

**St. Andrew's Episcopal School
8012 Oak Street
New Orleans, LA 70118**

***THE CUSTOMARY*
2016-2017**

ALMA MATER

Oh, St. Andrew's, I thank thee
For the things you give to me,
For the things I learn each day,
For the fun I have at play.
For the love I daily share,
For the faculty that cares.
Oh, St. Andrew's, I thank thee
For the joy you give to me.

Oh, St. Andrew's thee I love,
Always you I'm thinking of,
For the smiles and for the tears,
Help me live through my school years.
Evermore, I'll trust in thee
Just as you do trust in me.
Oh, St. Andrew's, I thank thee
For the joy you give to me.

Table of Contents

Mission Statement	page 4
Statement of Purpose	page 4
Our Philosophy	page 4
Objectives	page 4
A Statement on Governance	page 5
Absences	page 6
Acceptable Use Policy (Computer & Internet)	page 6
After Care	page 7
After School Programs	page 8
Animals	page 8
Arrival	page 8
Assemblies	page 9
Athletic Participation, Middle School Students	page 9
Behavior	page 9
Birthday Parties and Party Invitations	page 15
Calendar, Directory, and <i>THE CUSTOMARY</i>	page 16
Cardinal Character Certificate	page 16
Cell Phones	page 16
Certificate of Academic Achievement	page 17
Chapel and Christian Education	page 17
Christmas Gifts	page 17
Class Parties	page 17
Cottage	page 17
Dismissal	page 17
Dress Standards and Personal Appearance	page 18
Email Messages and Communication	page 20
Emergency School Closings and Evacuations	page 20
End-of-the-Year Parties	page 20
Episcopal School Sunday	page 21

Exams	page 21
Field Trips	page 22
Grades and Conferences	page 22
Grievance Policy	page 23
Homework	page 24
Illness and Medical Problems	page 25
Leaving School Early	page 25
Library	page 25
Lost Articles	page 26
Lunches and Snacks	page 26
<i>The Newsletter</i>	page 26
No Smoking	page 26
Parents' Night	page 27
Promotion and Graduation Exercises	page 27
Promotional Policy	page 27
Students With Food Allergies	page 28
Tardies	page 30
Telephone Calls, Messages, and Deliveries	page 30
Traditions	page 31
Traffic	page 32
Tuition and Fees	page 34
Visitors	page 34
Website	page 34

ST. ANDREW'S EPISCOPAL SCHOOL

MISSION STATEMENT

St. Andrew's Episcopal School strives to educate the mind, body, and spirit of children by promoting academic excellence and social responsibility in a small, nurturing environment that values faith, reason, and diversity.

STATEMENT OF PURPOSE

- 1) To help each child acquire knowledge and those study skills that will enable each child to attain academic excellence according to his/her potential;
- 2) To foster a desire for learning within a Christian environment of tolerance and open inquiry that values both faith and reason and promotes moral and spiritual development;
- 3) To provide a challenging, creative, exciting educational environment which educates the whole child, including intellectual, personal, social, physical, and aesthetic development;
- 4) To develop an active commitment to civic and social responsibility and respect for the feelings and cultures of others.

OUR PHILOSOPHY

We believe that each child is a unique individual and that a primary consideration of educators is to provide a child with the necessary understanding, knowledge, and skills to attain maximum potential.

We believe in fostering a desire for learning in a Christian environment. It should be firm but flexible enough to allow for growth in responsibility, in individual self-expression, and in creative ability.

It is our commitment to promote a keen sense of civic responsibility and a mutual respect for and awareness of the feelings and rights of others.

OBJECTIVES

In accordance with our statement of philosophy, we strive:

1. to make education an exciting, challenging, pleasurable experience for every boy and girl:

- a. by developing a keen social sensitivity and respect for human personality and for the rights of other people;
 - b. by supplying the motivation necessary to promote the desire to learn which is inherent in us all;
 - c. by developing an understanding of the rights and duties of American citizenship and Christian living.
2. to foster desirable characteristics of the students' total educational environment:
- a. by making education an active not a passive experience;
 - b. by involving children totally through active participation;
 - c. by understanding that children are curious, imaginative, creative human beings.
3. to respect individual differences among children and ways of providing for these differences:
- a. by realizing that maximum learning occurs when a child's self-image is supported by self-respect;
 - b. by recognizing that children are different from each other and learn differently according to their own abilities, paces, interests, and learning styles;
 - c. by teaching children in the light of these capacities and abilities.

SCHOOL GOVERNANCE

The Rector designates the St. Andrew's Episcopal School Board as the agent responsible for the governance of the School. The School Board is composed of fifteen voting and two non-voting members. The voting members are the following: two members elected by the Parents' Club, the President of the Parents' Club (ex officio), a member of the Vestry appointed annually by the Rector, three members of the communicants of St. Andrew's Episcopal Church elected at the Annual Meeting of the Parish, seven members appointed by the School Board subject to the approval of the Vestry, three of whom must be communicants in good standing of St. Andrew's Episcopal Church, and the Rector (ex officio). The non-voting members are the President-elect of the Parents' Club and the Head of School (ex officio). While the School Board takes a keen interest in all aspects of the School, its principal charges are the development of policy and the fiduciary well-being of the School. The School Board is empowered to hire a Head of School to whom it delegates the authority to manage and operate the School and to implement policy.

Queries and concerns that parents may have should be brought to the attention of the person best able to resolve them. Matters that involve one's child should first be addressed to the child's teacher. Managerial issues that relate to the operation of the School are within the purview of the Head of School and should be brought to his or her attention. Areas of finance and policy are the principal focus of the School Board, the appropriate forum for these topics.

ABSENCES

Parents are to inform the School by telephone every day a child is to be absent. Parents are asked to contact the Office by 8:30 A.M. at the latest (phone: 861-3743; facsimile: 861-3973). An ill child should be kept home from School. The child should be free of fever for at least 24 hours before returning to School. There is no nurse on staff. A doctor's certificate is required for an absence due to a contagious disease. Students who are absent six or more consecutive days due to illness must submit a doctor's certificate upon return to School.

The School objects to students missing classes to participate in regular extra activities (e.g. music, ballet, karate lessons) and does not condone vacations taken during school time. Parents are urged to use the summer holiday or the Christmas, Mardi Gras, or Easter breaks for such family trips. If a student must miss school due to a family trip, please contact the Head of School and the classroom teacher well in advance. The School will not expect teachers to provide make-up work for vacations taken during regular school time. The School reserves the right to refuse to promote a student who has excessive absences.

ACCEPTABLE USE POLICY FOR COMPUTER & INTERNET

St. Andrew's offers the use of networked computers with access to the Internet. Our goal in providing this service is to afford students and faculty the opportunity to seek and exchange information locally and globally, thereby promoting educational excellence through resource sharing, innovation, and communication. St. Andrew's is in compliance with the Children's Internet Protection Act.

Teachers will provide students with guidance and instruction in the use of the Internet; however, with access to computers and people from around the world comes the availability of material that may be considered illegal, defamatory, inaccurate, or offensive. It is impossible to control all materials on a global network. St. Andrew's shall not be responsible should a student, either by accident or intent, discover such inappropriate material.

