

St. Andrew's Elementary School
301 S. Buckeye Ave.
Abilene, KS 67410
785-263-2453

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St. Andrew's Elementary School 2018-2019 Parent/Student Handbook



Mission Statement St. Andrew's Elementary School

United with family and the Catholic Church, St. Andrew's Elementary School strives to prepare students to become educated, responsible and productive Christian citizens in order to impact the world for Christ.

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PRINCIPAL'S MESSAGE

Dear Parents and Students,

Welcome to St. Andrew's Elementary School! The faculty, staff and I look forward to working with you to make this a successful and rewarding year. We are excited to have the opportunity to grow with you spiritually and academically.

This handbook is provided as a reference for some of the questions you may have about our school policies, regulations, and services. Please read this handbook and keep it during the school year as a reference when needed. There is also a copy of this handbook posted on our school web site. In addition, a complete copy of our diocesan handbook is available in the school office. If you should have any questions or concerns that cannot be answered by these handbooks, please do not hesitate to contact our office.

St. Andrew's strives to provide a high-quality education for our students, based on the values of Jesus Christ. We recognize the vital role of parents in this education process. We encourage you to become as actively involved in your child's education as possible.

I look forward to working with the students, parents, staff, Fr. Zimmerman, the St. Andrew's School Council, and the St. Andrew's Home & School Association to make this a great year. I am very excited to have the opportunity to share my passion for education and my commitment to my faith with everyone at St. Andrew's. Best wishes for a happy, healthy, and rewarding school year. Please keep us in your prayers. We will keep you in our prayers as well.

Sincerely,

Christina L. Bacon
Principal

ST. ANDREW'S ELEMENTARY SCHOOL ORGANIZATIONAL STRUCTURE

Bishop – The Bishop is the official teacher of the Diocese of Salina and is ultimately in charge of all Catholic schools in the diocese. The Bishop of our diocese is Bishop Gerald Vincke.

Diocesan Superintendent – The diocesan superintendent is appointed by the Bishop and represents the Bishop in educational matters and provides the necessary leadership in the development and administration of the Diocese of Salina in the field of Catholic education. The superintendent of the Diocese of Salina schools is Dr. Nick Compagnone.

Pastor – Fr. Don Zimmerman as the pastor of St. Andrew's Church represents the Bishop in the operation of St. Andrew's School.

St. Andrew's School Council – The St. Andrew's School Council is an advisory council to the pastor. The council recommends policies and assists the pastor in the evaluation of the principal's performance.

Principal – Mrs. Christina Bacon holds executive authority for the school. She is responsible to the pastor and to the school council. The principal is responsible for all aspects of the operation of St. Andrew's Elementary School.

ST. ANDREW'S ELEMENTARY SCHOOL STAFF
301 South Buckeye Avenue
Abilene, Kansas 67410
785-263-2453

Principal/Preschool Teacher	Christina Bacon Fort Hays State University - MS Fort Hays State University - BS 263-2453 ext. 10 Principal 263-2453 ext. 13 Preschool 250-9129 (cell)
Kindergarten Teacher	Shannon Woods Emporia State University – MS Emporia State University - BS 263-2453 ext. 19
First Grade Teacher	Angie Radabaugh Fort Hays State University - BS 263-2453 ext. 14
Second Grade Teacher	Angela Elliott Pittsburg State University - BS 263-2453 ext. 15
Third Grade Teacher	Sharon Wilson Kansas State University – BS 263-2453 ext. 18
Fourth Grade Teacher	Andrea Wilson Bethany College - BS 263-2453 ext. 16
Fifth Grade Teacher	Kristi Anguiano Kansas State University - MS Bethany College – BS 263-2453 ext. 17
Preschool Teacher	Elizabeth Baier Benedictine College - BS 263-2453 ext. 12
Physical Education Teacher	Kiley Crider 263-2453 ext. 20
Music Teacher	Sara Buller 263-2453

Special Education Teacher	Dawn Darling 263-2311
Secretary	Marlene Herrman 263-2453
Teacher Aide	Stacy Meuli 263-2453
Teacher Aide	Aline Hunter 263-2453
Teacher Aide	Manuela Simenson 263-2453
Special Education Paraprofessional	Debbie Wickersham 263-2453
Lunch Program Assistant	Agnes Garten 263-2453
Custodian	Kellie Olson 263-2453
Director of Food Service	Becky Ryan 263-2453 ext. 21
School Psychologist	Kathy Laflen 263-1773

**Council of Education
2018-2019**

Father Don Zimmerman
Pastor

Christina L. Bacon
Principal

Deann Feldt
President

Ted Barbieri

Leslie Welsh

Angie Evans

Matt McAsey

Kim Bartley

Sue Kollhoff

Julia Ward

Eric Altwegg

HOME AND SCHOOL OFFICERS

Jenell Hartman
President

Amy Hoch Altwegg
Vice President

Sharon Wilson
Secretary

Jennifer Waite
Treasurer

Katy Barbieri
Hospitality

Mission Statement
Catholic Schools of the Diocese of Salina

United with the family and the Church, the Catholic schools of the Diocese of Salina strive to prepare young people to impact the world for Christ through productive service and responsible Christian leadership.

CATHOLIC SCHOOLS DIOCESE OF SALINA

STATEMENT OF VISION: In the fulfillment of their mission, it is envisioned that the Catholic Schools of the Diocese of Salina strive to:

- create Christian educational communities where human knowledge, enlightened and enlivened by faith, is shared by teachers, students and parents in a spirit of freedom and love;
- relate all human culture to the Good News of Salvation, so that the light of faith will illumine the knowledge which students gradually gain of the world, of life, and of humankind;
- offer personal experiences in Christian living and worship through liturgy, sacramental life, prayer, guidance, and example;
- provide opportunities and experiences which emphasize Christian involvement and service to others;
- help each student to develop a positive attitude toward lifelong education, including the power to think critically and constructively, to solve problems and to reason independently;
- promote physical fitness and encourage habits which maintain sound spiritual, physical, mental and emotional well-being;
- foster the development of the social skills, aesthetic artistry, and technological mastery necessary to function productively in our global environment;
- provide opportunities for certified personnel to enhance their knowledge and develop skills that will enable them to prepare students for productive citizenship in a global society; and
- allow school personnel to increase knowledge and strengthen skills in their specialized content areas in order to fulfill the needs of their respective positions through systematic performance improvement.

STATEMENT OF PHILOSOPHY: We believe that Catholic education has a distinct purpose of assisting people to mature in their faith and, thereby, to attain the fullness of the Christian life. This gradual process of what it means to be a fully human person with a strong personal relationship to Christ and to His community called Church, involves parent, teacher and learner in a process that explores knowledge, culture, history, current events and future

possibilities in the light of the message of Jesus to the world. It comes to full flower in the form of total involvement in the sacramental life of the Church.

We believe that Catholic education is an integrated ministry embracing three interlocking dimensions: 1) the message revealed by God and the proclamation of that message; 2) community in the life of the Spirit and the formation of persons in community; and 3) service to the Christian community and the promotion of growth in a commitment of service to the larger human community.

We believe that Catholic education can be neither insulated nor isolated from the world around us; it must be part of that world. In today's dynamic, ever-changing global society, the challenge of Catholic education is to foster a Christian environment, and to protect that environment into the world of tomorrow which will be inherited and inhabited by our young people of today.

We believe that parents are the first educators of their child and that it is important that they play a vital role in the continued education of their child. It is through honest and sincere communication and cooperative effort between parents and educators that young people will be able to experience a Christian community in which moral and spiritual values, ethical standards of conduct, reverence and respect for others and a sense of personal responsibility are fostered.

We believe that schools exist for children, and that all children have the right and the ability to learn, to grow, and to develop into mature, productive, and responsible individuals. We further believe that this is best accomplished through the interrelation of human development with Christian formation, in an environment wherein the experience of learning and living can be fully integrated in the light of the Gospel message of Jesus Christ.

Mission Statement
St. Andrew's Elementary School

United with family and the Catholic Church,
St. Andrew's Elementary School strives to prepare
students to become educated, responsible and
productive Christian citizens in order to impact the
world for Christ.

ST. ANDREW'S ELEMENTARY SCHOOL

PHILOSOPHY: St. Andrew's Elementary School has been established to provide an environment of faith which brings all of life together within the grace and love of God. We believe that provision be made to bring our children to the fullest awareness of their baptismal life and to an understanding of what it means to grow in faith and knowledge of our Lord and Savior, Jesus Christ.

At St. Andrew's Elementary we strive to develop to the maximum the intellectual, emotional and physical capabilities of each child. We consider our students as individuals, each endowed with unique gifts by a loving Heavenly Father. Our teaching methods are designed to meet these individual and unique needs.

We believe that Gospel values must be an integral part of our Christian life. We implement these Gospel values not only in our formal liturgies and religious education, but also in our other daily activities.

POLICIES: Policies give direction to the school community. They translate philosophy into practice and guide administrators, boards, staff, parents and students in expressing their shared faith and educational commitment.

RELIGIOUS EDUCATION: Religious education provides formal and informal instruction. Its components are scripture, worship, basic teachings, justice and peace, and respect for life. Formative religious experiences (liturgical, para liturgical and service) lead to a living, conscious and active faith which results in the formation of the Christian community.

RELATIONSHIPS: Relationships in school are based on the belief that every person shares in the redemptive act of Christ. Openness, understanding, acceptance and sensitivity are modeled by both adults and children in the school community.

INSTRUCTIONAL METHODS: The instructional program flows from the school's philosophy. Instructional approaches and methods are varied to meet the learning rates and the individual needs of the children.

STAFFING: Staff is recruited, selected and trained to implement consciously and conscientiously the school purposes and objectives. The staff continues to grow in professionalism and commitment to Christian values.

STUDENT LEARNING: To learn is to grow, to change and to live. It is the reason for the school. The school's program includes more than the basics; it fosters skills in self-learning, critical thinking, decision-making, and peace-making.

IMPLEMENTATION OF THE PHILOSOPHY

MULTI-AGE GROUPINGS: The organization of a school into one or more heterogeneous groups having at least a two year (but often three or more years) span in the chronological age of the students.

