Caution to Avoid Receiving a Ticket:

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

K. 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 2:30 at the current After-School rate.

L. 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., sports) 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 after school clubs will be sent home by the supervising teacher when appropriate.

M. Bus Transportation

The local school districts, other than Buffalo, North Tonawanda, and the City of Tonawanda currently, provide transportation. The parent requests this by April 1st annually for the coming year. If you do not turn in the bus request, the public district can refuse bussing.

Bus riders are dismissed to the bus door on the bus loop on Sheridan Drive, where a staff member 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.

N. 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.

O. 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.

P. 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.

V, COMPREHENSIVE STUDENT ATTENDANCE POLICY

A. Statement of Overall Objectives:

School attendance is important to the academic success of each student. Since regular attendance is necessary and essential for student success, and since curriculum is taught sequentially, attendance must be a priority for all parties. St. Andrew's Country Day School, along with parents and students, realizes its importance and shares in the responsibility of maintaining consistent school attendance for all students. St. Andrew's Country Day School is aligned with New York State Law regarding the matter of attendance. The objectives of this Comprehensive Student Attendance Policy are as follows:

1. To increase school completion for all students.
2. To validate students' compliance with education laws relating to compulsory attendance.
3. To be knowledgeable of the location of every student to ensure personal safety.
4. To identify patterns in student attendance to assist in the development of improvement plans.
5. To raise student achievement and close gaps in student performance.

B. Strategies to Accomplish Objectives:

St. Andrew's Country Day School will:

1. Create and maintain a positive school environment among teachers, staff, parents and students thereby fostering a nurturing school community, establishing positive feelings between the school and students, thereby encouraging increased attendance.
2. Maintain accurate record keeping via eSchool attendance register, tracking individual student attendance and trends to identify possible attendance problems.
3. Develop and implement intervention strategies for individual students to increase school attendance.

C. Determination of Excused and Unexcused Absences, Tardiness and Early Departures:

1. Excused: An absence, tardiness or early dismissal may be excused if due to personal illness, illness or death in the family, impassable roads due to inclement weather, religious observance, quarantine, required court appearances, attendance at health clinics, approved high school shadow days, "Take Your

Child to Work Day”, unavailability of transportation due to school districts being closed, or other reasons approved by the Diocese.

2. Unexcused: An absence, tardiness or early dismissal is considered unexcused if the reason for the lack of attendance does not fall into the above categories (i.e. family vacations, oversleeping).

Parents please note: Vacations are considered illegal absences from school. Parents should notify the school and teacher as soon as possible regarding a planned vacation. The school calendar provides extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child’s learning process.”

3. Excused absences, tardiness or early dismissals must have proper written documentation from the parent or guardian or other designated officials (i.e. physician, court...etc.) and must be presented to school office personnel within three school days upon the child’s return to school. Without the written excuse the absence will be recorded as unexcused (illegal). In addition, a physician’s note is required for absences three days or longer. A notation should be made in the records as to the excused reason by office personnel.

4. A student is considered tardy if not in the classroom at the time the session begins. Teachers must exercise discretion and should always inquire privately into the reason for the tardiness.

D. The Coding System for Identification of Reasons for Student Absence:

Attendance reports are recorded daily using eSchooldata. The Coding System for Identification of reasons for student absence is provided through the eSchooldata service. Recordable reasons are as follows: attending funeral, band lesson, bus drill, car trouble, court, death in family, dentist, doctor appointment, family business, field trip, high school visit, home district closed, home tutoring, hospital, illness, illness – no note, impassable roads, in school suspension, injury, late bus, misc. illegal, missed bus, no bus, no note – no reason, no reason given, occupational therapy, orthodontist, out-of-school suspension, out of town, overslept, running late, shadow DP, shadowing, special services, speech, student testing, surgery, take to work day, tardy – no note, traffic, unknown, vacation, weather, weather related daily present, will be late, will not be in, and music lesson.