Access to the Internet at St. Andrew's is a privilege, not a right. Students are responsible for appropriate behavior on the computer network just as in classrooms or other areas of the School. The School reserves the right to monitor computer usage. Outside of School, families bear responsibility for the same guidance of Internet use as they exercise with other information sources such as television, telephones, radio, movies, and printed media.

The following guidelines set forth the proper use of the St. Andrew's computer network:

- Students shall use the Internet, School's e-mail, and local area network only when a teacher is present and has given students permission.
- Use of the School's e-mail account and Google Apps for Education are for educational purposes only.
- While using the computer, students are expected to abide by rules of etiquette and take proper care of the equipment as specified by St. Andrew's and appropriate to each grade level.
- Students shall not transmit, submit, or publish any personal identification information about themselves or other St. Andrew's students. For example, students shall not submit or publish a last name, home address, or phone number.
- Students are not permitted to seek, transmit, submit, or publish any defamatory, offensive, or illegal material.
- Physical or electronic tampering with computer resources is not permitted.
- Students must have a teacher's permission:
 1. to install or copy to computer hard drives, flash drives, or other digital media; as well as any program, application, extension, or other form of executable file;
 2. to alter or modify the operating system settings/preferences or the appearance of any computer's desktop or hard drive;
 3. to download or print.
- Users must adhere to all copyright laws.
- Participation in personal social media accounts, instant messenger, external e-mail accounts, listservs, and other forms of inappropriate interactive groups is prohibited.
- Students shall not use the School's Internet access to buy or sell anything. A violation could result in financial obligations for which a student's parent or guardian would be liable.
- Using someone else's password or trespassing into another's folders, work, mail, or files is prohibited.

Violations of this acceptable use policy may result in loss of computer privileges or other disciplinary measures.

AFTER CARE

The After School Care Program is available to all students in Pre-Kindergarten through Eighth grade from 3:15 P.M. to 6:00 P.M. Students are provided with supervised care, a nutritious snack, time for free play, and a quiet time for completing homework assignments. The staff consists of a director and an assistant teacher.

A supervised homework period begins at 4:15 P.M. Children are required to finish their homework before returning to play unless a parent wishes otherwise. Parents may collect their children at any time during the After Care hours from the Parish Hall entrance on Zimpel Street. For security purposes, they must ring a bell to enter and must sign out of the daily log prior to departing the campus with their children.

The daily charge for After Care is \$7 for students who are picked up no later than 4:30. For students picked up after 4:30, the charge is \$14. Please note that students who are not signed out of the log with a time record of 4:30 or earlier will automatically be charged the full rate of \$14. The log should be signed out as students and their parent or guardian are leaving the campus. Students should not remain on campus after they have been signed out.

For students participating in the School's After School Programs, there is no charge for After Care on the days the student is participating in an After School Program class. For students participating in interscholastic after school Athletics, After Care is available both before and after an event or practice. The daily charge for After Care either before or after Athletics is \$7. Students who participate in After Care both before and after an event or practice will be charged the full rate of \$14.

Any student who remains on the St. Andrew's campus after school without proper adult supervision (a parent or guardian) must be registered for After Care during any period before or after Athletics or any other after school activity.

After Care invoices are based on the daily log and cover two-month periods. They will be emailed early in the third month with payment due by the end of the third month. Failure to pay two consecutive invoices may result in temporary suspension of After Care services until the outstanding balance is paid in full.

AFTER SCHOOL PROGRAMS

St. Andrew's offers after school enrichment classes to all students throughout most of the school year. Past after school classes have included instruction in baseball, soccer, basketball, art, music, study skills, karate, cooking, and yoga. Please see *THE NEWSLETTER* for more information.

ANIMALS

Before a student brings an animal to School, permission must be secured from the Head of School and the teacher. Animals must be in cages or other containers.

ARRIVAL

The school day begins promptly at 7:50 A.M. for Middle School students (Grades 5-8) and 8:00 A.M. for KinderCottage (Pre-Kindergarten and Kindergarten) and Lower School (Grades 1-4) students. Middle School students should arrive on campus no later than 7:45 A.M. in order to be physically present in the classroom for daily attendance at 7:50 A.M. Students in Grades PK-4

should arrive no later than 7:55 A.M., preferably earlier. Morning Exercises begin promptly in the Church each day at 8:00 A.M.

Students should not arrive at School until 7:30 A.M. At that time, the Parish Hall door and the Short Street gate are opened. Pre-Kindergarteners and Kindergarteners enter through the Short Street gate, and First through Eighth Graders enter the Parish Hall. The School is not responsible for the safety of students until 7:30 A.M.

A 7:43 A.M. bell informs Middle School students to move from Parish Hall to Advisory and Lower School students to move from Parish Hall to Homeroom. A 7:55 A.M. bell signifies it is time to line up (Pre-Kindergarten through 4th Grade) or prepare (Middle School) for Morning Exercises. A 7:57 A.M. bell signifies it is time for all to proceed to the Church for Morning Exercises. An 8:00 A.M. bell signifies the start of School and Morning Exercises for all students and faculty.

ASSEMBLIES

Pre-Kindergarten through Eighth Grade students perform on stage in the Parish Hall or in chapel at various times throughout the school year. The dates of the assemblies are marked on the School calendar and notice is given in *THE NEWSLETTER*. Parents are invited to all assemblies; students enjoy having their parents attend their performances. Please enter the School through the main office at 1116 Short Street. Do not enter the School via Parish Hall.

ATHLETIC PARTICIPATION POLICY FOR MIDDLE SCHOOL STUDENTS

In order to participate in St. Andrew's interscholastic athletics, student athletes are expected to maintain marks of two or higher in both conduct and effort and a grade of no lower than a 77% C in all subjects. Eligibility decisions are made based on the most recent student interim or grade report. Students deemed ineligible will maintain their probationary status until the next satisfactory interim or grade report is released. Decisions are made after consultation with the Athletic Director, Advisor, team coach, and the teacher(s) of the determining subject.

BEHAVIOR AND STUDENT CONDUCT

Philosophy and Expectations

St. Andrew's Episcopal School seeks to establish and maintain a safe, respectful, and loving environment for its students, faculty, and staff. To that end, the School expects its students to comport themselves, through word and through deed, in a manner that contributes to a positive teaching and learning environment. St. Andrew's believes in the innate goodness of each child and endeavors to redirect undesirable behavior into teachable moments. The School recognizes that childhood is a time when mistakes are made and valuable lessons may be learned. Such mistakes are met with a positive approach with a focus on personal growth and improvement. It

is our sincere hope to work in partnership with parents to ultimately reach the best outcome for all involved.

Our Student Conduct policy is based on the following core beliefs:

- We believe that we are called to radical hospitality and inclusiveness. We see God as the author of diversity and our differences as gifts designed to enrich and enhance our lives.
- We believe that we are created in the image of God who is loving, compassionate, forgiving, and joyful. We find we are most at home with ourselves when our thoughts and actions reflect our God-given, basic nature.
- We believe it is vital to uphold the basic principles of the Baptismal Covenant and to be models of love and grace by respecting the dignity of every human being, serving God in all persons, and striving for justice and peace among all people.

