

SAINT ANDREW SCHOOL

A Regional Catholic School of Excellence Serving
Southwestern Illinois
Since 1872



***A COMMUNITY WHICH
BELIEVES...***

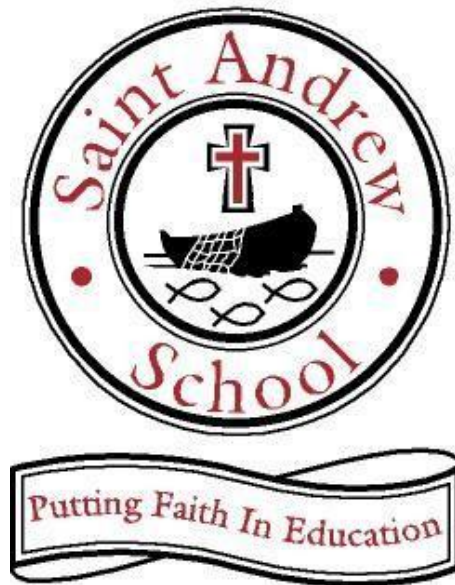
***In following our Lord,
Jesus Christ***

***In the Uniqueness of
Every Child***

In Strong Academics

In Parental Involvement

***And in Service to One
Another***



**PARENT/STUDENT HANDBOOK
2023-2024**

SAS Parent/Student Agreement Statement

By signing below or submitting the online enrollment packet, I agree that I have read the rules and policies as printed in this 2023-2024 Parent/Student Handbook and will abide by those policies.

Printed Student Name:

Student Signature

Printed Parent/Guardian Name:

Parent/Guardian Signature

Date:

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SAINT ANDREW SCHOOL
723 Mulberry Street
Murphysboro, IL 62966
SCHOOL OFFICE - (618) 687-2013
SCHOOL FAX NUMBER - (618) 551-4382
PARISH RECTORY - (618) 687-2012

PRINCIPAL EMAIL – martin@sasmboro.org

ADMINISTRATIVE ASSISTANT - secretary@sasmboro.org

WEBSITE - www.saintandrew-school.org

Saint Andrew School is a member of the Belleville Diocesan School System, Belleville, Illinois and is recognized by the Illinois State Board of Education.

The handbook includes Diocesan and Saint Andrew School guidelines and policies.

PURPOSE OF HANDBOOK

The purpose of this handbook is to give parents and students information and to acquaint them with Saint Andrew School. Please read carefully and keep for reference as occasions arise.

RIGHT TO AMEND Statements in this handbook are subject to amendment with or without notice. The school will attempt to keep you informed of all changes as soon as practical. However, some changes might be made immediately due to unforeseen circumstances.

Mission

Established in 1872, Saint Andrew School is committed to serving students (pre-K through eighth grade) and families from a variety of spiritual traditions across the southwestern Illinois region by providing educational excellence and faith exploration rooted in the Roman Catholic intellectual tradition. Embracing diversity and truth, Saint Andrew School prepares graduates to flourish and serve our world with a distinctive combination of stewardship, wisdom, spiritual inquiry and creative fortitude as they meet the challenges of the future.

Motto

Putting Faith in Education!

Philosophy

While parents are the primary educators, the school shares with parents the responsibility of developing a faith in God which is viable and meaningful in each child. To accomplish this mission, we believe it is important for each child to reach his or her fullest potential by developing every facet of life: spiritual, physical, intellectual and emotional. The school, therefore, strives to enable each child to grow in faith, develop a personal relationship with God, and celebrate his/her ability to serve one another, as Jesus would. By instilling Christian values, attitudes, and actions and by expecting academic excellence from all children, we develop the future stewards of our Catholic Faith.

Dear Parents,

Welcome to Saint Andrew School and the 2023-2024 school year! Our school has been providing quality, Catholic, education to the southwest region of Illinois for over 150 years. Our experienced faculty and staff are dedicated to providing every child with the best Catholic education possible.