Since the teacher has the child for longer period than one year, she/he can make better judgments regarding the academic and emotional needs of the child. It also allows for better understanding of the child.

- This program allows the teacher more flexibility in ability grouping and allows the child to work at his/her level of achievement in any subject area.
- Stereotyping of students is eliminated. NO SINGLE CHILD NEED ACCEPT ANY PARTICULAR SHORTCOMING AS HIS/HER FATE.
- Leadership qualities are developed. The shy child often comes out of his/her shell as he/she gets older and associates with some of the younger children in the room to gain confidence.
- CHILDREN RESPECT ONE ANOTHER FOR THEIR INDIVIDUAL ABILITIES AND NOT FOR THEIR AGE OR GRADE.

OUR CREDO FOR SUPERVISION IN CATHOLIC SCHOOLS-

A SPECIAL VIEW OF AND RELATIONSHIP WITH THE CHILD: We see the pupil as a child of God, one who needs the nurture of Christ-like caring. We call teachers who share that view and can respond to His Spirit that dwells within those children.

A SPECIAL VISION OF THE SCHOOL: We hold a vision of the school as a Christian community, where Christian values are made manifest. We value teachers who work together to create that sense of community.

A SPECIAL KIND OF CLASSROOM: We believe that the classroom should be a caring community, a special learning environment where the unique personhood of the child is respected and nurtured. We value teachers who strive to create that kind of classroom community.

A SPECIAL VIEW OF THE CURRICULUM: We believe that a major goal of education is the development of the ability to make their ethical decisions and to take moral action. We value teachers who see that goal as an important outcome of their teaching and shape their curriculum accordingly.

A SPECIAL VIEW OF THE TEACHER: We believe that, with God's help, all teachers can grow professionally and personally, finding ways to contribute their special talents to the education of God's children. We value supervisors who can create professional environments where such growth is fostered and such contributions are rewarded.

A SPECIAL VIEW OF THE SUPERVISORY RELATIONSHIP: We believe that such professional growth can best come about through helping relationships that are authentic, mutual, and individualized. We will do all in our power to develop such relationships, so that Catholic schools can become the best they can be.

(Differentiated Supervision for Catholic Schools)

ENROLLMENT REQUIREMENTS

1. Children entering school for the first time are required to present a birth certificate or copy to establish legal age of the child for school enrollment. State law requires that a child attain the age of five on or before August 31 in order to begin kindergarten, or the age of six on or before August 31 in order to begin first grade.
2. All students are required to be in compliance with the immunization policy of the diocese outlined on the following page.

Students who fail to meet these requirements within 90 days after school begins will be excluded from school until compliance with the state law is met.

3. Those pupils under age nine (9) who are entering a Kansas school for the first time are required to present the results of a health assessment on entrance to school.

The health assessment must have been conducted by a person licensed to practice medicine and surgery, by a person acting under the direction of a person licensed to practice medicine and surgery, or by a nurse who has completed the Department of Health training and certification.

ADMISSION AND CLASS SIZE

The maximum recommended class size for any classroom at St. Andrew's Elementary School is 18 students. If necessary, a para-professional or teacher aide may be hired to assist with a class exceeding 18 students. The decision to hire will be made by the principal, in consultation with the pastor and classroom teacher, based on factors such as age of students, needs of a particular class, etc.

Families who apply for student admission to St. Andrew's Elementary School at any time may be admitted if there is room in the grade(s) their child(ren) are applying for. The principal, in consultation with the pastor, has the right to admit or deny any student(s) enrolling at St. Andrew's Elementary School.

St. A. P. 5111.2 - Passed June 1, 1989; Revised October, 2008;
Passed November 11, 2008

IMMUNIZATION OF STUDENTS

Background: The policy for the Catholic schools in the Diocese of Salina is formulated to be in compliance with the requirement in the State of Kansas that school students receive those tests and inoculations required by state law.

Some parents ask that they be allowed to claim either a religious or medical exemption when enrolling their children in Catholic schools without the required vaccinations. The teachings of the Catholic Church are not opposed to such tests and inoculations, and so it would not be legitimate to claim a religious exemption if their children are registered as Catholic.

Some parents also contend that Diocesan policy on immunization is forcing them to act against their conscience. The Diocese sympathizes with parents who suffer qualms of conscience because they are forced to choose between using a vaccine which they may have personal objections to and putting the health of their children and of the population as a whole at risk. In this dilemma, however, the Diocese and even the Vatican identify public health as the greater good.

With this background in mind, the Diocese continues to strongly encourage parents to have their children immunized. However, to avoid the consequence that children who are not immunized not be deprived of the opportunity for a Catholic education, exceptions to the general policy are permitted, but only upon execution of a specific agreement between the Catholic school and the parent(s) or guardian(s) of the child.

Policy: Any pupil entering a Catholic school for the first time in Kansas shall, prior to admission, be required to present to the appropriate school authorities certification from a licensed physician that he/she received, or is in the process of receiving, immunization against poliomyelitis (IPV/OPV), mumps, measles, rubella, diphtheria, tetanus, pertussis (DTaP), varicella (chicken pox), Hepatitis A and B, Haemophilus influenzae type b (Hib) and Pneumococcal conjugate (PCV) by such means of immunization as are approved by the Kansas State Board of Health, or in the alternative shall present to the appropriate school authorities:

- * Certification from a licensed physician stating the physical condition of the child to be such that the test and immunization would seriously endanger the student's life or health.

In the event the sole exception is claimed, parents must execute and deliver a declaration assuming full responsibility for their children. The declaration must include an agreement on the part of the parents that allows the Catholic school to exclude the non-immunized student from classes in the event a disease for which immunization has been declined is present in the Catholic school and which waives the right to privacy of student and medical records and information for any actual or implied release of protected information which occurs as a result of removal of non-immunized student from classes.

A parent/guardian has ninety (90) days from the day the student enrolls in school to comply with the above policy. If no statement or certification is produced, the student shall not be admitted to classes until documents are produced. Forms can be obtained by writing:

Kansas Department of Health and Environment
Bureau of Epidemiology
Topeka, Kansas 66612

(See Appendix VIII of Diocesan Policy Handbook for Kansas Certification of Immunization and Appendix XII for Form N: Diocesan Catholic School Declaration and Waiver.) Rev 2/9/2016

ROLE OF STUDENT, TEACHERS AND PARENTS

1. Students are responsible for their actions.
2. Teachers will work as a team to create a positive learning environment.
3. Communication between home and school is important. You are welcome at the school. Anyone visiting or volunteering regularly must submit to a background check and diocesan training. Please contact the principal to complete this process.

STUDENT RESPONSIBILITIES

1. Live the Gospel values of faith, hope and love.
2. Attend school regularly.
3. Arrive at school no earlier than 7:30 a.m., except for designated activities, or if prior arrangements are made with the principal.
4. Cooperate with teachers and other students in the learning process.
5. Respect teachers and other classmates.
6. Respect own and other's property. When school textbooks or other school property are taken home, the student assumes full responsibility for the materials until returned to school.
7. Dress in clean clothes appropriate for the weather.
8. Contribute to the improvement of St. Andrew's Elementary School Community.

SCHEDULE

KINDERGARTEN - FIFTH --	8:00 a.m. to 3:00 p.m.
PRESCHOOL MORNING SESSIONS --	8:00 a.m. to 11:00 a.m.
PRESCHOOL AFTERNOON SESSION--	12:00 p.m. to 3:00 p.m.
AFTER SCHOOL PROGRAM ---	3:00 p.m. to 5:00 p.m.

ATTENDANCE

Productive school work and regular attendance are closely related. If your child will not be at school, call the school by 8:30 a. m. A call will be initiated to you if your child is absent and the school has not been contacted. Regardless of the reason for absence, it is the student's responsibility to make up any missed work according to the teacher's directions.

TRUANCY

Truancy occurs when a student misses all or part of the school day without proper authorization or excuse. Continued truancy can result in suspension or dismissal from school. Under State Law, the principal is obligated to report excessive truancy to the proper local government agencies.

DRESS CODE

Students of St. Andrew's Elementary School must follow the uniform policy as outlined in Appendix 2. Any student not following the uniform policy will be subject to disciplinary actions. Special days during the year will be designated as, "no uniform days." On these days, students may wear clothes other than uniforms, but must use discretion in their clothing choice. Any student wearing clothing deemed inappropriate for school will be asked to change into a uniform provided by the school.

LITURGY

Each Monday and Wednesday at 2:00 p.m. we will celebrate the Eucharist. If you are able, please join us.

CLOSING PRAYER SERVICE

Each day at 2:40 we will meet in the gym for closing prayers and Bible lessons. Parents are welcome to join us.

AFTER SCHOOL PROGRAM

The St. Andrew's Elementary School After School Program is an extra service provided by the school. The program is self-funded through fees. Service

rendered must be paid for as used or in advance. The director of the program and his/her assistants are under the supervision of the principal.

As part of the After School Program, St. Andrew's offer Skill Builders Club for students wanting to strengthen their math and reading skills. Days and times will be established at the beginning of each school year.

DISMISSAL AFTER SCHOOL

In order to insure the safety of our students, parents are asked to meet their children inside the front door after school if possible, and accompany them to their vehicle. This is especially important for our young students. Students are not to leave the building without the permission of the staff member in charge of the front door. Students not picked up by 3:10 will be sent to the after school program.

GOING HOME CHANGES

If your child will be going home with a friend or if someone other than his/her driver will be picking him/her up, please send the changes in WRITING with your child or CALL THE SCHOOL office. This insures your child's safety and helps us to carry out our responsibilities. If no note and/or phone call is received and the child normally rides the bus, THE CHILD WILL BE PUT ON THE BUS.

ITEMS FROM HOME

Students are asked not to bring items from home that might be a distraction or items that may be potentially harmful to others. Special permission may be given by the teacher or principal to bring items on certain occasions. Dangerous toys or other items are not allowed at any time. Children are asked not to bring toy guns of any kind. Pets may visit classrooms with teacher's permission. Pets visiting the school must have updated vaccinations. Animals not permitted on school premises are wild animals such as coyotes, foxes, raccoons, etc., poisonous spiders or snakes, and some reptiles (check with teacher). Due to the high risk of salmonellosis, ducklings and chicks are not permitted on school grounds.