E. School Attendance Recordkeeping/Data Collection Policy:

According to the Administrative Handbook for Elementary Schools in the Diocese of Buffalo, under Section E: School Management, our school is required to follow the education law of New York State as follows:

The Education Law of New York State requires minors between the ages of six and sixteen years to be in attendance at an approved school for full day instruction. Home-tutoring for medical reasons is counted toward the days a child is actually in school. The law also requires that schools be in session not fewer than 180 days each year. It is the duty of the principal and of the teachers to insist on regular attendance (New York State Education Law, Sections 3205, 3602, Sub. 3)

The portion of the above law only applies to Public Schools. Our school may be in session for less than 180 days.

Pupil attendance shall be recorded daily online via eSchool Data. The record for each student's presence, absence, or tardiness shall be recorded into the eSchool attendance system each day. Each absence or tardiness will be marked as "excused" or "unexcused" according to the eSchool data code for the reason.

Attendance is taken and recorded in accordance with the following:

1. For students in non-departmentalized kindergarten through three (i.e. supervised group movement to other scheduled school activities such as physical education, technology, art, etc.), such students' presence or absence shall be recorded after the taking of attendance once per school day.
2. For students in departmentalized grades four through eight (i.e. students pass individually or in specific groupings to different classes throughout the day), each student's presence or absence shall be recorded after the taking of attendance in each period of scheduled instruction.
3. Any absence for any portion of a school day will be recorded as "excused" or "unexcused" in accordance with the standards written in this policy.
4. In the event that a student in grades Kindergarten through grade eight is tardy or leaves early from a school day, such tardiness or early dismissal will be recorded as "excused" or "unexcused" in accordance with the standards written in this policy.

A record shall be kept of each scheduled school day during which the school is closed for all or part of the day because of extraordinary circumstances including adverse weather conditions, impairment of heating facilities, insufficiency of water supply, shortage of fuel, destruction of or damage to a school building, or such other cause as may be found satisfactory to the Diocese of Buffalo Department of Schools.

Attendance records will also indicate when a student is dropped from the enrollment due to change of schools for any reason.

F. Student Attendance/Course Credit:

Students in grades Kindergarten through eight who are absent 18 days or more (both "excused" and "unexcused" absences) and whose parents have not periodically met with the principal regarding the absences are in jeopardy of being denied promotion to the next grade level.

Students are considered in attendance if:

1. The student is physically present in the classroom or working under the direction of the classroom teacher during the class scheduled meeting time.

2. The student is receiving approved alternative instruction (i.e. at-home tutoring due to medical issue.)

Students who are absent from class due to their participation in a school sponsored activity (i.e. track team event) are to arrange, with their teachers, to make up any missed assignments in a manner and timeline determined by the student's teacher.

Missed assignments due to excused absences may be sent home with a sibling or picked up at a pre-designated time by the parent at the teacher's discretion. It is the responsibility of the student to consult with the teacher(s) regarding completing missed assignments and/or tests in accordance with specifications designated by the teacher.

No assignment will be given in anticipation of a vacation or unexcused absence. There will be no exceptions to this policy. Please do not ask the teacher to make an exception or offer payment for homework given in advance of an unexcused absence.

G. Parent Notification of Minimum Attendance Standard:

St. Andrew's maintains the following attendance standard:

1. Overall main points of St. Andrew's Country Day School's Comprehensive Student Attendance Policy will be stated in the Student handbook distributed to all families at the beginning of the school year.
2. A copy of the policy will be available on the school website: www.standrewscds.net.
3. Reminders regarding the components of the comprehensive student attendance policy will be published in school newsletters corresponding with the end of the first and second trimesters. It will also be stated that the policy will be on file in the office for parents/guardians to review at an appointed time agreed upon by the parent/guardian and the administration of the school.
4. A designated staff member will notify the parent/guardian by phone regarding a student's unexcused absence(s) and explain the correlation between the student's attendance and the possibility of denial of promotion. If the parent/guardian cannot be reached by telephone, a letter or e-mail shall be sent to the parent detailing the information. (i.e. date of absence, reason and importance for an excuse and if necessary, the amount of times the particular student has had an unexcused absence, etc.)