It is our goal and mission to help our students develop a strong moral character based in faith. Every aspect of the school experience from the quality and rigor of academic work, to how the students behave and treat one another are designed with this goal in mind. Our programs, academic and extracurricular, teach important life lessons such as setting and meeting goals, overcoming challenges and obstacles, self-discipline, respect, responsibility and perseverance. These lessons generate moments of pride, satisfaction, joy, and a sense of accomplishment.

It is imperative that we, the faculty/staff and you, the parent/guardian, work closely together to ensure that our mutual goals are being achieved. I encourage you to take an active role in the educational process and communicate with the faculty and staff any requests or needs you may have. By working together, I am confident that this school year will be a great success.

This handbook is an important resource designed to give you information about Saint Andrew School. Please use it for future reference and for information concerning school rules and policies. Please look over the handbook with your child so everyone understands the school policies.

Sincerely,

Jenny Martin

Jenny Martin
Principal

WHAT YOU CAN DO

GET INVOLVED! Parent involvement makes SAS strong! There are volunteer opportunities for things like: Grandparents Day Mass and Reception, Apple Festival Float, Coaching, Chili Cook-off/Meet the Teams, Red Ribbon Week, Veterans Day Luncheon, Santa's Workshop, Scholastic Book Fair, Catholic Schools Week, Room Parents, Recess Monitor, Office Assistance, AR Library, School Board, Building and Maintenance, and so much more. Watch for opportunities in the Weekend Note, the classes weekly note, and join as a member of the PTO.

GO TO CHURCH! Support your child's faith journey by going and participating at the church you choose to attend.

SUPPORT THE KNIGHTS OF COLUMBUS IN MURPHYSBORO! The KC members help us out when we need labor and they donate to the school as well. Please support them by going to their Fish and Chicken Dinners.

TRAVELING? Save those unused hotel soaps, shampoos and other toiletries. SAS will collect them for donation to area shelters. Just bag them up and send them to the school office.

KEEP SAS IN MIND WHEN YOU SHOP

Free Money for the School:

The school runs on tuition, fundraising and the generosity of others. When we find ways to bring in "free money" then we share those sources. "Free money" means that we didn't ask you for extra money or to spend extra money on something you wouldn't have spent it on in the first place.

RaiseRight (formerly Scrip) – if you use our RaiseRight program, the school will earn money and you will earn money toward tuition. If you need more information about that, please call the office.

Box Tops – Box Tops has gone digital but can still earn free money for the school. There will be information sent home in the red folders on how you can help us get some of that free money.

French Toast – is a school uniform company that will give 5% of purchases back to the school.

Please feel free to check them out at <https://www.frenchtoast.com/>

Kroger Community Rewards – if you have not already done so and don't mind to, please set up your account for proceeds to go to Saint Andrew School

**SAINT ANDREW SCHOOL FACULTY & STAFF
2023 - 2024**

Position	Name	Email	Extension
Principal	Ms. Jenny Martin	martin@sasmboro.org	100
Administrative Assistant	Mrs. Nicole Compardo	secretary@sasmboro.org	101
Pre-K Teacher	Mrs. Mary Jean Lauzon	lauzon@sasmboro.org	109
Pre-K Aide	Mrs. Mary Nadolski		109
Pre-K Aide	Ms. Ashley Hannan		109
Kindergarten Teacher	Mrs. Janice Koberstein	koberstein@sasmboro.org	103
Teacher's Aide	Mrs. Christy Miles		
1st Grade Teacher	Mr. Daniel Judd	judd@sasmboro.org	110
2nd Grade Teacher	Mrs. Erika Naas	naas@sasmboro.org	104
3rd Grade Teacher	Mrs. Shelby Taylor	taylor@sasmboro.org	102
4th Grade Teacher	Mrs. Kelly Barger	barger@sasmboro.org	108
5th Grade Teacher	Ms. Kathleen Hartnett	hartnett@sasmboro.org	111
6-8th Grade Math/Science Teacher	Mrs. Christina Maether	maether@sasmboro.org	303
6-8th Grade Religion/Soc. Studies	Mrs. Deanna Smillie	smillie@sasmboro.org	307
6-8th Grade ELA Teacher	Ms. Laura Keppy	keppy@sasmboro.org	305
Spanish Teacher	Mrs. Kate Ripperda	ripperda@sasmboro.org	301
Art	Ms. Sarah Penrod	art@sasmboro.org	
Resource	Mrs. Carmen Suarez	resource@sasmboro.org	107
Physical Education Teacher	Mr. Farice Campbell	campbell@sasmboro.org	208
Extended Care Coordinator	Mr. Farice Campbell	campbell@sasmboro.org	618-305-3154
Extended Care	Ms. Juanita Barber		618-305-3154
Head Cook	Mrs. Rocio Arnold	cafeteria@sasmboro.org	204
Cook	Mr. Gary Gartner		204
Accelerated Reader Coordinator	Mrs. Dianne Trammel		209
Athletic Director	Ms. Ashley Shields	athletics@sasmboro.org	
School Counselor	Mr. Roger Casper		106