BIRTHDAY PARTIES

If you and your child wish to share treats with his/her classmates for birthday parties, please schedule this with the classroom teacher in advance.

Because a birthday is a celebration, the School Health Council has agreed to allow treats of your child's choice. You are encouraged to consider healthy

options if possible, but we feel teaching children to enjoy treats on special occasions and not on a regular basis is important. For classes participating in **daily** snacks, please make sure to select healthy items.

Invitations to private parties should not be distributed at school unless ALL girls and/or boys in the class are invited.

If you would like to donate money for a book in your child's name for his/her birthday, contact the school office.

RIDING BICYCLES TO SCHOOL

Bicycles ridden to school are the student's responsibility. Bicycle racks are provided for the students to lock their bicycles. Bicycles are not to be ridden on the playground at recess time. When crossing Buckeye, bikes should be walked across the street. If students do not follow the above rules, parents will be contacted.

CLOSING OF SCHOOL

St. Andrew's will follow the public school procedure for closing due to storms. If the public school closes due to inclement weather, St. Andrew's will close. Information about school closings will be sent to radio and television stations in our viewing area and to parents via our messaging system.

SCHOOL PROGRAMS

The staff of St. Andrew's encourages parents to NOTIFY THE SCHOOL OFFICE when a child/children cannot attend a special program held at school. (i.e. Christmas Music Programs, Christmas, Spring Program and Awards Assembly.)

The teachers work very hard with the children preparing for a play or program to have the parent call and state that their child cannot attend the program tonight because of a SOCCER or BASEBALL GAME. SCHOOL SPONSORED events SHOULD COME FIRST-extra curricular activities come second. PLEASE CALL THE SCHOOL OFFICE IF YOU DON'T WANT YOUR CHILD PARTICIPATING IN A PROGRAM BEFORE PARTS HAVE BEEN GIVEN OUT.

STUDENT RECORDS

The school keeps on file a permanent record containing a student's name, address, place and date of birth, parents' or legal guardians' name(s), telephone number, date of entrance, classes attended, credits earned, attendance record,

results of testing scores and date of withdrawal. Any parent wishing to view their child's records are welcome to do so by appointment with the principal.

No transfer of student records to another school will take place until all fees (library, lunch, registration, and tuition) have been paid. Only Health Records may be sent if requested from the new school. Report cards may be withheld from parents and students until library book fees have been paid.

Policy 3240.3 - Passed August 4, 1988

BULLETINS AND NEWSLETTER

At the beginning of each month, a newsletter will be sent home. This newsletter will contain pertinent information about the school. Please read it carefully. The newsletter will also be posted on the school's website, or can be sent electronically through e-mail. We will also send a Photo of the Week each Friday which will include weekly updates.

CELL PHONES

Any student bringing a cell phone to school is required to keep it silenced during the school day. It should be kept in the child's school bag. With the teacher's permission, children may use their cellular phone either before or after school hours when necessary. Please refer to the diocesan policy in the appendix for further information regarding cell phone use.

TELEPHONE

The school telephone is a business telephone. Children will not be called to the phone from class. All messages will be delivered by the secretary. With the teacher's permission, children may use the phone either before or after school or during recess time.

SCHOOL EQUIPMENT

It is the teacher's responsibility to see that school equipment and property are not abused by any student. Students should have enough pride and sense of responsibility to care for school equipment.

INTERNET USE

St. Andrew's offers Internet access throughout the school. This Internet system has been established for educational purposes only. Anyone wanting to use the building's Internet system for educational purposes must have an Internet agreement form on file in the office. Please refer to the diocesan policy in the appendix for further information regarding internet use. See Appendix 3 for a copy of the school's Internet agreement.

SCHOOL WORK

Students will have assignments of various types daily. Any work not completed during the school day will be homework. Homework is work to be completed at home by the student and returned the next day. Parents, help your child by setting aside time when work is to be done. This work should be free of distractions such as television. Students will have assignments of various types daily. If any homework is not completed, the student will be required to work at recess.

GRADING

Grades are based on a level of accuracy. Student papers are scored with percentages. These are translated on the report card in the following manner:

GRADES Pre-K, K

S – Satisfactory

I – Inconsistent

N – Needs Improvement

GRADES 1 - 5

E (excellent progress)

S (satisfactory progress)

N (needs to improve)

X (does not apply)

Grade cards may be withheld at the end of the school year if delinquent fees exist.

SUGGESTED TIPS

For the Students:

1. Bring a book home from school every day.
2. Double-check homework for accuracy and neatness.
3. Develop good health habits, such as: eat a balanced diet, exercise and get at least eight (8) hours of sleep every night.

For the Parent:

1. Discuss school activities with your child each day.

2. Watch for opportunities to praise your child every day.
3. Get to know the teacher of your child.
4. Attend school activities.

STUDENT MATERIALS

Students will be responsible for having the materials needed to perform in class. Teachers will inform students of supplies required the first day of school.

TESTING

St. Andrew's Elementary School is a state accredited school, and thus participates in state administered testing. Students will participate in state testing according to requirements of the Kansas State Department of Education. Parents will be given a report of their child(ren)'s results when they are released to the school. In addition to state testing, students at St. Andrew's Elementary School will participate in testing as required for the school's AdvancEd accreditation process. These test may include norm referenced tests, locally developed tests, and test of religious knowledge. When possible, results of individual testing will be given to parents. Results of individual and group testing will be used to help guide instruction. Staff members will treat individual results in a professional manner, and will not release results to anyone other than the student, the student's legal parent or guardian, or to those directly involved in the child's education.

SPECIAL EDUCATION SERVICES

The Central Kansas Cooperative in Education provides the special services to our school. These include: kindergarten screening, hearing testing, gifted and learning disability services and speech and language instruction. The services of a school psychologist are provided to our school on a weekly basis. Any child identified as needing special services is eligible to receive them.

TEAM TEACHING

The teachers work as a team within the school. They share responsibilities and duties among each other.

CONFERENCES

The school has a joint responsibility with you for your child's development. Parent-teacher conferences provide an opportunity to discuss your child's curriculum, activities and experiences. Two conferences are scheduled during the first and third reporting periods. However, you are welcome to schedule a conference with a teacher at any time during the school year.

APPOINTMENTS

If parents wish to contact teachers, or school personnel, they must do so through the school office during school hours. Appointments and return calls will be made as soon as possible. Teachers should not be interrupted during class time or on playground duty. It is unfair to the teacher also for the parent to expect or demand sidewalk, grocery store, or any other “on the spot” conferences.

VISITING THE SCHOOL

Parents are welcome and encouraged to visit classes or group activities sponsored by the students. Please make arrangements with your child’s teacher for best times to visit.

When visiting or volunteering service in the school, for security reasons, please enter through the front door using the school’s buzz-in entry system, and sign in at the office before going into a classroom. Name badges identifying visitors will be provided. Sign out when you leave. According to diocesan policy, anyone **regularly** visiting or volunteering at the school is required to have a background check on file and is required to complete training on the prevention of child sexual abuse. Please contact the principal for details pertaining to this policy.

ILLNESS

Please do not send children to school if they are ill or running a fever. Students should not attend school until 24 hours after a fever has broken, or for 24 hours after they have last vomited.

MEDICATION

When at all possible, medication should be administered outside of the school day, or by a parent or guardian. No prescription medication shall be administered unless written notice is given to the office by a physician. Students requiring medication at school should be identified by their parent or guardian to the principal. The principal shall assume authority for involving designated school personnel in administration of the medicine.

Prescription Medications

If prescription medications are to be administered by school personnel, the following must be completed and provided to the school:

1. Written and signed instructions from the prescribing physician.
2. The written statement from the physician:
 - Identifies the specific conditions and circumstances under which contact should be made with him/her in relation to the conditions or reactions of the student to the prescribed medication, and
 - Reflects a willingness on the part of the physician to accept direct communication from the person administering the medication.
3. A written statement from the parent/legal guardian:
 - Authorizing school personnel to give the medication in the dosage prescribed by the physician, and
 - Authorizing school personnel to contact the physician directly.
4. No medication shall be administered by injection except when a student is susceptible to a predetermined, life-endangering situation. In such an instance, the parent shall submit a written and signed permission statement. Such an authorization shall be supported by signed and dated written orders accompanied by supporting directions from the licensed health professional. A staff member shall be trained prior to injecting a medication.
5. Medications administered by routes other than oral (ointments, drops, nasal inhalers, suppositories), or non-emergency injections may not be administered by school staff other than registered nurses or practical nurses.

Nonprescription Medications

Nonprescription medications will be administered only after the following criteria are met:

1. A written and signed statement submitted by the parents/legal guardian giving consent for the medication to be given.
2. The school nurse, or licensed health professional, has checked the medication to assure appropriateness of dose, medication, and frequency.
 - Personnel designated to administer medications are instructed in method of administration dosage and time of administration.

For either prescription or nonprescription medications:

1. The medicine must be in the original pharmaceutical container and properly labeled, which includes:
 - Child's full name;
 - Name of drug and dosage;

- Time to be given; and
 - Physician's name (for prescription only)
2. Medication will be kept in a safe place in the school office.
 3. Only limited quantities of medication shall be kept at the school.
 4. It is the responsibility of the student, if appropriate, NOT school personnel, to come for his/her medication at the designated time.
 5. An accurate and confidential medication administration record shall be maintained for each student receiving medication, including the name of the drug, dose, and time given.
 6. All written consent statements/forms shall be on file in the principal's office.
 7. The classroom teacher and school personnel may be asked to record unusual behavior of the student on medication.

At no time will school personnel diagnose or treat illness or prescribe or administer unauthorized medication to students.

Once the need for the administration of medicine at school no longer exists or the school term ends, the student/parent/guardian is responsible for picking up and removing any medications at the school. If not picked up and removed within a reasonable time, the medications will be destroyed.

For blood glucose tests and insulin injections, specific guidelines are outlined in the diocesan policy handbook. Please visit with the principal if your child needs this or any other special medical care.