As a manifestation of these core beliefs, we expect our students to:

- Display courteous and respectful behavior
- Practice self control
- Use appropriate language at all times
- Express feelings in a constructive manner
- Demonstrate honesty in their dealings with others
- Accept responsibility for their actions
- Identify with and accept others
- Accept and embrace differences in others
- Appreciate the rights and personal belongings of others
- Exhibit personal honor by neither lying, cheating, nor stealing
- Recognize inappropriate behavior and identify constructive alternatives

Disciplinary Procedures

In all matters pertaining to student conduct, St. Andrew's Episcopal School considers both the age and the circumstances of any child(ren) involved in any disciplinary incident. In addition to any consequence outlined in the following disciplinary procedures, the School endeavors to teach or strengthen desired behaviors that can replace the undesired behavior by emphasizing social and emotional competencies, self-discipline and morally responsible decision-making. St. Andrew's utilizes behavior reflection exercises to increase self-awareness, social awareness and understanding of the impact of one's behavior on others.

The following procedures are general guidelines. The School retains the option to remain flexible and to exercise its own discretion in handling individual situations.

Minor Infractions

- Classroom teachers correct/redirect students in a firm, but gentle way.

- Classroom teachers may use time-outs or loss of privileges at their discretion.
- Parents may be notified by a classroom teacher.
- Parents may receive a Parent Communication Form.

Moderate Infractions

- Parents will receive a Parent Communication Form or a Behavior Notification Form.
- Students may be given reflection exercises to increase self-awareness, social awareness and understanding of the impact of one's behavior on others.
- Students may be required to participate in an intervention designed to teach or strengthen desired behaviors by emphasizing social and emotional competencies, self-discipline and morally responsible decision-making.
- Parents may be notified directly by an advisor or teacher.
- Parents may be asked to meet with the advisor or teacher to discuss reparative solutions for the behavior.

Major Infractions

- Parents will receive a Behavior Notification Form.
- Parents will meet with the advisor, teachers, and/or Dean of Student Life.
- The Discipline Committee will meet to discuss reparative solutions for the behavior.
- These may include:
 - Detention to be served with advisor, teacher, or Dean of Student Life.
 - Reflection exercises to increase self-awareness, social awareness and understanding of the impact of one's behavior on others.
 - Interventions designed to teach or strengthen desired behaviors by emphasizing social and emotional competencies, self-discipline and morally responsible decision-making.
 - Home or in-school suspension
 - Expulsion

Examples of Moderate Infractions

- Extreme or chronic disruptive/inappropriate behavior
- Foul language/profanity
- Verbal abuse to anyone in the community
- Failure to comply with a teacher's request; defiance
- Computer misuse
- Using a cell phone in school
- Vandalism
- Chronic dress code violations

Examples of Major Infractions

- Continuation of any moderate infraction already addressed but unresolved.
- A more severe instance of any of the moderate infractions.
- Any act involving physical abuse or violence or a threat to the safety of anyone in the St. Andrew's community.
- Chronic or severe verbal abuse, bullying, or acts involving threats or intimidation.
- Violations of the School's Honor Code – incidents involving lying, forgery, plagiarism, cheating, or stealing.
- The possession or use of any illegal substance, by a student on School grounds or on a School-sponsored trip or activity is absolutely forbidden.
- Possession of a weapon of any kind.

Every faculty member is authorized to issue a Parent Communication or Behavior Notification form to any student who has committed a moderate infraction or who has not properly responded to a teacher's request following a minor infraction. Parent Communication Forms may include a concern or commendation regarding behavior and may be given at the teacher's discretion. Behavior Notification forms are issued by the teacher, after consultation with the School's Dean of Student Life.

Behavior Notification forms present an opportunity for both the teacher AND the child to explain the inappropriate behavior. The homeroom teacher reviews the form with the student and sends it home to be signed by the parent and returned to the homeroom teacher the next day. Forms are not recorded in the student's cumulative file and remain in the possession of the Dean of Student Life.

The possession or use of any illegal substance, by a student on School grounds or on a School-sponsored trip or activity is absolutely forbidden. Weapons of any kind are not permitted on School grounds at any time. Any student who violates this rule will be subject to dismissal from St. Andrew's Episcopal School.

Bullying

Bullying involves an imbalance in power between a perpetrator and the target, such as a strong child intimidating a weaker one.

Some forms of bullying are physical aggression (e.g. hitting, pushing, tripping, invading personal space), verbal aggression (e.g. name calling, yelling, cursing), intimidation (e.g. threats, taking or destroying personal property), humiliation (e.g. name calling, efforts to embarrass), aggravation (e.g. any act that is carried out with the knowledge that it will cause another student irritation or distress), and cyber-bullying (which involves any of the above using some form of technology).

Research is clear that the most effective way to deal with bullying is to create a school and community culture that does not reinforce or allow bullying. All students, faculty, staff, and

administrators begin the school year with a review of St. Andrew's social norms and expectations for community living.

As an Episcopal school, the foundation of our communal life is the knowledge that we are created in the image of a loving, caring, and compassionate God. We believe that our behavior should reflect God's image. As a community, we honor our baptismal covenant by striving for justice and peace among all people and respecting the dignity of every human being. We work to promote behaviors and attitudes that enrich our life together. We believe that all members of the St. Andrew's School Community have a right to a fear-free work and learning environment. We consider it the responsibility of every member of our community to intervene or ask for help when they witness bullying behavior.

Students who engage in bullying behaviors will be told that the behavior is not allowed in our community. They will be disciplined according to the School's discipline procedures and their parents notified. They will be encouraged to choose to stop the bullying behavior so that they can continue to be part of the St. Andrew's Community.

Because bullying is in complete opposition to St. Andrew's values, any student's decision to continue bullying is also a decision to leave the St. Andrew's School Community.

Playground

Students at St. Andrew's are expected to play safely and be considerate of others while they are playing on the playground at any time. The following are rules to help everyone stay safe and have fun:

1. Share all equipment and return it to its proper place in good condition. Lost/damaged balls or other equipment should be reported to the teacher on duty who will then report the loss to the physical education teacher.
2. Place trash and garbage in appropriate containers. Help keep the playground looking neat; pick up litter even if it is not yours.
3. Students are not to leave the playground area without the permission of the teacher on duty.
4. The picnic tables and benches are used for eating or class activities. Do not sit or stand on the tables or stand on benches. Tables/benches should be cleared of any items. Take your belongings with you.
5. Students are expected to take turns in games, include all those who wish to play, and display good sportsmanship at all times.
6. Pushing, shoving, or tackling is not allowed.
7. Students are not allowed to run or play with sticks or sharp objects.
8. Respect the property of others.
9. Swing on the swings in a back and forth motion only. Only those students who are on the swings are allowed in the swing area.
10. Standing or leaping on top of the parallel bars is not allowed.

11. Be courteous. Foul language will not be tolerated on the playground or anywhere at School and will be reported by the teacher to the Dean of Student Life or the Head of School.
12. Fighting is not tolerated at St. Andrew's.
13. All games must stop at the sound of the bell. All equipment should be returned to its proper place.
14. Students are to comply with the requests, decisions, and directions of the adults on duty at all times. Arguing with adults is not permitted.
15. An accident report should be promptly filed by the teacher on duty for injured students.