H. Intervention:

1. If deemed necessary by school administration, or if requested by the parent/guardian, a conference will be scheduled between the parent/guardian and appropriate school staff members to address the student's attendance issue and possibly develop appropriate intervention strategies that best meet the needs of the individual student.
2. Regarding intervention for non-compliance with the Comprehensive Student Attendance Policy, a designated staff member will review St. Andrew's Country

Day School's Attendance Policy with the parents/guardians of students who have excessive and/or unexcused absences, tardiness or early departures. Referral to the Ken-Ton Public School District student support services and/or community support services and agencies will be implemented prior to the denial of promotion of the student due to non-compliance with the attendance policy.

I. Incentives:

The following incentives will be implemented to encourage student attendance. The strategies will include, but are not limited to:

1. Classroom acknowledgement of the importance of good attendance (i.e. certificates, recognition...etc.)
2. Perfect attendance certificates to be distributed at the end of each trimester or school year.

J. Disciplinary Consequences:

All students must be in his/her homeroom by 7:40 am. Students arriving later will be marked as tardy. Any student who is tardy must be signed in by his/her parent. No student may participate in any extra-curricular activity (including sports) on a day that he/she is absent.

K. Process to Develop Specific Intervention Strategies:

Once a case of excessive unexcused absences, tardiness or early departures has been identified, the following steps will take place:

1. Specific patterns in the non-compliance of the attendance policy will be identified (i.e. type of unexcused absences, tardiness or early departures, time frame, etc.)
2. The student's parent/guardian will be contacted by phone. If attempts to establish contact by phone prove futile, the second attempt will be by e-mail, followed by mailing a letter, if need be.
3. A conference will be called between the principal, any involved staff and the parent/guardian to develop individual intervention strategies to meet the needs of the specific student.
4. Once a set of strategies is agreed upon, implementation will take place.
5. Utilize appropriate services and/or community resources to assist in the intervention process.
6. Monitor and report the short and long term effects of the implementation of the intervention.

L. Review Process:

1. Administration or staff member (teacher, school nurse, etc.) may ask for a review of a student's attendance record. If a significant number of unexcused absences, tardiness or early dismissals are found, parents can be notified and the intervention process can be implemented.
2. A parent/guardian may ask for a review of a student's attendance record.

M. Overall Review of Attendance Records:

At the end of the school year, the principal, the school nurse, and any other staff members deemed appropriate by the principal will review the overall attendance in the school building. If the attendance record shows a decline from the previous year's attendance record, a plan will be developed to revise the comprehensive student attendance policy and take steps to improve student attendance.

N. Community Awareness:

Community awareness of St. Andrew's Country Day School's Comprehensive Student Attendance Policy will be promoted by:

1. Providing a plain language summary of the policy to parents/guardians at the beginning of each school year and promoting the understanding of such a policy to students and their parent/guardian.
2. Providing each teacher, at the beginning of the school year or upon employment, with a copy of the policy.
3. Providing copies of the policy to any other member of the community upon request.

VI. Personal Belongings

A. 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.

B. Cell Phones

Students turn in their cell phones to their teacher upon arrival at school and sign them in. At 2:15 (or 11:00 on half days), they may pick them up. Students may be allowed to use their phones in class at the discretion of the teacher, however, any other time, the phone must be given to the homeroom teacher. Students may use their phone at after school activities, which includes after school clubs and activities. If a student is found using any of these electronic devices during the school day without permission, the device will be taken and kept in the office.

Students may not take photos with their phone while 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. **Students needing to call home at any time may use the phone in the main office.**

VII. Cafeteria

Students may bring a lunch to school or buy a lunch in the cafeteria. The price of lunches will be given to the students at the beginning of each school year. Lunches, milk, and snacks are billed through FACTS. 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.

A. Free and Reduced Lunch Rates

Currently we do not offer the Free and Reduced Lunch program through the Federal Government. However, we do subsidize lunches for families that may need it. Please contact the business office for further information.

B. Lunchroom Supervision

Two teachers are on duty at each lunch period, in addition to classroom aides.

C. 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 supervise this. The cafeteria staff supervises any student not finished eating when recess begins.

VIII. 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. Any books not returned to the school will be billed to the parents.

IX. 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.

A. Court Papers

Please be sure to provide a copy of any relevant court papers to the school, including any orders of protection directly related to the student attending St. Andrew's Country Day School, custody agreements where a parent cannot pick up a child or have access to educational information, or any other concern that the school should be aware of for the safety of the child and other students in the school. Court documents are kept in a locked file in the school office.