HEAD LICE

When a student has head lice, all students from that same home or baby-sitter's residence will be inspected. All students in the affected student's classroom will be checked. A student with head lice must remain at home until treatment has been completed and all nits removed.

Upon returning to school, if the student is not free of lice or nits as determined by the principal or designee, the student will again be sent home for proper treatment.

STUDENT EMERGENCIES

In the event your child becomes ill or injured, we will attempt to contact you. If you cannot be reached we will attempt to contact others listed on your

emergency form. It is important that you keep the school office informed of current phone numbers, emergency numbers and other pertinent information.

SCHOOL EMERGENCIES

In the event of an emergency involving the school, the school's crisis plan will be implemented. Please do not attempt to contact the school. Tying up phone lines with incoming calls could make the situation harder to manage. The school's crisis plan outlines procedures for contacting parents when it is safe and feasible to do so. The school will work in cooperation with local law enforcement agencies and emergency response teams should the school be faced with a crisis situation.

SCHOOL SAFETY

Each teacher knows that one of his/her jobs is to make safety a part of the everyday school life of all students. Safety is stressed in the classroom, on the playground, in the gym, etc., from the very start of school. If an accident occurs and a student is injured, the office should be notified.

EMERGENCY SAFETY INTERVENTIONS

The use of bodily force or physical restraint as a form of discipline is prohibited in a Pre-K – 12 school setting. Physical restraint and seclusion should never be used as a form of punishment for misbehavior. Physical restraint and seclusion may be used for emergency situations only if a child is in danger of themselves or others. Seclusion does not include a time out or in school suspension, which is a behavioral intervention in which a student is temporarily removed from a learning activity without being confined.

An adult must supervise any student that is secluded in an enclosed area. Use of medication to control a student's behavior is prohibited. This does not include prescribed treatments for student's medical needs or psychiatric conditions by a person appropriately licensed to issue these treatments. Mechanical devices to restrict students' movement is prohibited unless restraint is carried out by law enforcement officials, use of seatbelts, or for protective purposes ordered by a licensed person.

All emergency safety interventions should be reported to parents and reported in the KansDis system.

FIRE DRILLS

We have at least one fire drill each month. Directions for fire drills are posted in each room, and students are instructed as to what is expected of them.

When the fire alarm sounds, everyone is to leave the building. Fire drills are an emergency measure and directions are to be followed carefully and completely.

The teacher is to have complete control. As pupils leave the building they are to stay in single file. There is to be no talking, laughing, and no running.

TORNADO DRILLS

We will have at least three tornado drills during the school year. Directions for tornado drills are posted in each room, and students are instructed as to what is expected of them.

When the tornado alarm sounds, everyone is to proceed to his assigned area. Tornado drills are an emergency measure and directions are to be followed carefully and completely. The teacher is to have complete control of the students. As pupils file down the hallways to their established area they are to stay in single file. There should be no talking or laughing and no running.

LOCK-DOWN & EVACUATION DRILLS

At least two lock-down or evacuation drills will be conducted each school year. Directions for lock-down drills will be given to students at the beginning of each school year. Lock-down drills will be announced over the loud speakers. All people in the building should participate in the lock-down drill. Students not in a classroom at the time a lock-down is announced should go to the nearest classroom. Those in lock-down should remain as quiet as possible during the lock-down, and should not open the door. The building principal or designee will survey the building and release students by unlocking doors with his/her key. Due to changing nature of school safety, staff and students may also participate in various scenarios to prepare them for different kinds of situations. We will provide enough information for each scenario based on age of students involved.

St. Andrew's Elementary School will implement a, "Run, Hide, Fight" safety plan in regard to building intruders. Students and staff members will be trained annually and conduct practice scenarios at least once per year using this method.

COURTESY AND CHRISTIAN CONDUCT

True Christian courtesy stems from charity and is prompted by consideration for others in all of our contacts with them. In all of their dealings with others, whether at home, at school, or in public, the courteous student treats others with consideration and thoughtfulness, marked by the charity of Christ.

School authorities expect students to exhibit a wholesome respect for all the members of the school staff and student body, and a spirit of loyalty and cooperation with regard to all that pertains to school life. Such practices as greeting the school staff and visitors, holding doors for others, using proper

titles when speaking of staff members or others are manifestations of good Christian manners.

Teachers and other adult supervisors of the students have a right to expect their students to be on time and to have assigned duties finished in a conscientious manner, to be attentive and respectful, to offer to carry books, equipment, etc. and to assist in keeping classrooms in order.

The following types of conduct are not allowed at St. Andrew's Elementary School: fighting, using vulgar or profane language, disrespect to a person, disrespect to property, disobeying the request of a staff member, defacing or destroying property, be it personal, school, or public.

DISCIPLINE GUIDELINES

St. Andrew's Elementary School shall maintain standards of discipline that are sufficient to protect the safety of the students and staff. Any behavior that is dangerous or disruptive will not be tolerated by anyone. The principal and/or teacher-in-charge are responsible for maintenance of sufficient discipline standards. Teachers will have classroom rules that are to be followed by all students. Consequences for not adhering to classroom rules will be assigned by St. Andrew's staff members. The principal and/or teacher-in-charge have the right to administer some other disciplinary action which will help the student. Discipline measures must seek to guide and rehabilitate a child as well as seek to preserve the safety and order required for effective learning to occur by all students.

DISCIPLINE – CONSEQUENCES

Each teacher will have classroom rules and policies that are to be maintained by all students. Consequences will be assigned to students when these rules are not observed. Examples of consequences might be losing a recess, isolation from other students, written correspondence, loss of privileges, etc. In severe cases, detention may be assigned by the principal or teacher-in-charge. Parents will be notified when a detention times have been assigned. These will occur after classes have been dismissed for the day. The order and safety of the school and the educational processes that occur within it will not be compromised by inappropriate behaviors.

Amended December 1, 1994; Amended July 26, 2004

BUS DISCIPLINE

St. Andrew's students riding the USD 435 buses are expected to display courtesy and respect toward other adults and children on the buses. They are also expected to follow all rules outlined in the 435 transportation guidelines.

Students referred to the principal for discipline reasons related to bus incidents will follow consequences outlined in the policy as well as consequences administered by the building principal.

PLAYGROUND RULES

Students on the playground should behave so their actions do not interfere with the safety and well being of themselves or others. Teachers will discuss playground rules with students at the beginning of the school year. Students are to follow all playground rules and obey the playground supervisor on duty. All students must stop at the sound of the whistle and follow the supervisor's instructions. Students should never leave the playground area during recess without permission of a playground supervisor. Any student who must miss recess because of recent illness or injury should bring a note from a parent or guardian. Students should bring appropriate outerwear for recess based on the weather.

SUSPENSION/EXPULSION POLICY

If a student at St. Andrew's School exhibits behavior that requires extreme disciplinary action, suspension or expulsion may be enforced. Should a suspension or expulsion be administered, Diocesan policy as outlined in the Policy and Regulation Handbook of the Diocese of Salina will be followed, including the student's right to appeal to the pastor. The pastor shall make the final decision regarding suspension and/or expulsion.

St. Andrew's School Policy 5004 - Passed November, 2002

LUNCH PROGRAM

In order for the Hot Lunch Program to be successful it is important that all students attending St. Andrew's School participate in the school lunch program. If a student has a medical problem and has medical documentation from the doctor, then the principal may exempt the student from participating in the school Hot Lunch Program.

St. A. P. 3242.41 - Passed September 7, 1989

LUNCH PRICES

Lunches are \$2.80 for students. We encourage you to pay for lunches a month at a time. Parents, you are welcome to eat lunch with your child. Adult lunches are \$4.00. Please call the school one day in advance.

LUNCH COLLECTION POLICY

If hot lunch payments become delinquent more than 30 days, the principal will send a letter requesting that the entire amount be paid within the next two weeks. If there are difficulties with making the payments, families must contact the principal. If no money is paid or no contact made, the principal will take the matter to the Council of Education. The Council will determine the next course of action.

St. A. P. 3542.42 - Passed May 9, 1985

TUITION/REGISTRATION POLICY

The amount of school tuition is determined by the Council of Education. This determination is made during the Spring Semester. Tuition for Catholic families is less because as members of the church, they are encouraged to support the church financially, which in turn helps support the school.

CATHOLIC FAMILIES: Families that have a parent that has been baptized in the Catholic Church, or if the student enrolling has been baptized in the Catholic Church that family will be expected to pay the Catholic tuition rate.

NON-CATHOLIC FAMILIES: All families who are not considered Catholic families, will be expected to pay the Non-Catholic tuition rate.

St. Andrew's Policy 3001 - Passed March 16, 1997; Revised June 5, 1997

REGISTRATION FEES: All families shall be expected to pay 100% of the established registration fee for each child enrolled. This fee may be paid at the beginning of each year or half of this fee may be paid at the start of each semester.

Passed January 5, 1989; Revised June 5, 1997

TRANSITIONAL KINDERGARTEN THROUGH GRADE 5 TUITION FEES PER YEAR

Catholic

\$950.00 for the first child in the family

\$650.00 for each additional child

\$2250.00 maximum per family per year

Non-Catholic

\$1900.00 for the first child in the family

\$1300.00 for each additional child

PRESCHOOL FEES

\$90.00 per month (9 months) for the three half day session, morning or afternoon, M-W-F

\$140.00 per month (9 months) for the five half day session, mornings, MTWTF

\$315.00 per month (9 months) for the all day session, MTWTF (Students must be 4 or 5 to attend this session).

REGISTRATION/BOOK FEES

\$100.00 per year for grades K-5

\$80.00 per year for transitional kindergarten

\$30.00 per year for MWF preschool

\$35.00 per year for MTWTF preschool

\$50.00 per year for the MTWTF all day preschool

LUNCH FEES

\$2.80 per child per day.

REPLACEMENT FEES

Replacement costs will be charged for books that are lost, damaged beyond normal wear and tear, or destroyed.