Indoors

1. Stairways and halls:
 - a. Walk quietly.
 - b. Keep to the right.
2. Recess on rainy days:
 - a. Play games in small groups.
 - b. Do not play in the restrooms.

Morning Exercises

1. Arrive at School no earlier than 7:30 A.M.
2. If you are in Pre-Kindergarten or Kindergarten, go into your classroom.
3. If you are in First through Eighth grade, go into Parish Hall until 7:43 A.M., then take your belongings to your Homeroom/Advisory. Middle School students will conduct Advisory from 7:50 A.M. until 7:57 A.M.
4. A 7:55 A.M. bell signifies it is time to line up (Pre-Kindergarten through 4th Grade) or prepare (Middle School) for Morning Exercises.
5. A 7:57 A.M. bell signifies it is time for all to proceed to Morning Exercises in the Church.
6. An 8:00 A.M. bell signifies the start of Morning Exercises for all students and faculty in the Church.

Chapel

1. Walk in line by classes.
2. Be sure your shirt is tucked in. Remove your hat or hood if wearing one.
3. Stop talking when you enter the Church building.
4. Face the front, pay close attention, and take part at all times.

Library

1. Be orderly; keep your voice low.
2. Make sure that you return a book that you take from the shelf to its original location.
3. Before leaving, put chairs back in their proper places.

Auditorium

Proper auditorium behavior implies respect for performing groups, be they members of a class or a group brought in from the outside. Attending a performance requires attention and is not a setting for play. The following is expected:

1. Enter quietly and be seated in the space indicated for your class.
2. Display proper audience manners and courtesy while the performance is underway.
3. At the end of the performance, remain seated until the Head of School dismisses your class.

Lunch

1. Place all lunch wrappings, scraps, straws, and empty drink cartons in trash bins before going to the playground.
2. Pick up any wrapping, food, etc., which may have fallen on the ground or the floor.
3. Clean up the table. Replace your chair under the table.
4. Remain seated at the table until dismissed by your teacher for recess.

Field Trips

1. Wear your St. Andrew's Spirit Shirt.
2. Only St. Andrew's parents may serve as field trip drivers.
3. Follow all instructions given by the adults who accompany your class.
4. Stay with the class at all times unless you are given permission to leave the group.
5. Remain seated and do not change seats while the bus or car is in motion.
6. Remember that the law requires the use of seat belts in cars. Students are not to ride in the front seat.
7. Only St. Andrew's students are allowed to go on School-sponsored field trips. Siblings should not attend unless the supervising teacher grants explicit permission for siblings to join the trip.
8. Remember that you are representing St. Andrew's Episcopal School.

NOTE: A student who misbehaves on a field trip or at an assembly may be denied the privilege of attending future events and will be subject to disciplinary action from the School.

Dismissal

Students are taken to the dismissal area where they are to wait quietly in the designated area. At 3:30 P.M., any student not collected is taken to the School Office. At 3:45 P.M., the student will be sent to After School Care. There is a fee for After School Care.

BIRTHDAY PARTIES & PARTY INVITATIONS

If children wish to celebrate birthdays in School, parents should consult the teachers well in advance. Birthday children may bring in cookies, cake, cupcakes, and juice. Parents should furnish plates, napkins, and utensils if necessary. Usually birthday celebrations will be confined to snack and lunch time. Candy, balloons, and so on should not be brought. Soft drinks are not permitted. Students may not distribute at home party invitations, Valentines, Christmas cards, etc., in School unless all students in the class are included in the distribution. Each invitation must have the recipient's full name on the envelope.

The feelings of all children in the class should be considered when making party plans.

CALENDAR, DIRECTORY, & CUSTOMARY

For the benefit of our families, the School publishes an online School Calendar, a Directory, and *THE CUSTOMARY*. Only the Directory is a printed document. Both the Calendar and the Customary may be found online at www.standrewsepiscopalschool.org.

The Directory contains class lists with home telephone numbers and an alphabetical list of families with the names of children, grade levels, home addresses, and telephone numbers. We also publish parents' work numbers, cell phone numbers, and email addresses.

It is understood that the Directory is an in-house publication intended for our families' use and convenience and not for commercial or political purposes. *THE CUSTOMARY* provides information necessary to ensure the smooth operation of our community. We expect parents to be familiar with and to abide by the rules in *THE CUSTOMARY*.

CARDINAL CHARACTER CERTIFICATE (GRADES 4-8)

The faculty of St. Andrew's will, at their discretion, reward positive student behavior by awarding Cardinal Character Certificates to as many students in Grades 4-8 as they deem appropriate on the final Thursday Morning Exercise of each month.

The Certificates may be awarded to students on the basis of exemplary behavior in the prior month, particularly as related to the School's Ten Core Values—Respect, Honesty, Service, Gratitude, Faith, Personal Integrity, Social Responsibility, Diversity, Nurture, and Kindness. Faculty may bestow Cardinal Character Certificates for other positive behavior traits, as well.

While Homeroom teachers and Advisors are charged with awarding the Certificates, Enrichment faculty can and should make recommendations to the Homeroom Teachers and Advisors regarding students they feel are deserving of the recognition.

CELL PHONES

(See Telephone Calls, Messages, and Deliveries)

CERTIFICATE OF ACADEMIC ACHIEVEMENT

(See Grades and Conferences)

CHAPEL & CHRISTIAN EDUCATION

The Christian education program is an integral part of St. Andrew's curriculum. While St. Andrew's Episcopal School admits qualified students without regard to their religious affiliation, all students are required to attend and to participate in Chapel services.

CHRISTMAS GIFTS

The exchanging of Christmas gifts among students on school grounds is not allowed.

CLASS PARTIES

Class parties, sponsored by the Parents' Club, are held at Halloween and Valentine's Day. These parties are exclusively for children in the class. Siblings may not attend these parties without the explicit permission of the teacher.

COTTAGE

The St. Andrew's Cottage is the School's year-round early childhood program serving children ages 18 months through 3 years. The Cottage is located in the first floor of Kimball Hall, serving children ages 1 and 2, and in De la Vega Hall, serving children age 3.

DISMISSAL

Dismissal times are as follows:

Pre-Kindergarten and Kindergarten
3:15 P.M. on Short Street

Grades One through Eight
3:15 P.M. on Zimpel Street

After School Care and Programs
Intermittent, but no later than 6:00 P.M. on Zimpel Street

Parents must not use their cell phones while a child is entering their vehicle. Teachers will not place a child into a vehicle if the driver is using a cell phone.

Rainy Day Dismissal—All Carpool Drivers Should Read Carefully

On days of heavy rain and/or thunderstorms, Pre-Kindergarten and Kindergarten are dismissed from the red awning at Parish Hall on Zimpel Street.

5th Grade is dismissed from the red awning at Parish Hall on Zimpel Street.

All other grades—Grades 1-4 and 6-8—are dismissed from the Grace Hall Multipurpose Room exit on Short Street. The Rainy Day Dismissal line from Grace Hall forms on the Grace Hall side of Short Street, facing the River. Parents must only drive toward the River on Short Street, not toward the Lake, and the line will likely form between Plum and Oak Streets on Short, facing the River. Please do not turn left onto Short Street from Oak Street. Instead, form in line on Short Street, starting at Plum Street. When approaching Grace Hall, please pull all the way forward, and a teacher will escort your child to the vehicle.