After school hours, please use teacher extensions to leave them a message in their voice mailbox.

For extended care please call 618-305-3154 between 3:00 p.m. and 5:30 p.m.

Saint Andrew School Board

Fr. Joel Seipp	Pastor of Saint Andrew Parish	618-687-2012
Fr. Robert Flannery	Pastor of Saint Francis Xavier Parish	
Mrs. Cheryl Endres	President/Marketing	
Dr. Joanna Beth Tweedy	Vice - President /Spirituality/Mission Effectiveness	
Mrs. Zeppelyn Brewer	Secretary	
Mr. Ruedi Fisher		
Mr. Mitch Murphy	Facilities/Grounds	
Mr. Bill Schwartz	Representative to the SAS Pastoral Council/Finance Board	
Mrs. Teresa Benash	Representative of Saint Francis Church	
Mr. Chris Lamport	Finance/Budget	
Mrs. Ella Travelstead	Curriculum	
Mr. Yeyo Granados		
Mrs. Sammie Fricke		
Ms. Jenny Martin	Principal	618-687-2013
Mrs. Mary Jean Lauzon	Teacher Representative	

Saint Andrew Extracurricular Activity Sponsors/Coaches

Extracurricular Activities

Christina Maether	Math Counts	maether@sasmboro.org
Shelby Taylor	Drama/Speech	taylor@sasmboro.org
Erika Naas	Yearbook Club	naas@sasmboro.org
Daniel Judd	Children's Choir	judd@sasmboro.org

Sports

Farice Campbell	Baseball	baseball@sasmboro.org
Jerry Turini	Softball	softball@sasmboro.org
Nicole Epplin	Cross Country	crosscountry@sasmboro.org
Jebray Moore	Boys Basketball	boysball@sasmboro.org
C.J. Nelson	Girls Basketball	girlsball@sasmboro.org
Mike Layne	Volleyball	volleyball@sasmboro.org
Marian Morris	Track	track@sasmboro.org

Academics

Assignments and Homework: (Diocesan Policy #6154) Homework is an integral part of learning and retaining knowledge through practice and application. Homework is considered practice and reinforcement, a student's grade will be determined by assignments and assessments. Assignments are purposeful and constructive to the learning process. Good student habits result from well-planned work. Homework is paramount to the connection between school and the home environment. Fully realizing that this is a most sensitive area, the following are suggested daily study guidelines in addition to time given in the classroom. An excessive amount of time spent on homework indicates a difficulty that should be discussed with the teacher. Some methods of communication that a teacher provides to the parents/guardians include a web-based school management program called FACTS, e-mail, weekly planner that the students record their daily assignments and an open door policy.

Primary Grades (1, 2, & 3)	10-30 minutes
Intermediate Grades (4, 5, & 6)	30-45 minutes
Upper Grades (7 & 8)	45-90 minutes

At least a two day notice will be given to students prior to tests. **The student's full name should be written/typed in the upper left hand corner of any worksheet or document. Neatness and correct formation of letters should be encouraged on written assignments.** Errors should be corrected neatly. When a student fails to complete assignments on a regular basis, overall academic success suffers.