STEWARDSHIP HOURS

Parents of K – 5 students are required to contribute at least 25 stewardship hours per school year, or pay an addition \$500 in tuition. Families not meeting the stewardship obligation will be charged \$20 per hour for hours not met. Parents of preschool students are encouraged to share as many stewardship hours as they are able to help the school. St. Andrew's Stewardship Program helps keep tuition low for all families. (Updated Spring, 2018)

TECHNOLOGY FEE

Each family is asked to contribute \$100 per year towards technology updates. Families may waive this fee by participating in the SCRIP Program and pledge to bring in \$100 in profit through their use of SCRIP cards. Families may have friends/relatives contribute to this annual SCRIP profit amount. Twenty-five percent of any amount earned for your family beyond \$100 will be reimbursed towards your tuition for the following school year. (Updated, Spring, 2018)

TUITION COLLECTION POLICY

St. Andrew's School and St. Andrew's Council of Education are responsible for the collection and maintenance of tuition payments.

1. Families delinquent in payments more than 30 calendar days will receive a letter from the principal reminding them of the amount due.
2.
 - a) Families delinquent more than 60 calendar days, who have not contacted the principal will be asked to appear before the Finance Committee to determine the future status of receiving educational services from St. Andrew's School.
 - b) Failure to meet with the Finance Committee could result in dismissal at the end of a nine week period.
3. In hardship cases, the Council of Education holds the right to renegotiate payments on a case to case basis.
4. Families in disagreement with the Finance Committee concerning their tuition payments may appeal their case to the Council of Education. If the families do not think their case has been settled to their satisfaction, they may appeal to the Parish Council, and then to the Pastor.

St. A. P. 3002 - Passed February 1, 1990; Revised June 5, 1997

PRESCHOOL COLLECTION POLICY

Families with children in preschool that are delinquent more than forty days and failing to have consulted with the principal will be asked to appear before the Finance Committee to determine the future status of receiving educational services from St. Andrew's School.

Passed August 13, 1987

FEES DELIVERED BY CHILDREN

Children acting as a liaison bringing fees to school from their parents should give the money to their CLASSROOM TEACHER - not to the office. Money should be put in an envelope and marked accordingly (i.e. tuition, lunch, registration). The classroom teacher will see that the money will be sent to the office.

This applies also to any notes. The student is to give them to the classroom teacher. The school secretary will send the child to the teacher with notes, fees, etc.

TUITION ASSISTANCE

Tuition assistance is available for families in need. Applications are available in the school office.

TOBACCO FREE POLICY

The use of tobacco products in the school building is prohibited at all times. The use of tobacco products by visitors on the school grounds shall be limited to designated areas only. No student at St. Andrew's Elementary School shall possess, smoke, or otherwise use tobacco products in the school building or on school grounds, or at a school sponsored function or activity. Students who violate this policy shall be subject to disciplinary action.

St. A.P. 5010 – Passed June 11, 2006

WELLNESS POLICY

In accordance with Kansas State Department of Education, St. Andrew's Elementary School will implement a wellness policy for students and staff members. The wellness policy is aimed at providing information and opportunities for students and staff members to improve their overall health and wellness. St. Andrew's staff members recognize the benefits of health and wellness as a part of the learning process, and are committed to implementing this policy. The complete policy is provided in Appendix 4.

St. A.P. 5010 – Passed June 11, 2006

BULLYING POLICY

Through the recommendation of the Kansas State Department of Education, St. Andrew's Elementary School will implement an anti-bullying policy for students and staff members. The anti-bullying policy is implemented to help students and staff members recognize, report, and attempt to stop any form of bullying at St. Andrew's Elementary School, or at activities and events sponsored by St. Andrew's Elementary School. St. Andrew's is committed to fostering an environment of Christianity and respect, and bullying will not be tolerated. The complete policy is included in Appendix 5.

St. A.P. 5011 – Passed February 12, 2008

SEXUAL HARASSMENT

Any person who feels that they have experienced sexual harassment by another person within the building may file a grievance to the principal. If the grievance involves the principal, the person may file the grievance with the pastor. Refer to the policy manual of the Catholic Schools of the Diocese of Salina for the complete sexual harassment policy.

DISABILITIES

The school will comply with student disabilities as outlined in the Disabilities Act. Students with special needs will be referred through a referral team.

NON-DISCRIMINATION POLICY

In compliance with federal regulations, no individual, on the basis of race, color, national origin, sex, age, or disability, may be excluded from admission to or participation in; be denied employment or the benefits thereof; or be subjected to any discrimination under the programs and activities of St. Andrew's Elementary School or St. Andrew's Preschool.

ABUSED OR NEGLECTED STUDENTS

Kansas Statutes require any staff member having reasonable cause to suspect that a student has been physically or emotionally abused or neglected to immediately report this to Social Rehabilitation Services. Staff members who believe a student has been threatened with an injury and that abuse will occur must report this situation.

SOLICITATION FOR NON-SCHOOL EVENTS

Students and parents of St. Andrew's School are asked not to solicit staff and other school families at school for activities that are not sponsored by the school or parish. Any solicitation for these events should be conducted off the school premises.

St. A. P. 5009 - Passed March 14, 2000

GRIEVANCE

In the event of a grievance, the parents' responsibility is to first discuss their concerns with the appropriate teacher. If there is no action taken by the teacher, or if the action taken by the teacher is not satisfactory, the parent may file a written complaint to the principal. At the principal's discretion, the grievance may be referred to the pastor for action.

DIOCESAN POLICIES

Policies set forth in this handbook follow guidelines of the policy handbook for the Catholic Schools of the Diocese of Salina. All policies outlined in the policy manual for the Catholic Schools of the Diocese of Salina that pertain St. Andrew's Elementary School shall be followed. The policy manual for the Diocese of Salina is available for review in the school office. It is also available at the diocesan web site – saloinadiocese.org.

NOTICE TO AMMEND HANDBOOK

This handbook may be amended or changed by the pastor or principal in consultation with the School Council. Parents will receive a written copy of such changes.

PRESCHOOL SECTION

We are delighted to welcome our preschool students and their families. You and the school are now partners jointly dedicated in helping your child grow into a happy and healthy person. We look forward to working with you.

We hope that your child's first school experiences are joyous and memorable. We are committed to doing all we can to help your child get off to a great start in school. If you have questions or concerns at any time, please do not hesitate to contact your child's teacher, the preschool director, or the school principal.

PRESCHOOL SCHEDULE

Morning M-F Class – Monday, Tuesday, Wednesday, Thursday, Friday; 8:00 a.m. – 11:00 a.m.

Afternoon MWF Class – Monday, Wednesday, Friday (If enough enrolled) 12:00 p.m. - 3:00 p.m.

MTWTF All Day Class (Four and Five Year Olds Only) – Monday, Tuesday, Wednesday, Thursday, Friday
8:00 a.m. – 3:00 p.m.

After School Program available for an additional fee.

Preschool will follow St. Andrew's School Calendar, with only a few exceptions. These exceptions will be sent to preschool parents in advance through the preschool newsletter. Preschool will close for bad weather. Announcements for closures will be sent to parents through our PowerSchool messaging system. Please keep the school informed of any changes to phone numbers or e-mail so we can reach you if needed. Closings will also be announced via our PowerSchool messaging system and on the following TV stations:

KWCH Channel 12 – Wichita
KAKE Channel 10 – Wichita

ARRIVING AND DEPARTING

Morning preschool hours are from 8:00 a.m. to 11:00 a.m. Children may arrive no earlier than 7:30 a.m., and should be picked up at 11:00 a.m. Afternoon Preschool hours are 12:00 p.m. to 3:00 p.m. Students may arrive no earlier than 11:50 and should be picked up at 3:00 p.m., unless they are participating in after school care. Please wait in the front entryway for your child. If someone other than a parent or regular care provider will be picking up your child, we must have authorization in verbal or written form. For the safety of your child, please keep your child's teacher informed of any changes to drop off or pick up schedules.

For the safety of our students and staff, all doors are kept locked during the school day. Please use the school's buzz-in system at the front door, identifying yourself anytime you come to the school at times other than arrival or dismissal.

CLOTHING

Remember your child's comfort when choosing clothes for school. Clean, simple, appropriate clothes for child's play are recommended. Please keep in mind art activities, playground play, and weather when dressing your child. Please keep us supplied with a complete change of clothing for your child. Please label all of your child's outdoor clothing such as hats, mittens, jackets, coats, etc. with his/her name.

DAILY SCHEDULE AND LESSONS

Complete and detailed lessons are kept on each teacher's desk. Teachers plan lessons aimed at meeting the standards set for preschool students through our accrediting agency, AdvancEd. Teachers also incorporate lessons aimed at meeting our local and diocesan curriculum goals in preparing students for kindergarten. This includes Catholic religious activities and lessons.

DISCIPLINE

Positive reinforcement for good behavior will be given as a way to encourage students to treat others in a kind a Christian manner. Discipline is shared between the teacher and student. Students assume

responsibility for their own actions and are encouraged to discuss possible solutions to problems. When problems arise, the following steps will be taken in order until the problem is solved.

1. Consultation with teacher
2. Time out from activity
3. Loss of privilege (such as free time or play time)
4. Consultation with the preschool director and parents notified

In case of severe or continuous discipline problems, the principal will be consulted, and parents will be contacted.

FEES

MWF 3/4/5 year olds - \$90.00 per month for three sessions per week
\$30 Deposit/Supply Fee

MTWTF 4/5 year olds - \$140.00 per month for five sessions per week
\$35 Deposit/Supply Fee

MTWTF 4/5 year olds - \$315.00 per month for all day everyday session
\$50 Deposit/Supply Fee

Lunches are an additional charge per day (\$2.80 /day)

After School fees are additional as needed (\$2.75/hour)

A deposit will be made upon enrollment as a holding fee. This deposit is non-refundable at any time. It is used for registration fees and to reserve a space for your child.

Monthly fees are due the first school day of each month. Checks should be made payable to St. Andrew's Elementary School. No refunds will be made for any reason (i.e. moving, no school, sickness, etc.)

Assistance may be available for preschool students through our Adopt-a-Student Program. If interested, ask for an application in the office.

Families who become delinquent in preschool fees will be asked to meet with the principal and/or pastor to make arrangements for making up payment. Holidays, vacations, and snow days will not change the monthly fee charged. Two weeks prior notice is required for the child's withdrawal from the program. Your deposit will not be returned.