All classes must act in a coordinated fashion with regard to Rainy Day Dismissal. To do otherwise is confusing and dangerous to the students and their parents. A Rainy Day Dismissal is announced by the School Office via the intercom by 3:00 P.M. The decision to operate under a Rainy Day or Regular Dismissal is made based on the weather conditions at 3:00 P.M. The maintenance staff places orange flags on Zimpel Street at both the Carrollton and Short Street intersections to inform parents of a Rainy Day Dismissal. In the absence of an intercom announcement and the flags, assume a regular School Dismissal. It is possible the School may operate a regular dismissal during a light rain absent thunder.

If someone other than an authorized person is to collect a child, we must have written permission from the parent. Written permission is also necessary if a child is to walk home, ride a bicycle, or take the streetcar from School.

Children who are not picked up by 3:30 P.M. (or within fifteen minutes of the dismissal time) will be taken to the School Office.

The Office staff is unable to supervise children who are not collected in a timely manner. If a child is not collected by 3:45 P.M., the parent will be billed for After School Care.

Please check the calendar for dismissal times.

DRESS STANDARDS & PERSONAL APPEARANCE

The personal appearance of the child at School is very important and sets the tone for behavior, approach, and attitude. That the parents supervise and care that the child is clean and appropriately dressed carries over to the conduct and performance of the child both on the playground and in the classrooms.

The faculty expects students to be clean and dressed before leaving the car. The following are guidelines:

- **Hair** - Hair must be clean and well-groomed. For both boys and girls, hair must be kept out of the eyes. Distracting hairstyles are inappropriate and will not be allowed. Colored hair is not allowed.
- **Pants** - Jeans may be worn, but they must be clean and in good repair, and not be so long that the student walks on the bottoms. Patches and logos in inappropriate places are not acceptable. Tights or aerobic leggings should not be worn instead of shorts or pants. Loose fitting leggings that reach the ankle are not considered aerobic leggings.
- **Shorts/Skirts** - Students may not wear excessively short clothing. **Specifically, shorts and skirts for Middle School students must extend to the bottom of the child's outstretched fingertips.** Cutoff jeans may not be worn as shorts. Logos in inappropriate places are not acceptable.
- **Shirts/Blouses** - Shirts and blouses designed to be tucked inside should be. Tank tops, spaghetti strap shirts, or midriff blouses are not considered appropriate attire for school. Undergarments should not be visible. Necklines should be no lower than the bottom of the collarbone. Clothing should fit properly.
- **Socks** - Socks are to be worn and visible with all types of shoes. This is for safety and hygiene purposes.
- **Shoes** - Athletic shoes are most appropriate for school wear. Heelys (shoes with rollers) or shoes with high heels and wedges are not safe for school activities and may not be worn. Boots, clogs, and sandals are not suited to Physical Education and may not be worn to school. Laces on shoes are to remain tied for good order and to prevent injury. Parents are asked to see that shoelaces are not so long or so short as to make it difficult for children to keep them tied.
- **Jewelry** - The wearing of jewelry should be kept to a minimum to ensure safety and to prevent distraction.
- **Make-up** - Make-up is not appropriate for School. Please do not wear it.
- **Spirit Shirts** – Every student at St. Andrew's is required to purchase a red collared St. Andrew's Spirit Shirt, in either short or long sleeves, through Land's End (a link is available from the School's website). These shirts should be worn on designated Spirit Days throughout the school year as well as on any official School field trip.

Before entering the St. Andrew's Episcopal Church for any occasion, students are expected to adhere to a higher standard of dress than during class or play time. Specifically, all shirts designed to be tucked in should be prior to entering the Church. All hats and hoodies should be removed, as well.

Clothes with inappropriate legends, pictures, or those that promote competitor schools (fellow Grades PK-8 schools) are not acceptable School dress.

The Head of School and Faculty reserve the right to inform a student if his or her dress is inappropriate. Students may be held from class for serious dress code violations. When the student is in serious violation of dress standards (or frequent minor violations), the Head of School or Dean of Student Life will contact the parents. We feel that we have very reasonable dress requirements; therefore, we expect full cooperation from parents and students.

Parents are urged to label all clothing with the child's name.

EMAIL MESSAGES AND COMMUNICATION

St. Andrew's faculty and staff have School e-mail accounts that are published in the Directory. E-mail is a convenient tool for parents, faculty, and staff at St. Andrew's; however, it should not be used for nuanced, emergency, or time-sensitive situations. Please phone the School Office at 861-3743 during the school day for time-sensitive matters. Teachers do not check e-mail while they are instructing and supervising children.

St. Andrew's recognizes the convenience of e-mail as a communication tool and as a direct link to faculty and administrators. However, particularly as a small school with an emphasis on intimacy and close relationships between teachers, parents, and students, the School encourages its parents and faculty to communicate directly face to face or over the telephone, when possible. As a general guideline, e-mail should not be used for discussion purposes or for any sensitive matter. If in doubt, please engage in direct dialogue.

The School creates and maintains class-specific e-mail addresses for use by teachers and parents. These e-mail addresses (class graduation year@standrewsepiscopalschool.org) are to be used for official School business only, not for personal use by teachers or parents. **Please be advised that each class e-mail account includes several classroom teachers and administrators on the distribution list.**

By default, the School shares information with all biological parents, stepparents, and/or guardians listed in its official parent database. Requests to communicate otherwise must be made in writing and with appropriate supporting documentation.

EMERGENCY SCHOOL CLOSINGS AND EVACUATIONS

In emergency situations, such as hurricanes, St. Andrew's will announce its closing through its One-Call-Now telephone notification system, email, the website, and/or local media outlets. Dismissal for such emergencies will be at the discretion of the Head of School. Parents who wish to call for their children will be permitted to do so; children should then be collected at the School Office. In order to properly contact parents during an emergency, please ensure that the School Office has your correct contact information in its database.

The School website, www.standrewsepiscopalschool.org, is hosted off-campus and should be available at all times. In case of a mandatory evacuation of the city, please check the website regularly for news and updates.

END-OF-THE-YEAR PARTIES

Students in Grades One through Eight participate in end-of-the-year parties. Teachers will inform parents and students about the items they will need to bring on that day. The Parents' Club allocates funds for this event, and the School pays for lifeguards that are required. The funds that are allocated should be sufficient; however, if more funds are needed, the teacher will get approval from the Head of School before a swim party is planned.

EPISCOPAL SCHOOL SUNDAY

Episcopal School Sunday is considered a required school day for all children. Traditionally the Parents' Club and Parish organize a lunch following the Church service.

Each year the St. Andrew's Parish and School families come together to celebrate Episcopal School Sunday in accordance with the guidelines of the National Association of Episcopal Schools. The event has two aspects - worship together and a picnic for all on the campus. It brings the community together and offers a fine opportunity for School parents to join in the kind of worship and fellowship experienced at St. Andrew's during the school week.

The School encourages all parents to take part in this special day in the life of the St. Andrew's Community.