Constitution Tests: A state and federal constitution test must be passed in the 7th (state) and 8th (federal) grades as a criterion for graduation from any state accredited school. This will be part of the Social Studies Curriculum and passing will be considered 65% or higher.

Standardized Testing: (Diocesan Policy #6162.5) The Diocesan Office of Education requires that the IOWA Standardized Assessment, grades two through eight, and Cognitive Ability Assessment be administered in grades three, five and seven during the fall.

Religious Education Program: As part of realizing our goals, the school curriculum includes a program of Religious Education in which all students are required to participate. The program includes daily religion classes, daily classroom prayer, and attendance at Mass each week. The program further includes participation for receiving the Sacraments of the Catholic Church however; students of other faith traditions are not expected nor permitted to receive these Sacraments.

As an additional part of this program, all full-time teachers, Catholic and Non-Catholic, participate in an ongoing Catechist Certification Program, Franciscan Home for faith formation.

It is presumed that all parents who enroll their children in Saint Andrew School do so with the awareness of both the philosophy and the required education of the school. However, when there are students of faith traditions other than Catholicism in the classroom, they are not only warmly welcomed, but also, when appropriate, be given the opportunity to share their faith background.

Spanish Program: The Spanish Program is a core subject for grades 6th - 8th and an enrichment program for Pre-K through 5th grade. It allows our students the added opportunity of learning the Spanish language and culture.

Intervention Program: Every child is unique. Every child learns differently and behaves differently. Some children need a different academic experience for success than others. In order to monitor the needs of all our students, we have implemented STAR Reading and Math assessments. These assessments help us to

identify students that may be falling behind their peers. Interventions are designed to meet the needs of the student. Here are some examples of the interventions we initiate.

- Classroom teachers may use additional strategies and materials for students to gain skills or knowledge.
- Classroom teacher/Resource teacher may work with students in small groups to gain skills or knowledge.
- Resource teacher may work with students one on one in a separate environment for the student to build skills or knowledge
- Tri-County Special Education may be asked to do an evaluation to better understand the needs of the student..

Grading:

A	Excellent Progress/Work	93-100	E	Exceeds Expectations
B	Above Average Progress/Work	86-92	M	Meets Expectations
C	Satisfactory Progress/Work	78-85	N	Needs Improvement/Unsatisfactory
D	Below Average Progress/Work	70-77	I	Incomplete
F	Failing Work	Below 70	N/A	Not Applicable

Honors: Consistent with the mission of Saint Andrew School to educate the whole child through faculty commitment and family involvement, academic excellence is recognized through the following Honor Roll Policy.

Qualifications for Honor Roll:

Honors applies for grades 6-8 only

High Honors.....average of 3.8 and up

Honors.....average of 3.5 – 3.7

Average taken from 4.0 system

Report Cards: They are released quarterly according to Diocesan policy #5124. Parents and students may look at the report card through the FACTS school management system as well as look at their grades at any time.

Promotion and Retention Guidelines: (Diocesan Regulation 5123)

Promotion: Students will be promoted upon meeting requirements and determination of the School to the next grade level.

Retention: The teacher shall inform the principal when he/she is considering retention of a student. The teacher will give reasons for this consideration. The teacher will inform the principal if the request for retention is made by the parents and the reasons for the request. The principal will evaluate the data collected to determine the student’s academic/emotional needs/abilities and the level of the student’s physical, social and psychological growth.

The decision to retain a student should be a cooperative one of parent, student, teacher and principal. Before a final decision is made to retain a student, the case must be reviewed by the Office of Education. Parents must be informed at least nine weeks before a final decision is made to retain a student.

Accreditation: Saint Andrew School is an accredited member of the Belleville Diocesan School System of Belleville and recognized by the State of Illinois.