HEALTH AND SAFETY

Please notify the school office if your child is going to be absent. It is our school policy to call a parent if a child is absent and the school has not been contacted by 9:00 a.m. for the morning session, and 1:00 p.m. for the afternoon session. This policy is designed to safeguard our children.

It is important to our children, parents, and staff to have healthy children. Therefore, it is important to keep your child at home when he or she has symptoms of any possible communicable disease.

Symptoms include but are not limited to:

- Fever Within the Past 24 Hours
- Headache
- Sniffles
- Sore Throat
- Unusual Rash
- Diarrhea
- Upset Stomach Within the Past 24 Hours

We are required to report communicable diseases to the local health department, so if you call in to report your child is home with an illness, please give all required information to the secretary. In cases where communicable diseases may have spread to other children, we will send written notice to all parents informing of what symptoms to be watchful for.

In the event that your child becomes ill or injured at school, we will immediately attempt to contact a parent. If we are unable to reach you, we will contact your alternate emergency designee. It is important that you keep the school informed of current phone numbers, emergency numbers, and other important information.

FOOD ALLERGIESOR MEDICAL CONDITIONS

If your child has food allergies, or any medical condition needing special care and/or attention, please make sure this is indicated on the medical form. Please also bring this to the attention of your child's teacher so that accommodations for snacks and activities can be made.

PARENT/TEACHER CONFERENCES

Parents are encouraged to schedule a conference during the fall conference day to discuss their child's progress. It is highly recommended that parents schedule a a conference on the spring conference day as well. Feel free to request a conference from your child's teacher at any other time during the school year should the need arise.

PARENT SUPPORT

Parents are welcome to visit or volunteer their assistance. We would like to encourage you to share your special talents with us. Please keep in contact. Any adult volunteering on a regular basis and/or working directly with our students will need to submit to a background check and training. Please contact the principal to complete this process. This is the safety of our children.

SHARING

Please keep toys at home unless they are for a special sharing time, or if they are requested for a special class activity.

BIRTHDAYS

Birthdays are very special days. Please contact the teacher in advance if you plan to provide special treats. The teacher will add special activities to make your child's day special. If a birthday occurs in the summer, please contact the teacher for a celebration date.

SNACK TIME

We will provide a drink and we will be asking parents to provide approximately one nutritious snack per month. Some suggestions are cheese, crackers, fresh fruit, party mix, finger Jell-O, vegetables with dip or peanut butter, puddings, quick breads. Please no cake, cookies, candy, gum, or other sugar-filled foods, except for special occasions.

Appendix 1 – Supply List, 2018-2019

Preschool/Transitional Kindergarten & Kindergarten

Book Bag	One Package Dry Erase Markers or Regular Markers
One Package Napkins	One Package 24 Crayons
Two Boxes Healthy, Non-Perishable Snacks	Two Large Glue Sticks
One Box Sandwich, Quart, or Gallon Bags	One Box Tissues
One Package Disinfecting Wipes	Change of Clothing
Scissors	
Rest Mat (Kindergarten & Transitional Kindergarten Only)	

First/Second Grades

Book Bag	One Box of 12 Colored Pencils
One Large Box Tissues	One Package Disinfecting Wipes
One Large Roll Paper Towels or Package Napkins	Two Packages #2 Pencils
One Pair Pointed 5” Fiskar Scissors	One Package 24 Crayons
Two Boxes Healthy, Non-Perishable Snacks	Two Pink School Erasers
One Box Wide Tip Classic Color Markers	One Package Dry Erase Markers
One Box of 8 Washable Fine Tip Classic Color Markers	Pencil Box

Third/Fourth/Fifth Grades

Book Bag	One Box Markers
One Large Box Tissues or Roll of Paper Towels	One Hand Held Pencil Sharpener
One Package 24 Crayons	Two Highlighters (Any Color)
Two Large Glue Sticks	One Box 12-16 Colored Pencils
One Package #2 Pencils	One Three Ring 1” Binder
One Package Dry Erase Markers	One Pair 5” Fiskar Scissors
One Ruler with Standard and Metric Measurements	Two Pink School Erasers
Pencil Box	

Please label large items such as book bag with your child’s name.

Appendix 2 - St. Andrew's School Uniform Policy

Please support our teachers, who are asked to uphold the school's uniform policy. This policy was prepared by the school uniform committee, consisting of parents and staff in keeping with a Catholic school setting. The policy was approved by the School Board, School Principal, and Parish Priest.

Girls' plaid skorts and jumpers may be purchased from Parker uniform Company. Many of the other items are available from Parker Uniform Company as well, or they may be purchased from the vendor of your choice, as long as they are similar in style to those of the uniform company.

Boys- Shirts: Red, white, or navy short or long sleeve polo shirts are required. Turtlenecks in red, white, or navy may also be worn. The shirts may be purchased elsewhere, but must be free of any markings. One embroidered shirt with the St. Andrew's School logo is recommended for school programs, field trips, or other special events. Shirts must be tucked into pants and shorts.

Pants and Shorts: Navy or tan khaki slacks are required. Navy or tan khaki shorts are also permitted when weather is appropriate. Pants and shorts may be purchased elsewhere, but must be similar to the style sold by Parker Uniform Company.

Belts: Belts are optional but recommended. If worn, a black, brown, khaki, or navy belt is requested.

Socks: Red, white, black or navy solid socks are required. Socks must be worn with all shoes.

Shoes: Shoes must be neat and clean. If shoes have laces, they need to be tied. Snow boots may be worn to and from school in inclement weather. Athletic type shoes are required to be worn daily.

Sweatshirts and Jackets: Red or blue sweatshirts with the St. Andrew's School logo may be worn. Half zip and full zip fleece jackets with the St. Andrew's School logo may also be worn. Hoodies or sweatshirts without the St. Andrew's School logo should not be worn in the classroom.

Girls- Shirts: Red, white, or navy short or long sleeve polo shirts are required. Turtlenecks in red, white, or navy may also be worn. The shirts may be purchased elsewhere, but must be free of any markings. One embroidered shirt with the St. Andrew's School logo is recommended for school programs, field trips, or other special events. An appropriate undergarment should be worn under white shirts and blouses for modesty purposes. Shirts must be tucked into pants, shorts, and skirts.

Pants and Shorts: Navy or tan khaki slacks are required. Navy or tan khaki shorts are also permitted when weather is appropriate. Pants and shorts may be purchased elsewhere, but must be similar to the style sold by the uniform company.

Skirts/Skorts: Navy, tan khaki, or red and blue plaid skirts or skorts may be purchased through the uniform company or elsewhere. Navy, red, or white bike shorts must be worn under skirts for modesty purposes, as long as they are not longer than the skirt.

Jumpers: Navy or tan khaki jumpers are permitted. Existing red and blue plaid jumpers may also be worn. Navy, red, or white bike shorts must be worn under jumpers for modesty purposes, as long as they are not longer than the jumper.

Belts: Belts are optional but recommended. If worn, a black, brown, khaki, red, or navy belt is requested.

Socks, tights, and leggings: Red, white, black or navy solid socks and red, white, gray or navy tights are allowed. Plain leggings (i.e. no lace) will also be permitted under skirts and jumpers in red, white, gray or navy. Socks must be worn with all shoes.

Shoes. Shoes must be neat and clean. If shoes have laces, they need to be tied. Snow boots may be worn to and from school in inclement weather. Athletic type shoes are required daily.

Sweatshirts and Jackets: Red or blue sweatshirts with the St. Andrew's School logo may be worn. Half zip and full zip fleece jackets with the St. Andrew's School logo may also be worn. Hoodies or sweatshirts without the St. Andrew's School logo should not be worn in the classroom.

Additional Policies:

Tiger Days and Fridays: St. Andrew's Tiger shirts, or St. Andrew's Glow Run shirts may be worn on these days with a choice of uniform bottoms.

No Uniform Days/Coupons: Each month children will have the option of wearing clothing of their choice when announced by the principal or other school staff.

Scout Uniforms: Boy and Girl Scouts may wear Scout uniforms on the day of a troop meeting.

Mass Days: Any combination of tops and bottoms stated in the school uniform policy are acceptable as a school uniform to be worn for Mass. It is up to the parents to decide whether they feel their child is dressed appropriately for Mass.

Any child not wearing a school uniform will be asked to visit with the St. Andrew's principal on a personal basis.

Students may not wear items of a distractive nature except during special activities designated by the St. Andrew's Staff.

Hair should be kept neatly styled with bangs kept out of the eyes. Hair accessories may be worn by girls to keep hair back but must be the same color as the hair or colors that match the uniform. Boys' hair should be kept short, preferably off the collar.

Uniform shorts may be worn only during the months of August, September, April and May if weather is appropriate, unless otherwise designated by the building principal.

(St. Andrew's School Policy 5010)

Passed June 5, 1997, Revised May 14, 1998; May 6, 2004; May 12, 2009; June 14, 2011, Feb. 5, 2013, September, 2014

Appendix 3- Internet Use Policy and Agreement

Catholic Schools in the Diocese of Salina Acceptable Use Policy (AUP)

Internet and network use agreement for Pre-K-12 for Students, attending Catholic Schools in the Diocese of Salina.

****Please read this document carefully before signing.****

I. Introduction

The use of computers, indeed the use of any form of technology, is a means, not an end to education. Teachers and students have a responsibility to use the tools at hand to enhance education. We believe the Internet offers vast, diverse, and unique resources to both students and teachers. The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the school setting. The Catholic Schools in the Diocese of Salina have taken precautions to restrict access to controversial materials, and an industrious user may discover controversial information. We firmly believe that the valuable information and interaction available on the worldwide network far outweigh the possibility that users may obtain material that is not consistent with the educational and moral goals of Catholic schools.

II. Educational Goals

- To provide a variety of information to enhance the curricula areas.
- To help students work effectively with various forms of telecommunication tools.
- To prepare students to become critical thinkers and problem solvers.
- To teach skills that are needed in the electronic and global society.