EXAMS

Students in Sixth through Eighth grades will take comprehensive exams toward the end of each of the three marking periods. The teachers will provide information about the content of the exams in the weeks prior to the exams. On several days during each exam period, students will be dismissed at noon to provide them with an opportunity to rest and prepare for the next day's exam. Parents will be notified in advance about the noon dismissal on exam days. Eighth grade students who earn an A- average in a subject in the first two marking periods and maintain an A- average in the third marking period may be exempt from the subject's exam in the third marking period upon the teacher's recommendation. All Sixth, Seventh, and Eighth Grade students will take a foreign language exam in the third marking period.

FIELD TRIPS

Field trips are an important part of School life and as such are encouraged at all levels and course areas. The teacher determines the date for the field trip and the destination. The trip should always be related to specific classroom activities.

Room parents are requested to contact parents who will be able to drive. Only St. Andrew's parents may serve as field trip drivers. Seat belts and/or car seats or booster seats are required by law when using automobiles to transport students. Parents who drive on field trips must have a copy of their driver's license and auto insurance card on file in the Business Office. Only St. Andrew's students are allowed to go on School-sponsored field trips. Siblings should not attend unless the supervising teacher grants explicit permission for siblings to join the trip. In most cases, School funds will cover the costs of the trip.

Every student at St. Andrew's is required to purchase a red collared St. Andrew's Spirit Shirt, in either short or long sleeves, through Land's End (a link is available from the School's website). These shirts should be worn on designated Spirit Days throughout the school year as well as on any official School field trip.

GRADES & CONFERENCES

Reports covering academic achievement, behavior, social traits, habits, attitudes, and times absent and tardy will be mailed to parents of students in Grades One through Eight for the first two marking periods. Students in Grades One through Eight will receive grade reports for the third marking period on the last day of school.

The grading scale is as follows:

A+	98-100	B+	89-91	C+	80-82	D	70-74
A	95-97	B	85-88	C	77-79	F	00-69
A-	92-94	B-	83-84	C-	75-76		

Formal conferences are held twice each year for all students. During the conferences, classes are suspended for all students. Please check the School's calendar for date of the conferences. Starting in Fifth grade, students lead the parent-teacher conferences. Pre-Kindergarten and Kindergarten families receive a written Progress Report at each parent-teacher conference.

Please do not schedule trips during conference days that would require conferences to be rescheduled. Childcare for all students is offered on conference days. Information regarding childcare is included in *THE NEWSLETTER*.

Informal conferences may be scheduled whenever teachers or parents feel they are necessary.

CERTIFICATE OF ACADEMIC ACHIEVEMENT (Grades 4-8):

At the end of each of the three marking periods, Certificates of Academic Achievement are presented to students from Grades Four through Eight who have demonstrated excellence in scholastic endeavors as indicated on their report cards.

To receive a Certificate of Academic Achievement, a Fourth Grade student must:

1. Earn no lower than four A-'s and two B+'s in the following subjects: reading, written language, oral language, science, mathematics, and social studies.
2. Earn no lower than a B in Spanish, art, music, and physical education.
3. Earn no lower than a B in overall conduct and effort.

To receive a Certificate of Academic Achievement, a Fifth, Sixth, Seventh or Eighth grade student must:

1. Earn no lower than three A-'s and one B+ in the following subjects: English, science, mathematics, and social studies.
2. Earn no lower than a B in foreign language, art, music, health and physical education.
3. Earn no lower than a 2 in conduct and effort.

A student who receives a Certificate of Academic Achievement in the third marking period and in one of the preceding marking periods will receive an Honor Roll Certificate during the Promotion Exercises on the last day of the school year.

GRIEVANCE POLICY

In accordance with the following protocols, every effort will be made to hear and discuss concerns raised by members of the community.

Parents with concerns should schedule a meeting with their child's teacher to discuss any problem that has raised concerns. In the event that the meeting is unsatisfactory, the parent or teacher may schedule an additional meeting with appropriate administrators to try to resolve the situation. For academic matters, the Department Chairs, the Middle School Coordinator, the Student Support Coordinator or the Director of Studies and Technology may be consulted. The Director of Early Childhood, Dean of Student Life and School Counselor are also available. If there is no final agreement in these meetings, the Head of School will consult with all involved and make a final judgment in the best interest of the child and other students in the class. In the event that the parent has a major concern with the Head of School that cannot be resolved directly with the Head, a written letter of concern may be sent to the Executive Committee of the Board.

HOMEWORK

It is expected that every student in Grades One through Eight will have a home assignment every night, Monday through Thursday. Fifth through Eighth grade students may have assignments over the weekend. Students are expected to complete and hand in assignments on the due date.

The home assignment is designed:

1. To provide an opportunity for the student to review material presented in class to determine the student's level of understanding.
2. To provide material for practice in old and/or new skills.
3. To require the student to engage in research or other enrichment activities.
4. To require the student to plan and develop independent projects.
5. To assist the student in developing competency in learning skills.

While parents are encouraged to assist students with homework if needed, parents should not "do" the assignment. Parents should check assignment books regularly to help the child plan effective use of time.

The length of time required to complete each night's home assignment should approximate this schedule:

First grade:	20 minutes
Second grade:	30 minutes
Third grade:	45 minutes
Fourth and Fifth grades:	15-20 minutes per subject assigned
Sixth through Eighth grades:	20-30 minutes per subject assigned

If a parent has any questions concerning homework, the parent should contact the teacher.

Parents are urged to request assignments when a child is absent. Requests for assignments must be made before 10:00 A.M. Assignments will be available for pick up between 2:45 and 3:30 P.M. in the School office.

ILLNESS & MEDICAL PROBLEMS

Please do not send a sick child to School. A child should be free of fever for 24 hours and should return to School ready to resume a full schedule of activities, including physical education, unless there is a medical excuse. No child will be allowed in School with a contagious illness such as pink eye.

If your child has any allergies, drug reactions, or other medical problems, it is important to inform the School.

Any medicines, including topical ointments, must be brought to the Office by the parent with written permission and complete instructions concerning dosage before the Office will administer any medication. Medicines should not be given to the teacher or to the student. Please furnish the proper implement for dispensing the medication (cup and/or spoon, etc.).

The School shall follow the recommendations and guidance as set forth by the Center for Disease Control and Prevention.

A child who has head lice or nits will be sent home with a list of instructions for treatment. The child must be symptom-free for at least 24 hours before returning to School. The child must come to the Office before being allowed to return to class.

LEAVING SCHOOL EARLY

Excuses for early dismissals must be explained in writing to the teacher. Such notice must come in advance. Understandably, students must be excused for medical/dental appointments from time to time; however, since the School is responsible for the children during the school day, we always need to know where they are during that time. If someone other than a parent is picking up the child, this information must be indicated in the note. Unless special arrangements have been made with the teacher, parents should call for their children in the Office. Students who leave School early are responsible for completing missed assignments.

LIBRARY

The Rosenberg Library, named for former Headmaster Malcolm Rosenberg, is open each school day from 8:00 A.M. to 3:30 P.M. Students are encouraged to check out books regularly. Library fines for overdue books (5 cents per school day) are collected from Third through Eighth graders. All students receive overdue notices as necessary. The status of borrowed books may be viewed on the library's website which is located under Academics on www.standrewsepicopalschool.org

Additional activities sponsored by the library include summer reading, two book fairs, the Library Birthday Club, Poetry Month, and an annual author visit. Parent volunteers are welcome!