Admissions: Parents wishing to enroll their children in Saint Andrew School will be expected to show an interest in the education of their children by cooperating with the faculty and administration in school matters. Parents are expected to become actively involved in Saint Andrew School and their home parish or church in order to reinforce the values and attitudes for living a truly Christian life. Sunday Mass or church with family is an integral part of the religious education offered at Saint Andrew School. Students are expected to comply with all school regulations and to conduct themselves in a manner that is conducive to learning and being a disciple of Christ.

Class Size: All Catholic students or siblings of non-Catholic students will be considered until class size reaches 20. A priority ranking will help determine entrance if, by registration of any year, there are more than 20 students enrolled for any one class. The pastor or principal may deviate from this number if it is in the best interest of the school.

Priority Ranking for Acceptance to Saint Andrew School: A priority ranking will help determine entrance into Saint Andrew School if there are more than 20 students seeking enrollment for any one class. The priority ranking will be as follows:

- Students currently enrolled in classes (Pre-K-8).
- Catholic applicant of Saint Andrew/Saint Francis Parishes who resides in the same household with sibling(s) currently enrolled in or graduated from Saint Andrew School.
- Catholic applicant from a neighboring parish who resides in the same household with sibling(s) currently enrolled in or graduated from Saint Andrew School.
- Catholic applicant of Saint Andrew/Saint Francis Parishes who are seeking enrollment into Saint Andrew School for the first time.
- Catholic applicant from a neighboring parish who is seeking enrollment into Saint Andrew School for the first time.
- Non-active Catholic applicant who resides in the same household with sibling(s) currently enrolled in or graduated from Saint Andrew School.
- Non-active Catholic applicant who is seeking enrollment into Saint Andrew School for the first time.
- Non-Catholic applicant who resides in the same household with sibling(s) currently enrolled in or graduated from Saint Andrew School.
- All other applicants who are seeking enrollment for the first time.

The following definitions will be used:

Catholic Applicant: Applicant must be baptized or have made official notification of baptism. The applicant's parent(s) or guardian(s) must be participating, registered Catholic(s).

Non-Active Catholic Applicant: Applicant has not been baptized or the applicant's family has not shown participation in church life through regular attendance in Mass (as determined by the Pastors).

The school office will maintain a waiting list for all applicants. Children of non-Catholic families seeking enrollment for the first time will be placed on a waiting list and considered for enrollment on a case-by-case basis, taking into account the date their name was placed on the waiting list and the size for each class.

The principal will determine acceptance and final placement after consulting with the pastors on a case-by-case basis. Any student who begins at Saint Andrew School will be allowed to finish his/her education here regardless of the class size. Families enrolling for the first time will have the above priority ranking explained. The principal would determine a tie in the ranking for a final placement after consulting with the

Pastors.

Entrance Requirements: Children enrolling in Kindergarten are to be age 5 on or before September 1. Exceptions allowed under the Illinois School Code must be approved by the principal, pastor and Superintendent of Schools. (Diocesan Policy 5141.3) **All students entering Kindergarten must have a physical with proof of immunizations, dental exam and vision exam. Students entering 2nd grade must have a dental exam. Students entering 6th grade must have physicals with proof of immunizations and dental exam.** Students entering the school in grades K through 8 will be assessed. This assessment informs the principal of the academic abilities of the student in comparison to our current curriculum. This allows the principal to place the incoming student in an environment best suited for success (Diocesan Policy #6162.5)

Records: (Diocesan Policy #5125) Each pupil has a Permanent Record folder in the local school file. These Permanent Record forms are obtained from the Office of Education. Information contained in the Permanent Record form shall be treated as confidential matter and shall be accessible only to the professional staff of the school or the parents of the child. The Permanent Record folder contains only:

- Student's name, birth date and place, parent's names and addresses;
- Academic record, intelligence, aptitude test scores, achievement test score labels, and grade level achieved;
- Attendance record;
- Social Security Number;
- Health records and accident reports;
- Record of release of permanent record information.

Flagging of Records: If a current or former student has been reported as a missing person by the Illinois State Police, a notation will be made on the outside of the student's permanent file, and will also be recorded in the student's electronic FACTS file.