III. Terms and Conditions

Internet access is coordinated through a complex association of government agencies, regional and state networks. The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided so that you are aware of the responsibilities you are about to acquire. In general this requires efficient, ethical, and legal use of the network resources. If a school user violates any of these provisions, his or her privileges will be terminated and future access could be denied. Violations of this agreement will be referred to appropriate school officials for disciplinary action. Violations of state or federal law will be referred to the appropriate law enforcement agency. The signatures at the end of this document are legally binding and indicate parties who signed have read the terms and conditions carefully and understand their significance.

Parents: *It is important that you and your child read this agreement and discuss it together. When your child is allowed to use the computers it is extremely important that the rules are followed. As a parent, you are legally responsible for your child's actions. You are responsible for supervision of your child's Internet use when not in a school setting.*

A. Acceptable Use

The use of the Internet must be in support of education and research and consistent with the educational objectives of the Diocese of Salina. Use of other organizations' network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulations is prohibited. This includes, but not limited to: copyrighted material, or material protected by trade secret.

B. Privileges

The use of the Internet is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges. (Each student who accesses the Internet will be a part of a discussion with a faculty member about the proper use of the network.) Diocese of Salina officials will deem what is inappropriate use, and their decision is final. Also, school officials may request that the school deny, revoke, or suspend specific user privileges. It is the responsibility of the co-signing teacher to monitor the student's access for which he or she is responsible. This may include random checks of Internet history and monitoring of student access to determine whether the accounts are being used in a manner that is consistent with this agreement. Students accepting access to the school Internet consent to such monitoring.

C. Responsibilities

All persons accessing the Internet from the school/parish locations must accept the responsibility of using the Internet wisely and correctly. Access to the Internet by students will be monitored by faculty member at all times. You are expected to abide by the generally accepted rules of network use. These include (but are not limited to) the following:

- There must be a clear academic purpose for accessing the Internet at the school location.
- Do not use the network for any illegal activity (e.g. violating copyright or other contracts, gaining illegal access or entry into other computers).
- Do not use the network for financial or commercial gain.
- Do not interfere with the proper operation of school systems and networks accessible through the Internet.
- Do not use the network in such a way that you would disrupt the use of the facilities by other users.
- Do not use school computing and network resources in a wasteful or frivolous manner (e.g. tying up resources with computer-based game playing such as MUD, sending trivial or excessive messages, downloading excessively large files).
- Do not reveal your personal address/phone number or the personal address/phone number of another.
- Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any of the above listed agencies or other networks that are connected to the Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.
- If you feel you can identify a security problem on the Internet, you must notify a system administrator or your school official. Do not demonstrate the problem to other users.
- Respect the privacy of other individuals.

- Files/data belonging to others are to be considered private property unless explicit authorization is given by the owner of the files.
- Be polite. Do not be abusive in your messages to others. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. The school makes no warranties of any kind, whether expressed or implied, for the service that is provided.

The Diocese of Salina or parish school will not be responsible for any damages you suffer. This includes loss of data resulting from delays or service interruptions caused by its own negligence or your errors of omissions. Use of any information obtained via the Internet is at your own risk. No guarantee of complete privacy is made. The Diocese of Salina and parish school specifically denies any responsibility for the accuracy or quality of information obtained through the access of their network facilities.

IV. Consequences of Violations of the AUP and Agreement to Comply

User: I understand and will abide by the Internet Use Agreement. Any violation of the school's posted rules will result in any or all of the following consequences. I further understand that any violations of the regulations above are unethical and may constitute a criminal offense. Should I commit any violation, (1) my access privileges may be revoked and (2) school disciplinary action and/or appropriate legal action may be taken.

I have reviewed my Internet-Use responsibilities, specifically; the co-signing teacher has discussed each of the following points with me:

_____ Only students having permission and who have reviewed the Internet-Use responsibilities with the system administrator or his/her designee may use the school's computers to access the Internet.

_____ Access to the Internet by students is viewed as a privilege, not a right.

_____ Access is to be used for educational and research purposes only, consistent with educational objectives of the parish school and or the Diocese of Salina. Misuse will result in loss of access. Each school asks that the co-signing teacher monitor access, including e-mail, to see that the access is being used for the stated purpose. For this and other reasons, e-mail is not private. Violations that may lead to revocation of Internet access include:

_____ Transferring copyrighted material to or from the Internet without express permission of the owner is a Violation of Federal Law.

_____ Plagiarism.

_____ Playing with or using mobile devices or other network intensive games.

_____ Downloading excessively large or unauthorized files.

_____ Subscribing to inappropriate newsgroups.

_____ E-mail correspondence inappropriate to educational purposes and access to personal email accounts is prohibited.

_____ Any activity posing potential risks to others or myself.

_____ Harassing other users (e.g., with unwanted e-mail messages).

_____ Illegal activity.

_____ Revealing my or other's home address/phone number or other personal information.

_____ Vandalism of accounts or systems.

_____ Using abusive, vulgar, or other inappropriate language or sending or displaying offending messages or images.

- _____ Activities that would violate the schools handbook policy.
- _____ Failure to report known security problems.
- _____ Any other inappropriate use or misuse of the Internet.
- _____ Diocese of Salina officials will deem what is inappropriate use, and their decision is final. Access is monitored, and use of the Internet implies Agreement to such monitoring. The Diocese of Salina may restrict access at any time for violations.

I understand the conditions for accessing the Internet.

User Name:

Signature:

Date: _____

Parent or Guardian: *(Parents/guardians of Pre-K-12 student users must also read and sign this agreement.) As the parent or guardian of this student, I have read the Internet Use Agreement. I understand that this access is designed for educational purposes. The Catholic Schools in the Diocese of Salina has taken precautions to eliminate controversial materials, and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission for my child to access the Internet and certify that the information contained on this form is correct.*

Parent or Guardian's Name:

Signature:

Date: _____

Sponsoring Teacher: *(Must be signed if the applicant is a Pre-K-12 student.) I have read the Internet Use Agreement and agree to promote this agreement with the student. Because the student may use the network for individual work or in the context of another class, I cannot be held responsible for the student's use of the network. As the sponsoring teacher I have instructed the student on acceptable use of the network and proper network etiquette.*

Teacher's Name: _____

Signature: _____

Date: _____

Appendix 4 – **St. Andrew's Elementary School, X0718 Wellness Policy**

St. Andrew's Elementary School, X0718 is committed to providing school environments that promote and protect children's health, well-being and ability to learn by supporting healthy eating and physical activity. Therefore, it is the policy St. Andrew's Elementary School, X0718 that:

- . Wellness guidelines will be implemented as specified in the Kansas State Department of Education's Wellness Policy Report for each school level.
- . Students, parents, teachers, food service professionals, health professionals and other interested community members will be engaged in developing, implementing, monitoring and reviewing district-wide nutrition and physical activity policies.
- . All staff members and students in grades K-5 will have opportunities, support and encouragement to be physically active on a regular basis. Withholding recess for disciplinary purposes will be discouraged.
- . Foods and beverages sold or served at school will meet the nutrition recommendations of the U.S. Dietary Guidelines for Americans. This shall include snacks served regularly in classrooms. Foods and beverages served at school which do not meet nutritional recommendations shall be limited to special occasions.
- . Qualified child nutrition professionals will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students;
- . Students will be provided with adequate time to eat in settings that are clean, safe, and pleasant.
- . Students in all classrooms will be allowed to have drinking water in class in their own containers approved by their teacher.
- . To the maximum extent practicable, our school will participate in available federal school nutrition programs.
- . Our school will provide nutrition education and physical education to lifelong habits of healthy eating and physical activity, and will establish linkages between health education, school nutrition programs and related community services.

Appendix 5- Bullying Policy

St. Andrew's Elementary School Anti-Bullying Policy

Policy #5011

Based on our philosophy that St. Andrew's Elementary School has been established to provide an environment of faith which brings all of lie together within the grace and love of God, we have established the anti-bullying policy set forth. St. Andrew's Elementary School views bullying as unchristian behavior, and it will not be tolerated. We define bullying as an act which:

1. repeatedly hurts another individual either-
 - a. physically (such as pushing, hitting, kicking, spitting, or any other use of violence, taking items from, forcing to do something unwillingly), etc.
 - b. verbally (such as teasing, name-calling, sarcasm, threatening, spreading rumors), etc.
 - c. indirectly (such as excluding, being mean, tormenting, using hurtful gestures, making hurtful written comments), etc.
 - d. through use of technology (such as cyber bullying – using technology to hurt others through any communication device such as e-mail, cell phone, camera, chat rooms, text messaging, or websites), etc.
2. is deliberate and sustained
3. is intended to isolate, hurt, or humiliate another individual
4. is unprovoked

The goal of St. Andrew's Elementary School's anti-bullying policy is to ensure that all students experience a safe, Christian environment that is conducive to learning. The following steps will be taken when dealing with bullying incidents:

1. Isolated or intial incidents which do not constitute bullying will be handles by the teacher in charge at the time of the incident. Depending on the severity of the incident, the principal and/or parents may be notified. Disciplinary guidelines set forth in the school handbook will be followed.
2. Whenever possible, any incidents which may constitue bullying should be reported immediately to the teacher in charge at the time of the incident. The teacher in charge at the time of the incident will immediately deal with those involved in the incident.

Appendix 5- Anti-bullying Policy (continued)

3. In some cases, students may choose to report the incident to a different adult in the building, such as their homeroom teacher. If so, students are encouraged to report as soon as possible following the incident(s).
4. The principal or teacher in charge should be aware of any bullying incidents. Students engage in bullying behavior will be disciplined according to the school discipline policy. Depending on severity and length of incident, parents may be notified.
5. If the bullying does not cease after the student has been disciplined, parents will be notified, and further action will be taken according to the school discipline policy.