LOST ARTICLES

The School maintains a Lost and Found area in the Office and in Parish Hall. At the end of each marking period, the Office will dispose of unclaimed articles. Parents should mark their child's name on all articles brought to School to help prevent loss of clothing.

LUNCHESES & SNACKS

The School offers a voluntary lunch program. A separate letter sent to all families describes the options provided as well as the forms for participation. Children who do not participate in the

lunch program should pack a bag lunch and appropriate drink each full school day. Candy, high-sugar snacks, and soft drinks are not permitted. Fresh water is available for all children, faculty, and staff. **Microwavable meals from home should be kept to a minimum, especially meals requiring several minutes of heating, as there are limited microwaves available for student use, and each lunch period runs only twenty-five minutes, including time for clean up.**

First through Eighth graders have a snack time each morning. Parents may pack any light food, such as fruit, carrots, or crackers, in the lunch bag for this purpose. Pre-Kindergarten and Kindergarten students have a School-furnished snack each morning. A snack is provided for all After School Care children. Nutritious food is encouraged. A healthy diet produces healthy children. Candy, high-sugar snacks, and soft drinks are not allowed.

Parents are invited to periodically join their child for lunch at St. Andrew's. It is a special way for parents to spend time with their children and their classmates. However, the School asks that parents refrain from bringing Fast Food on to the campus. Bringing Fast Food into the cafeteria creates a distraction for the children and their classmates, and the food selection is not consistent with the healthy diet we promote at St. Andrew's.

THE NEWSLETTER

THE NEWSLETTER is published and e-mailed to parents on a weekly basis. It contains important information and reminders for the upcoming week. If you have any difficulty receiving communications by e-mail, please inform the Office.

NO SMOKING

The St. Andrew's Episcopal School campus is a smoke-free environment.

PARENTS' NIGHT

Parents' Night will be held on Thursday, September 22, 2016. All parents assemble in the Church for remarks by the Head of School and to meet the faculty and Parents Club officers. Following the general meeting, all parents are invited to visit the classrooms. The teachers give an overview of the year's instructional program. Parents' Night is not a time for individual conferences.

Further details are published in *THE NEWSLETTER* in early September.

PROMOTION & GRADUATION EXERCISES

The final academic event of the school year, Promotion Exercises, takes place in St. Andrew's Episcopal Church immediately before dismissal for the summer holiday.

It is a simple, formal ritual attended by the entire grade school, the faculty, relatives, and friends. While it officially marks the promotion of each class to the next level, emphasis is placed on the Eighth Grade. Music always plays an important part on this occasion. Traditional songs and the alma mater are sung.

In addition to diplomas, awards are presented to deserving students.

PROMOTIONAL POLICY

At St. Andrew's Episcopal School, a student's academic progress is determined by development and achievement in the following subjects:

- Grades PK and K – Developmentally appropriate progress
- Grade One – Reading and mathematics
- Grade Two – Reading, mathematics, and written language
- Grades Three and Four – Reading, mathematics, written language, social studies, and science
- Grades Five through Eight – English, mathematics, social studies/history, science, and foreign language

Parents, teachers, and administrators will meet to discuss options if a student's academic or behavioral progress is inconsistent with grade level expectations. The School reserves the right to not promote a student to the next grade if satisfactory progress is not made in either core academic or behavioral areas.

The School also reserves the right to Conditionally Promote a student, meaning that a student may be promoted to the next grade of study at St. Andrew's, but only upon the successful completion of conditions outlined by the School. These conditions may include, but are not limited to, academic tutoring, counseling, therapy, or some form of behavioral or emotional support service.

STUDENTS WITH FOOD ALLERGIES AT ST. ANDREW'S

St. Andrew's needs cooperation from all parents and students to reduce the risk of accidental exposure for food-allergic students.

FAMILY'S RESPONSIBILITY

- Notify the School of the student's allergies.
- Work with the school administration to develop a plan that accommodates the student's needs throughout the School, including in the classroom, in the cafeteria, in after-care programs, and during school-sponsored activities.
- Provide written medical documentation, instructions, and medications as directed by a physician. Include a photo of the student on the written form.

- Provide properly labeled medications and replace medications after use or upon expiration.
- Educate the student in the self-management of his or her food allergy including:
 - * safe and unsafe foods
 - * strategies for avoiding exposure to unsafe foods
 - * symptoms of allergic reactions
 - * how and when to tell an adult they may be having an allergy-related problem
 - * how to read food labels (age appropriate)
- Review policies/procedures with the School staff, the student's physician, and the student (if age appropriate) after a reaction has occurred.
- Provide emergency contact information.
- It is the responsibility of all St. Andrew's families to refrain from bringing foods known to cause severe allergic reactions onto campus for school-sponsored activities or events (class parties, after care, field trips, etc.) – see next section on School Responsibility for clarification on communication of the food restrictions.

SCHOOL'S RESPONSIBILITY

- Review the health records submitted by parents and physicians.
- Include food-allergic students in school activities. Students will not be excluded from school activities solely based on their food allergy.
- Create a safe environment for food-allergic students by providing all families with an updated list of foods banned from school activities at the beginning of each School year and ensure that faculty and staff refer to the most recent list in planning those events with parents throughout the year.
- Assure that all staff who interact with the student on a regular basis understand food allergies, can recognize symptoms, know what to do in an emergency, and work with other school staff to eliminate the use of food allergens in the allergic student's meals, educational tools, arts and crafts projects, or incentives.
- Ensure medications are appropriately stored and that an emergency kit is available that contains a physician's standing order for epinephrine or other appropriate medication. Students will be allowed to carry their own epinephrine (if age appropriate) after approval from their physician/clinic, parent and the School Office, and as allowed by state and local regulations.
- Designate School personnel who are properly trained to administer medications in accordance with the Good Samaritan Laws governing the administration of emergency medications.
- Be prepared to handle a reaction and ensure that there is a staff member available who is properly trained to administer medications during the school day regardless of time or location.
- Review policies/prevention plan with the core team members, parents/guardians, student (age appropriate), and physician after a reaction has occurred.
- Discuss field trips with the family of the food-allergic student to decide appropriate strategies for managing the food allergy.

- Enforce a zero tolerance policy concerning threats or harassment against an allergic student.

STUDENT'S RESPONSIBILITY

- Do not trade food with others.
- Do not eat anything with unknown ingredients or known to contain any allergen.
- Do be proactive in the care and management of your food allergies and reactions based on your developmental level.
- Do notify an adult immediately if you eat something you believe may contain the food to which you are allergic.

DE LA VEGA HALL AND THE COTTAGE ARE NUT-FREE

De la Vega Hall and the Cottage (1st Floor of Kimball Hall) are considered nut-free. When sending in food for your child's snack, lunch, or treat for a birthday or holiday celebration, please read all product labels carefully and **refrain from sending in any of the following**:

- Peanut butter or any other nut butter, including crackers with peanut butter filling
- Any muesli bar, biscuit, or other product that lists nuts as an ingredient
- Trail mixes with nuts, granola bars with nuts, or dried fruit with nuts
- Cereal with nuts, such as Honey Nut Cheerios
- Nuts in salad
- Candy or cookies containing nuts
- Loose nuts of any kind (peanuts, almonds, cashews, hazelnuts, walnuts, mixed nuts, pecans, pistachios, etc.)
- All nut pastes (such as almond paste)

Again, please read all food labels carefully and avoid bringing in any item with the statement "Contains or may contain peanuts or tree nuts."