Release of Records: (Diocesan Policy #5119) School records or information contained therein may not be released or disclosed to unauthorized persons. They may be released to the following:

- Parents, students, or representatives designated by a written consent of the parents.
- Office of Education
- Any person as specifically required by law, provided the person presents appropriate identification and a copy of the statute authorizing such access.
- Appropriate persons, in case of emergency, if the information is necessary to protect the health and/or the safety of the student or other persons provided that the parents are notified as soon as possible of such releases.
- The courts, in response to a court order.
- Official representatives of a school to which the student is transferring, on request of either the student or the parent. Parents may examine and challenge content prior to release.

*Saint Andrew School abides by the provisions of the Buckley Amendment with respect to the rights of noncustodial parents. In the absence of a court order to the contrary, a school will provide the noncustodial parent with access to the academic records and to other school rated information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. When a student transfers from Saint Andrew School to another Catholic or public school and has an outstanding balance, an unofficial record of student grades must be sent to the requesting school. An "Unofficial Record of Student Grades" means written information relative to the grade levels and subjects in which a student was enrolled and the record of academic grades achieved by that student. Such records shall also include the name and address of the school, the name of the student to whom the records pertain, the name and title of the school official transmitting the records, and the date of transmittal. Health records cannot be withheld and must be forwarded upon receipt of a written request.

Probationary Statement: Any new students that register to attend Saint Andrew School are considered probationary until such time as records are received from the transferring school (records for grades 1-8) and a "sufficient period of time" has passed to guarantee that any special needs of the child can be met by existing Saint Andrew School curriculum and resources.

"Sufficient time" is to be judged by the principal and teachers involved, on a case-by-case basis, preferably not to exceed six weeks. Each student and parent will confer with the principal and teachers after this time to ensure that the student is able to meet success in his/her new environment.

Continued enrollment is dependent on Saint Andrew School's ability to provide for the academic and social/emotional needs of each student. When it is believed that the school cannot adequately provide for the academic needs of the student, the principal will provide recommendations for placement in an academic setting that best fits the needs of the child. Parental cooperation and support regarding school policies and procedures are also criteria for continued enrollment in Saint Andrew School.

Alcohol, Drugs, and Weapons (Diocesan Policy 5142, 5142.1): The possession, use and/or distribution of alcohol, cigarettes, any form of drugs or weapons (knives, guns, mace, etc.) is prohibited on school property and at school-sponsored activities or events. The principal (or adult in charge) will notify the parents immediately of any such offense. Local police will be notified on firearm and drug incidents as well reported to the Illinois State Police through the ISBE School Incident Reporting System.

Disciplinary action will be taken in instances of violation of this policy as determined by the principal with the possible conversation with the pastor. Disciplinary measures may include: professional family counseling, withholding of privileges, and /or suspension/expulsion. Notification to the juvenile authorities will follow legal requirements.

The Diocesan Board of Education recognizes the complexity of problems which may be associated with alcohol and drug abuse. The primary concern is for the well-being and best interests of the students. At the same time the Board recognizes their obligation to the parents or guardians and to the community. As a part of this obligation, it is, at times, necessary that suspension and/or expulsion be recommended in a case of alcohol or abuse.

A student who is suspended or expelled under this policy may seek readmission. No such student will be readmitted, however, unless there is written evidence from a certified psychologist or psychiatrist to show that the student is engaged in a counseling program designed to rid himself or herself of the abusive behavior. (Adopted: January 24, 2000)

Allergy Management Program: In accordance with Diocesan Policy 5141.5, the following food allergy management program is in place.

Family Responsibility: The family will notify the school of any allergies of the student at the time of registration and fill out or bring in the necessary paperwork for the office and teacher's files. The family will provide the school with an EpiPen, or other necessary medications, and any specific directions for administration.

Student Responsibility: A student will be aware of what he/she is allergic to and take necessary precautions to avoid the allergen and alert a teacher or other staff member if they believe they have been exposed to the allergen.