In addition to the above outlined steps, St. Andrew's Elementary School's anti-bullying policy requires the following:

1. Staff members of St. Andrew's Elementary School should:
 - a. remain alert to signs of bullying and act promptly and firmly against it according to St. Andrew's discipline policy.
 - b. report incidents of bullying to the principal or teacher in charge, who will determine if further disciplinary action should be taken, and/or if parents should be notified.
 - c. offer support and encouragement to students being bullied, including notifying parents, principal, and/or support staff as needed.
 - d. encourage all students to refrain from bullying behavior, and encourage reporting of any bullying behaviors they witness.
2. Parents of St. Andrew's Elementary School students should:
 - a. report concerns of bullying behavior to their child's appropriate teacher as soon as possible following the incident(s). If concerns are not handled sufficiently at this level, a report should be made to the building principal or teacher in charge as outlined in the grievance procedures of the school handbook.
 - b. support the school's anti-bullying policy and actively encourage their child to avoid bullying behavior.
3. Students of St. Andrew's Elementary School should:

- a. report incidents of bullying they witness to the teacher in charge at the time of the incident, or to another staff member as soon as possible following the incident.

Appendix 5- Anti-bullying Policy (continued)

- b. whenever possible, stand up for the student being bullied, and refrain from joining in bullying behavior.
- c. treat others with the dignity that is expected of St. Andrew's Elementary School students.

This policy as outlined is applicable on school or parish property, at school sponsored events or activities, or in a vehicle transporting students to or from a school sponsored event or activity, or in a school vehicle while being transported for school or school events or activities.

Policy Presented Dec., 2007

Reviewed Jan., 2008

Passed Feb., 2008

Appendix 7 – School Calendar

St. Andrew’s Elementary School Calendar, 2018-2019August-

10, 13, 14, 15—Teacher Inservice
 14—Back to School Night
 16—First Day, Dismiss at 1:00 p.m.
 17—Dismiss at 1:00 p.m.

September-

3—No School, Labor Day
 24—No School, Inservice

October-

19—End First Nine Weeks, Dismiss
 1:00 p.m.
 25—No School, Conferences, 12:00
 p.m.-8:00 p.m.
 26—No School

November-

16—No School, Diocesan Inservice
 21, 22, 23—No School, Thanksgiving
 Break

December-

21—End Second Nine Weeks, Dismiss
 1:00 p.m.
 24-31 No School, Christmas Break

January-

2—No School, Inservice/Workday
 3—School Resumes
 21—No School, Inservice

February-

8—No School, Auction Workday
 9—Auction
 18—No School, Spiritual Renewal Day

March—

1—End Third Nine Weeks, Dismiss
 1:00 p.m.
 7—No School, Conferences 12:00
 p.m.—8:00 p.m.
 8—No School
 11—15 No School, Spring Break

April-

19—No School, Good Friday
 22—No School, Easter Monday

May-

21—End Fourth Nine Weeks; Last
 Day, Dismiss 1:00 p.m.
 22—No School, Workday

Appendix 8 – Medical Permission Forms

St. Andrew's Elementary School

301 S. Buckeye Ave.
Abilene, KS 67410

Phone (785) 263-2453
Fax (785) 263-3884

standrews@sasabilene.com
standrewsabilene.com

Permission for Administration of Prescription Medication

Name of Student _____ Grade _____

Name of Physician _____ Name of Medication _____

Date to begin medication _____ Date to end giving medication _____

Time(s) to dispense medication _____ Dose to be given _____

Instructions for dispensing medication _____

Dispenser of medication should contact physician if: _____

Signature of physician _____ Date _____

I hereby give my permission for _____ to

take the above prescription medication at school as ordered. I understand that it is my responsibility to furnish this medication. I further understand that any school employee who administers any drug to my student in accordance with written instructions from the physician or dentist shall not be liable for damages as a result of an adverse drug reaction suffered by the student as a result of administering such drug.

Signature of Parent or Guardian _____ Date _____

Note: The medication is to be brought to school in the original container appropriately labeled by the pharmacy, or physician, stating the name of the medication, the child's name, the dosage, and the time to be given.

St. Andrew's Elementary School

301 S. Buckeye Ave.
Abilene, KS 67410

Phone (785) 263-2453
Fax (785) 263-3884

standrews@sasabilene.com
standrewsabilene.com

Permission for Administration of Non-Prescription Medication

Name of Student _____ Grade _____

Name of Medication _____

Date to begin medication _____ Date to end giving medication _____

Time(s) to dispense medication _____ Dose to be given _____

Instructions for dispensing medication _____

I hereby give my permission for _____ to

take the above non-prescription medication at school as ordered. I understand that it is my responsibility to furnish this medication. I further understand that any school employee who administers any drug to my student in accordance with written instructions I provide above shall not be liable for damages as a result of an adverse drug reaction suffered by the student as a result of administering such drug.

Signature of Parent or Guardian _____ Date _____

Note: The medication is to be brought to school in the original container appropriately labeled stating the name of the medication, the child's name, the dosage, and the time to be given.

Appendix 9 – Stewardship

St. Andrew’s Elementary School
Family Stewardship Form

Each St. Andrew’s School family is asked to complete 20 volunteer hours in support of the school. This helps keep tuition cost low for all families. Please return this form to the school office when hours are completed. Families may waive the volunteer hours by paying \$20 for each hour not met.

Hours that directly benefit the school or the Home & School Association count toward the total hours. Families are encouraged to use their time and unique talents in ways that will help the school.

Examples of volunteer activities include:

Assisting teachers, helping with fundraisers, working on the playground, painting in the building, cleaning the building or grounds, providing snacks for special events, completing small odd jobs, assisting in the library, helping with computer issues, moving heavy items, small plumbing jobs, cutting out items for art or craft projects, etc.

Watch the newsletter or check the Stewardship Board for opportunities that arise during the year.

Name and Grade(s) of Children in Family:

Volunteer Activity: Date: Hours: Family Member(s):

Total Hours Completed: _____ Signature: _____

Appendix 10 – E-Mailing/Texting Guidelines

Email/Text Guidelines for Parents

E-mail may be a fast and convenient way for you to send messages, but this may not be the case for many of our teachers/coaches. Some teachers/coaches read their e-mail messages in the morning before school, some read them at the end of the day, and some read them during the school day. Many teachers/coaches prefer to use the phone to speak directly to parents.

For these reasons, please remember if you choose to send an e-mail message to a member of our professional staff, you may not get an immediate reply. In fact you may not receive an e-mail reply at all, since the staff members will determine how best to contact you: by e-mail, phone, or to schedule a personal conference.

When using e-mail:

1. Only authorized e-mail addresses will be used by Salina Catholic Schools' staff to communicate with parents.
2. Please send only non-vital messages by this medium. For example, do not use e-mail to inform a teacher that your child is not to go home on the bus. A teacher may not have time to read your message in a timely fashion. Instead use the telephone to be sure your message is received and clearly understood.
3. Your child's academic progress, learning expectations, or behavioral issues are best addressed through a telephone conversation or by scheduling a personal conference with your child's teacher. An e-mail message on these matters is not appropriate.
4. Please remember that e-mail is not necessarily confidential. Confidential information should be conveyed by phone or personal contact.
5. Please identify yourself in the subject line of your e-mail message and, if appropriate, the name of your child.
6. For all medical or health concerns, please contact the school office by phone.
7. Please keep all contacts professional. Jokes, amusing or special stories, chain letters, or commercial solicitations are inappropriate and reduce valuable teaching time.
8. Mass e-mail to the district staff must be approved by the Superintendent of Schools before sending the e-mail.

The School maintains email accounts for teachers/coaches to facilitate parent/teacher/coach communication and internal staff communication. The School reserves the right to block or filter email messages to staff that are not directly related to school business or to the School educational mission.

Remember that e-mail is a quick way to send a message, but it is not necessarily the best way to get a quick reply.

Consequences of Non-Compliance with Policy

- The first instance of non-compliance as determined by the school administration will result in a discussion with the offender. The policy will be reviewed and the offender will be encouraged to comply.

The second instance of non-compliance as determined by the school administration will result in further consequence including the probable suspension from the next school activity involved in the non-compliance. (A coach could be prevented from coaching the next game. A parent could be prevented from attending the next activity. A teacher could receive a letter in their personnel file.)

- The third instance of non-compliance as determined by the school administration will result in yet further consequence including the probable suspension from the activity involved altogether. (A coach could be relieved of coaching duties. A parent could be prevented from attending the activity for the remainder of the season. A teacher's contract could not be renewed.)

Appendix 11 - Healthy Snack Suggestions

Below are suggestions for healthy snack options for classes who participate in daily snacks. Non-perishable items may be brought to school at any time. Perishable items may be brought with the approval of the classroom teacher.

Non-Perishable

Flavored Rice Cakes
Tortilla Chips with Salsa
Pretzel Sticks
Cereal Bars
Unsweetened Applesauce
Peanut Butter
Trail Mix
Dried Fruit Such as Prunes, Apricots, or Raisins
Whole Grain Crackers
Popcorn
Canned Fruit (in light syrup or juice)
Lowfat Pudding

Perishable

Cuties
Grapes
Bananas
Berries
Apple Slices
Pear Slices
Melon
String Cheese
Carrot Sticks
Celery Sticks
Broccoli and Cauliflower Florettes
Pepper Strips
Mini Whole Grain Muffins (Blueberry, Carrot, Banana, etc.)
Plain Yogurt with Granola and/or Fresh Fruit

Appendix 12 – Church Etiquette

Church Etiquette

Remember you are preparing to enter God's house. Please follow these guidelines when attending mass:

- Use the restroom before going to church.
- Quiet yourself before entering the church
- Reverently use your right hand in the holy water when entering and leaving the church and make the Sign of the Cross.
- Genuflect and make the Sign of the Cross when entering your pew, and any time you pass in front of the tabernacle.
- When you arrive in your pew, kneel and say a quiet prayer.
- Open, close, and return books quietly.
- Put kneelers up and down carefully and quietly.
- Leave books in their place when we are not using them.
- Focus your attention on the Blessed Sacrament at the altar.
- Say responses, prayers, and songs out loud.
- Walk to and from communion in a reverent manner.
 - Keep hands folded.
 - If not receiving Eucharist, cross hands over your chest.
 - Please respect the holiness of the Eucharist by not partaking if you are not Catholic.
 - Do not receive communion if you are not in a state of grace.
 - If your host is dropped, pick it up and put it in your mouth immediately.
 - Consume your host reverently.
 - Upon returning to your pew after communion, say a thank you prayer.
- Keep feet off kneelers and pews.
- Allow visiting adults to leave school masses first.
- Show reverence and respect at all times.