TARDIES

School begins promptly at 7:50 A.M. for students in Grades 5-8 and at 8:00 A.M. for students in Grades PK-4. Students arriving after those designated times are considered tardy. The School strongly objects to consistent tardies and will take appropriate action to curb frequent lateness,

including refusing to promote or re-enroll the tardy child. Any student who arrives at School after 8:00 A.M. must be accompanied by a parent to the School Office for a pass to enter the classroom.

Tardies will be calculated by the teacher and the School Office, and at the end of each month, any student with an excessive amount of tardies (that threshold will vary each month, depending on the number of school days in that month) will receive a letter from the Head of School documenting the excessive tardies.

Any Middle School student who receives more than one tardy letter during the course of the school year may be asked to meet with the Head of School and his or her parents, so that all may formulate a plan to help the student arrive to School on time and ready to learn. Continued excessive tardies subsequent to that meeting could result in disciplinary action and/or a loss of School privileges.

TELEPHONE CALLS, MESSAGES, & DELIVERIES

Students may only use a telephone with the permission of the teacher. Once permission is given, the child should use the telephone in the presence of faculty or Office staff. Invalid reasons for using the telephone include forgotten assignments or arranging afternoon activities.

Students may check with the Office during recess or lunch for any items that parents may have brought to School.

Since a number of children walk or ride bicycles to School, many carry cell phones. Students may not use cell phones during the school day. They should not be seen or heard while a student is on the St. Andrew's campus (including just before and after school hours), unless a student has explicit permission from a teacher to use one. Teachers are to inform children that all cell phones are to be turned off before entering the School and should be placed in storage until the end of the day. Any cell phone used by a child on campus is to be removed by the teacher and taken to the Office.

Messages for students or teachers can be left at the Office or telephoned to 861-3743. Adults dropping off forgotten lunches, books, etc., should take them to the School Office. Classes will not be interrupted to inform students about forgotten items/lunches. Students should check in the Office at recess or lunch for such items.

TRADITIONS

Traditions at St. Andrew's remain an important part of our school:

- *Afterschool Programs*
- *Author Visits*
- *Bare Books*
- *Basketball Teams*
- *Bear Day*
- *Blessing of the Animals*
- *Cardinal Character Certificates*
- *Christmas Lessons and Carols*
- *Co-ed Cross Country Teams*
- *Co-ed Flag Football Teams*
- *Co-ed Cross-Country Teams*
- *Community Service*
- *Diversity Week*
- *Episcopal School Sunday*
- *First & Fourth Grade Reading Buddies*
- *First Grade Dessert Night*
- *Girl Scouts and Boy Scouts*
- *1st and 2nd Grade Grandparents' Celebration and School-wide Grandparents' Day*
- *Hand Bell Choir*
- *Hand Chime Choir*
- *Kindergarten Alliterations and Ice Cream*
- *Kindergarten and 3rd Grade Bear Buddies*
- *Kindergarten Mardi Gras Parade*
- *Lacrosse Team*
- *Middle School Overnight Class Trips*
- *Middle School Dance*
- *Play Day for Grades 1-8*
- *Plays*
- *Pre-Kindergarten and Kindergarten Thanksgiving Program*
- *Pre-Kindergarten Easter Parade*
- *Pre-Kindergarten Tea*
- *Promotion and Commencement Exercises*
- *Pumpkin Show*
- *Second and Sixth Grade Chapel Buddies*
- *Sports Banquets*
- *Spring Auction*
- *STEM Expo*
- *Volleyball Team*

TRAFFIC

Among the issues facing urban schools is maintaining good relations with neighbors. It is important to have the good will and support of neighbors and neighborhood associations; moreover, it is our desire to be a good neighbor and to operate our campus as safely as possible.

Traffic and parking are significant points in furthering this cause. A few simple rules adhered to without exception will go a long way in helping us achieve this goal. The following requests are based upon the advice of the City's Parking Division Office:

1. The afternoon carpool line forms along the School side of South Carrollton Avenue in between Freret Street and Zimpel Street. Families that approach the School southbound on Carrollton should drive around to the rear of the carpool line. Please do not turn left on Zimpel Street when approaching the School from Carrollton.
2. Do not park in the carpool lanes of either Zimpel or Short Street between the hours of 7:30 a.m. and 8:15 a.m. or 2:30 p.m. and 3:30 p.m. This includes the School side of Zimpel Street in between Carrollton Avenue and Short Street and the School side of Short Street near the School Office and De la Vega Hall.
3. If you prefer to deliver or collect your child on foot, please park away from School and bring and collect your child at the appropriate gate or door.
4. During drop off and pick up time, all faculty and parents are asked to drive only toward St. Charles Avenue on Short Street. Please do not turn left onto Short Street from Zimpel.
5. While dropping off or collecting a child, please do not use this time to converse with teachers or other parents. Please park and conduct conversations away from the vehicular or pedestrian traffic. Morning drop-off and afternoon pick-up are supervisory duty periods for our faculty.
6. Dropoff and pick up for 3-year olds is at the De la Vega gate on Zimpel Street, near the intersection of Short. The first three parking spaces on Zimpel Street, closest to Short Street, are reserved for Cottage families in the morning conducting drop off. In the afternoon, those spaces are used for the pickup line at 3:15 p.m. dismissal.

TUITION & FEES

Tuition rates are stated each year in the Enrollment Contract. Other charges include the instructional materials fee, the technology fee, student insurance, student activities, Parents' Club dues, and off-campus field trips. Students who participate in an inter-scholastic Athletics Program sponsored by St. Andrew's (football, soccer, volleyball, cross country, basketball) will be assessed a Sports Fee at the beginning of each season to cover the cost of uniforms, sports equipment, officials and tournament fees, etc.

As stated in the Enrollment Contract, after June 1st parents are obligated to the full year's tuition and fees. By signing the Enrollment Contract, parents agree to pay the full year's tuition, less any Financial Aid granted, even if the student is withdrawn early. A \$100 late charge will be assessed on all balances unpaid after the due date set forth in the enrollment contract. The late charge will increase by 1% of the total outstanding balance every month until the balance is paid in full. Neither transcripts of a student's record, nor grades, will be forwarded to parents or to another school if there is an outstanding balance in the account.

The School Board attempts to keep tuition at a reasonable level. However, we must emphasize that tuition does not cover the full cost of operating expenses. Therefore, all families are urged to support our Annual Giving Campaign.

Students will be charged for lost books or damaged materials or equipment.

VISITORS

Parents and other visitors are welcome at St. Andrew's; however, they must have the permission of the teacher or the Head of School before going to a classroom. Visitors should enter and sign in at the School Office at 1116 Short Street and wear the appropriate nametag while on campus.

WEBSITE

www.standrewsepiscopalschool.org

St. Andrew's hosts a website that provides information about the School, highlights students' work, and informs the community about School programs and calendar events. The website is updated on a regular basis.