School's Responsibility: The school office will keep a file on each child identifying known allergies and protocols for responding to allergic reactions. The teacher will keep a file on each student's allergies or other medical issues. The school will educate staff on food allergies, including the administration of EpiPens. Individual EpiPens for students will be kept in their classrooms. The school will minimize the risk to known allergens (see Lunch Program).

Asbestos-Containing Materials & Management Plan: Saint Andrew School has complied with the Federal Asbestos Hazard Emergency Response Act (AHERA) [40 CFR 763.93(e) (101)]. The school buildings have been inspected for asbestos-containing materials by a licensed inspector. In addition, an Asbestos Management Plan has been prepared by a licensed Management Planner. The Inspection Report and Management Plan are on file in the facility office and are available for public review during business hours. The report states that asbestos containing materials were found. Copies of these reports are available upon notification of the facility administrator and payment of a fee to cover copying costs.

Attendance: In accordance with Diocesan Policy 5113.1, when students are absent from school, important work and instructions are missed. That may put students behind their classmates. **When it is necessary for students to be absent from school, the parents/guardians are asked to contact the school office between 8:15 - 9:15 a.m. on the day of the absence concerning the nature of the absence.** Phone calls will be made to parents/guardians from the school office on unreported absences. (Illinois School Code 105 ILSC 5/26-3b).

Absences

Schools in the Diocese of Belleville recognizes three (3) categories of absences:

- Excused absences
- Unexcused absences
- Truant absences (after the 9th unexcused absence)

Excused Absence: An excused absence is recognized as:

- A student's personal illness
- A death in the immediate family
- A family emergency
- Medical visits
- Family vacations (up to 5 school days)
- Other circumstances that cause reasonable concern to the parent/guardian for the student's safety or health
- Other situations beyond the control of the student (such as court appearances)
- Other reasons approved by the Principal.

Doctor and dental appointments, if at all possible, should be made outside of school hours. Notes from parents should be sent to school regarding medical or dental appointments. Students missing 30 minutes or less will be considered tardy. Students missing more than 30 minutes will be considered absent for one-half day (Diocesan Policy 5113). Parents must accompany their child to the office to sign the child in/out for these appointments. **A student participating in any athletic or social event (basketball, softball, baseball, track, volleyball, and dances) must be in attendance at least half the day of the event.**

It is the responsibility of the student to check with each teacher on the first day back from an absence regarding missed assignments and tests. It is recommended that missed assignments and tests are requested the day of the absence. Students will have an equal amount of days to make up the work as days absent, or as grading period deems necessary.

Unexcused Absence: An unexcused absence is defined as an absence from school for a reason other than those listed above as an excused absence and/or an absence not authorized by the student's

parent/guardian or the Principal. When a student's absence is unexcused, the parent/guardian may recognize the absence as being valid or legitimate; however, the school does not. The following are unexcused absences (even with parent/guardian consent):

- Missing the bus
- Family vacations that are 6 or more school days
- Needed at home
- Other avoidable absences.

Truant Absences: Truancy is defined as absence without valid cause for one or more periods of the student's school day. Parents/guardians may be notified following 3, 5, and 9 days of absence or tardies within a school year, and a school intervention may be initiated. After the 9th school day (5% of regular attendance days) on which a student is absent without valid cause, he/she is deemed to be truant under Illinois law. Interventions to address truancy may include attendance letters, parent/teacher/principal conferences, student counseling, and/or involvement of the county truancy officer and/or local law enforcement. No punitive action, including out-of-school suspensions or court action will be taken against a chronically truant student unless available support services and other resources have been provided to the student, or offered to the student and refused. Any person who has custody or control of a child subject to compulsory attendance who knowingly or willfully permits the child to persist in truancy, if convicted, is guilty of a Class C misdemeanor and may be subject to up to 30 days imprisonment and/or fine up to \$1,500.(Illinois School Code 105 ILCS 5/26-21).

Early Arrival: The cafeteria door opens at 7:30 a.m. Students will gather downstairs until approximately 8:05 a.m., at that time, after prayer, they will move to their classrooms. Instruction will begin promptly at 8:15 a.m.