X. Photo Release Policy

Each family receives a Publicity Release Form during enrollment, indicating whether they give permission for their child to be named/photographed on our school website, in newspaper articles, etc or if they decline having their child publicly named/photographed. This form is kept on file for one year.

XI. SCHOOL UNIFORMS POLICY

Sweatshirts, 8th grade hoodies, fleeces can be worn from October through April or when temperatures are 65 or lower. In some cases, the teacher may ask a student to remove/bring in warmer clothing due to classroom temperatures that fluctuate. Students may dress down when the temperature is forecasted to be 80 or higher according to Channel 4 that morning - the first day of school is excluded from this policy and all students must wear their uniform.

A. Boys

- Grey uniform dress pants with black belt
- White oxford shirt with maroon tie, tucked and buttoned or White/Maroon uniform polo, tucked and buttoned with school emblem
- Black dress shoes. White, black, or grey socks. Kindergarten will wear sneakers every day.
- Maroon sweatshirt with school emblem, or black fleece with school emblem
- Hair neatly groomed. Hair does not go below the collar, over the ear, or past the eyebrows.
- 8th grade boys will have the privilege to wear their 8th grade sweatshirt over the uniform shirt.

B. Girls

1. **Grades K-4:** Plaid jumper at or just above the knee with a white collared blouse or white turtleneck. K-4 girls may also wear grey uniform dress pants with a white oxford shirt or maroon/white uniform polo with the school emblem, tucked and buttoned, and a black belt.
2. **Grades 5-8:** Plaid skirt at or just above the knee or grey uniform dress pants with a black belt.
 - White oxford shirt, tucked and buttoned or white/maroon uniform polo with school emblem, tucked and buttoned.
 - Maroon sweatshirt with school emblem, or black fleece with school emblem
 - Black dress shoes, heels no higher than 1 inch. Kindergarten will wear sneakers every day.
 - White, grey, black, or burgundy tights, ankle socks, or knee high socks.

- 8th grade girls will have the privilege to wear their 8th grade sweatshirts over the uniform shirt

C. Pre-K 3 and Pre-K 4

- Pre-K 3 students do not wear a uniform, but must wear sneakers everyday.
- Pre-K 4 students will wear a grey St. Andrew's t-shirt with the school emblem with any color/style bottom. During cold weather months, students may wear a long sleeve shirt under the t-shirt or a sweatshirt over the t-shirt. Sneakers are to be worn every day.

D. Warm weather options for Boys and Girls in grades K-8

- Weather must be 65 degrees or warmer
- Grey uniform shorts with black belt
- White/Maroon uniform knit polo, tucked and buttoned with school emblem
- Sneakers may be worn with the uniform shorts

E. Unacceptable/Inappropriate

- Sweatshirts other than uniform sweatshirts. (NJHS sweatshirts and 8th grade sweatshirts are the only exceptions)
- Moccasins, sneakers K-8 (except for gym), sandals, clogs, boots, flip-flops, platform or heels, crocks, boat shoes (like Sperry's), or slipper shoes
- Perfume, make-up
- Dangle earrings or earrings on boys
- Dyed, highlighted or bleached hair
- Long hair on boys is not permitted
- Messy, un-kept hair, including "messy buns"
- No distracting hair accessories (teacher may ask student to remove accessory if it becomes a distraction in class)

F. Dress Down Days

- Sneakers, t shirts, sweatshirts, jeans, pants, or appropriate length shorts (finger-tip length), shirts with no graffiti.
- Hats are not permitted.
- No writing on the back end of pants
- No tank tops or spaghetti straps
- No open back, mid-drift shirts
- No leggings – unless the shirt/dress/skirt COMPLETELY covers a student's backside/butt/bottom
- No pants/shorts/skirts with see through patches

G. Physical Education Uniform Grades 1-8

1. 1st grade please bring shorts and sneakers only. Students may wear sneakers to school on gym days only
2. Grades 2-8:
 - Black bottom (shorts or pants)
 - Black or grey St. Andrew's t-shirt with the school emblem or Phys. Ed t-shirt (black, yellow, grey) Please no sports team shirts
 - Sneakers
 - No Jewelry/wrist bands, hard hair clips, or hair bands, no platform or wheely sneakers.

H. 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. Additionally, if a child cannot play gym, they that child is also not allowed to play in a school sponsored after school sport. Extended non-participation in gym requires a doctor's note. Students continually unprepared for gym class will be addressed on an individual basis. Penalties may include, but are not limited to, inability to participate 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. Alternative work will be given as an assessment for missed classes.

I. School 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>

J. Used Uniforms

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

K. Infractions and Consequences

Students will be checked in the homeroom by their homeroom teacher. Failure to wear the appropriate uniform, or follow policies will result in: 1. The parents being called to bring a change of clothing. 2. Students will also be written up. After 3 write ups, students will have to serve an after school detention until 3pm and will lose the privilege to dress down on the next dress down day.

XII. ALLERGY/Medical POLICY

Please notify our school nurse and your child's teacher(s) about any allergies or medical conditions your child may have. A peanut free table is available in the lunch room for students that may need it. Classrooms can also be designated peanut free. Classroom teachers will alert parents of any allergies that may be present in the class to help avoid any potential reactions. Any medication that a child is to take during the school day must be accompanied by a doctor's orders. We cannot give over the counter medicine, unless directed by a doctor. Students cannot carry their medicine on their person, unless specifically directed by a doctor. If a student is found with medicine of any kind, without the nurse or school's knowledge, they can be suspended or expelled. It is the responsibility of the parent to supply the school with the child's medicine and to pick up the medicine at the end of the school year. We cannot give medicine to the students to take home on the last day. Any medicine not picked up by the required date will be thrown out appropriately.

XIII. EMERGENCY LOCKDOWN 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 4 "lock down" practice drills take place to ensure that the procedures are followed in the event of any kind of emergency. We work closely with the Town

of Tonawanda Police Department to make sure that are students are well trained in the event of an emergency. During lockdowns we are unable to answer phones or the doors. In the event of a real emergency, we will do our best to get information out to parents when we are allowed by law enforcement. If you learn of a lock down, please do not come directly to the school. In the event of a real emergency, this could jeopardize the safety of the students and staff.

The School Safety Team ensures that these procedures are followed and updated, 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.

XIV. 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)

4.

XV. 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.

A. 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.

B. Student Responsibilities:

1. Write down assignments in student agenda (grades 2-8). Junior High Teachers may also require students to check for homework assignments and communications via Google Classroom.
2. Make sure assignment instructions are understood.
3. Set a regular routine for completing written homework, reading and studying.
4. Maintain the highest quality on homework assignments.
5. Take home all necessary materials, keep assignments and resources organized, and submit homework to teachers when due.
6. Be responsible for getting assignments when absent from school.

C. Parent Responsibilities:

1. Schedule a consistent homework, reading and study time each day.
2. Establish a study area with: minimal distractions, good space and light, necessary supplies and materials.
3. Encourage, motivate and guide your child, but do not do the assignment.
4. Communicate with your child's teacher, giving feedback when there is a homework concern.
5. Alert the school to any domestic stress factors that may affect the quality of homework and academic performance.
6. 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.
7. Take advantage of after school review sessions with teachers for extra assistance.
8. Help your child to understand that academics are their first priority. Sports and social events are secondary to success in school.
9. **Check Parent Portal regularly to stay abreast of student progress.**

D. 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.

E. 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.

F. 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.

G. 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.

H. Parent-Teacher Conferences

Parent-Teacher Conferences occur twice a year and as needed. Typically conferences occur after the first and second progress report goes home, however, parents and teachers can request a parent-teacher conference if one is needed.

XVI. Sports Program

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

Organized sports are offered to all students. The school 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. The purpose of the athletic program is to train students how to play the sport and develop skill related to the game and sportsmanship. It is not meant to be a competitive team, though students do play games and go in championships as well.

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.

A. Sportsmanship

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, parent, parish, community, state or nation.

B. 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.

D. Parents will:

1. Always act in a Christian way, exhibiting adult behavior, sportsmanlike conduct, and be a role model for our students and visiting students.
2. Never use foul or inappropriate language against ANY player, referee, or coach.
3. Never belittle a player on either team.
4. Never come to a game under the influence.
5. Never create a scene in front of the players.
6. Always support the students, no matter how they play, because they are learning a skill and are supposed to be having fun.
7. Always create a positive, respectful, and supportive environment for the game and its players.

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

XVII. 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:

School 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 Mrs. Politowski, please email her at colleen.politowski@standrewscds.net

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 and FACTS, please contact Ed Hans in the business office at 873-6716.

Please note, many forms are available on the school website. New information for parents and event flyers will be on the website.

XVIII. GENERAL SUGGESTIONS TO PARENTS

- **If an emergency arises, call the office.**
- Please help to keep your child organized and ready for school (such as lunch, money, books, homework and knowledge of their mode of transportation).
- Your child is not to bring dangerous or distracting articles to school, such as
- toys, jewelry, game boys.
- Place names on all articles of outer clothing - coats, gloves, hats, caps,
- sweaters, raincoats, etc..
- 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.
- Make sure your child has plenty of sleep each night for him/her to do
- schoolwork.
- Make sure your child eats a good breakfast and arrives at school on time at 7:30. **Tardy bell is 7:45 am. Students must be in school by 7:40 am.**
- 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.
- 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.
- Visit your school. You, as a parent, are not only welcome at school, you are urged to visit, and attend the various meetings and school/parish events.

XIX. Bullying

A. Definitions and Scope

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both kids who are bullied and who bully others may have serious, lasting problems. Parents can also be a part of the bullying by encouraging these behaviors.

In order to be considered bullying, the behavior must be aggressive and include:

- **An Imbalance of Power:** Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- **Repetition:** Bullying behaviors happen more than once or have the potential to happen more than once.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose. This can be done in person, over the phone, via email, text, social media or other outlets. Here are three types of bullying:

- **Verbal bullying** is saying or writing mean things. Verbal bullying includes:
 - Teasing
 - Name-calling
 - Inappropriate sexual comments
 - Taunting
 - Threatening to cause harm
- **Social bullying**, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships. Social bullying includes:
 - Leaving someone out on purpose
 - Telling other children not to be friends with someone
 - Spreading rumors about someone
 - Embarrassing someone in public
- **Physical bullying** involves hurting a person's body or possessions. Physical bullying includes:
 - Hitting/kicking/pinching
 - Spitting
 - Tripping/pushing
 - Taking or breaking someone's things
 - Making mean or rude hand gestures

Teasing is a social exchange that can be friendly, neutral or negative. Done in the right spirit, it can actually be positive. When kids tease each other about clothes, musical tastes or behavior, it helps them learn to deal with constructive criticism. It's part of how they relate.

There are two main types of teasing—endearment teasing and influence teasing. Endearment teasing is a way to bond or form a relationship. When a kid misses a dunk in basketball, and a teammate says, “Hey Magic, nice shot,” it’s endearment teasing. Influence teasing is intended to change someone’s behavior. One kid might tell another, “Stop laughing, goofball. This movie is so stupid.” Both endearment and influence teasing are ways for friends to exchange harmless back-and-forth banter. Unlike kids who are being bullied, kids who are being teased can influence whether it continues or ends. If they get upset, the teaser will usually stop. The comments were never meant to be hurtful in the first place. Teasing can go back and forth between parties.

St. Andrew’s expects students to behave appropriately at all times, however, we also know that students are learning what proper and appropriate behavior looks like. Sadly, we cannot control what is learned at home, and because of this, sometimes changing/addressing behaviors can be a challenge. Additionally, because of what is learned at home, sometimes the normal disciplinary procedure does not work. In order to change a behavior, you must understand why a child has the behavior in the first place.

B. Internet

The use of the internet is wide spread. Students have instant access to multiple facets of information - some good, some bad. Any bullying that occurs via text, email, social media, phone, etc. towards another student and/or staff member, can be disciplined at school. Parents, please check your child’s phones, and monitor what they are doing online. Parent and student behavior towards other students/staff members can result in removal from the school. Online behaviors of another child that does not attend the school is not under our jurisdiction. Parents that openly use derogatory comments towards any staff members online may also be asked to leave the school.

XX. School-Wide Expectations

Students are expected to:

- **Show 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.
- **Show Responsibility** – Conduct yourself in responsible, orderly and safe manner. Use good judgment and “do the right thing.”
- **Be Safe** – Follow safety rules, keeping themselves and others free from harm and danger. This will maintain a safe haven for all students to learn.
- **Be Caring** – Be kind, thoughtful and helpful to others through actions and examples.

XXI Reinforcement System

A. Honey Grams (Grades PK-8)

It is important that we all use some level of consistent, positive reinforcement to celebrate students’ success. All staff members who observe students **Pre-K – 8th** following positive behavior can issue Honey Grams. 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 need 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.

Character Awards are given monthly at a School Mass. Parents/Guardians are invited to attend. These awards are given to recognize students for their positive work, either academically or behaviorally.

B. 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.

C. Violations of Student Conduct Policy

If a student does not follow the rules and expectations of the classroom and/or school, there are consequences for their behaviors.

D.Minor Infractions

1. A **MINOR infraction** is committed by students, when they have disrupted the learning process and/or disregarded the classroom rules/expectations. A teacher in Grades K-4 will issue a "Stinger" slip to the student, with the infraction listed and the parent signs a copy.

2. 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 but are not limited to, detention, loss of privileges, weekly evaluations, behavioral contracts, community service, in-school suspension or out-of-school suspension.

3. A minor infraction with a disciplinary referral for grades 4-8 will be given for the following occurrences:

- a. Unprepared for homework
- b. Unprepared for gym classes
- c. Uniform infractions-the first one will result in a verbal warning.
- d. Cell phone not turned in to homeroom teacher before 8:00 am.
- e. Rude/discourteous behavior
- f. Inappropriate language
- g. Excessive talking
- h. Consistently annoying to classmates/teacher
- i. Negative teasing
- j. Repeated name calling

E. Major Infractions

1. 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.

- a. Possession of a controlled substance such as drugs / alcohol.
- b. Vandalism or willful destruction of school or personal property.
- c. Physical violence among students or a threat of violence (verbal/written). This is not perceived violence, i.e. "I thought they were going to hit me"
- d. Possession of firearms, or other weapons and objects that could endanger the safety of students and staff.
- e. 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.
- f. Truancy, leaving school grounds, or skipping class without permission.
- g. Improper behavior with use of the Internet.
- h. Stealing, cheating, plagiarism or forgery.
- l. Consistent and flagrant violation of school rules.
- j. Any other behaviors deemed serious by the school administration and faculty.
- k. Spreading rumors about others, including false information or incomplete information.
- l. Damaging others property
- m. 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.
- n. 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.

- o. Making contact with other student's hair, clothing, belongings as in a teasing behavior.

2. 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.

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

- a. Upon the issuance of the Disciplinary Referral, the teacher 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.
- b. After a student receives two (2) disciplinary notices, the third will result in meeting with the principal. Consequences will include, but are not limited to, loss of privilege, loss of field trips, detention, in school suspension, out of school suspension, and/or expulsion.
- c. 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 - Requires conference with the pastor, principal, and parent.
- d. The principal will inform the supervising staff members of action taken, unless the principal deems confidentiality to be in the best interest of the student(s) involved.
- e. 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.

XXII. 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.

XXIII. 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.

XXIV. Substance Abuse

Drugs and alcohol are harmful to a student physically, mentally and socially. There is a zero tolerance policy for drugs, cigarettes (including vapor cigarettes), and alcohol in the school. A student found to be using any of these products on school property will be expelled and the proper authorities will be contacted. Any parent found or suspected of being under the influence will have the proper authorities contacted.

XXV. Weapons Policy

We maintain a zero tolerance to 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. This also applies to parents.

This handbook is a working document and can be changed at any time. Parents and students will be notified of any changes.

After reviewing this handbook, please sign and return this agreement to your oldest child's classroom teacher on September 19th.

**I have read the 2018-2019 Parent/Student Handbook and agree to follow 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** _____

Student Name* _____ **Grade** _____

Student Name* _____ **Grade** _____

Student Name* _____ **Grade** _____