All students must enter through the south Jr. High wing door until 8:15 a.m. ANY student arriving after 8:15 a.m. will be tardy and MUST be signed in by parent/guardian at the school office.

Early Dismissal: Whenever it is necessary to close school earlier than scheduled, the parents will be notified. early dismissal dates for meetings are listed on the school calendar. We will post changes on the school website and send an email or Parent Alert, in the form of a text message, to all parents. Dismissal or cancellation of school due to inclement weather will be announced through the FACTS Parent Alert system as well as on the local television stations. When the buses run one hour late due to adverse driving conditions, classes will begin at 9:30 a.m. Do not call the parish rectory or the principal's residence.

Tardy Policy: The academic progress of each student depends on the punctuality and regularity of his/her attendance at school. The Saint Andrew School day begins at 8:15 a.m. and concludes at 3:00 p.m. each day to meet the state requirements of a six and one-half hour day. Students are expected to arrive promptly to school or Mass. Students must be in their classroom or assigned area by 8:15 a.m. When students arrive after 8:15 a.m. they are recorded tardy. When students arrive after 9:00 a.m., they will be recorded as absent for one-half day (Diocesan Policy #5113). **ANY student arriving after 8:15 a.m. MUST be signed in by parent/guardian at the school office.**

Make Up Work

Students who have excused absence(s) from school will be allowed to make up work for equivalent academic credit. It is the responsibility of the student (and his/her parent/guardian), not the teachers, to get the assignments, complete them, and turn them in, and to arrange a time with the teacher to make up any missed quizzes or tests. Incomplete work or failure to do the work may result in a lowering of grades.

Other Faith Traditions Attendance: At Saint Andrew School, we welcome the attendance of students from other faith traditions. We feel their attendance at our school strengthens ecumenical goals and adds diversity to our student population. As set forth in the school philosophy statement, our school focuses on teaching Catholic doctrine, building Christian community by instilling Christ-like attitudes and values in our students, and teaching the importance of being of service to others. These goals are pursued with all students, Catholic and non-Catholic. A part of our religious education program includes preparation for receiving the Sacraments of

the Catholic Church; however, students from other faith traditions are not expected nor permitted to receive these Sacraments.

Athletics: Saint Andrew School's primary focus is the faith and academic development of each student. Participation in athletics is a natural extension of learning and provides many students additional opportunities for personal growth and development. All students in grades 5-8 are eligible to participate in the sports program. Saint Andrew School offers: baseball (boys); softball (girls); cross-country (boys & girls); basketball (boys & girls); track (boys & girls) and volleyball (girls). Teams play or practice no more than four times per week. Students who are absent more than ½ a day may not participate in any extracurricular activity scheduled for that calendar date, unless given permission by the principal.

Any student suspended from school is automatically suspended from all extracurricular activities, including sports. Any other circumstances which could result in a student being suspended from games, practices or dropped from a team will be left to the discretion of the principal and pastor. The athletic director and coaches of each sport have the right to restrict students' participation in that activity for just reason.

All students participating in the sports program must have a sports physical/physical exam each year and have a copy of the report on file. A permission form must be on file for each student participating in the athletic program. There should be a mandatory parent meeting prior to every athletic season. Both parents must sign off on the Parent Code of Conduct.

SAS expects parents and fans of its student athletes to always exhibit good sportsmanship, courtesy, and respect for all the athletes, officials, and fellow fans. If you have a concern about something that happened at a game, you are expected to wait at least 24 hours before discussing it with the coaches. If it cannot be answered/resolved by the coach, you may address your concern with the Athletic Director. If the concern cannot be answered/resolved by the AD, you may address it with the Principal.

A student's classroom behavior and academic progress are best handled by the teacher and principal. They will work with the parents and students to help the student improve their behavior or his/her grades. While athletics are not usually connected with the classroom, each case will be evaluated and addressed individually, when needed.

Saint Andrew School complies with Diocesan policy # 6145.2.

Coaches are also required to complete an Initial Child Protection Training, a volunteer application, CANTS and background check fingerprinting, and yearly refresher course.

Band: Saint Andrew students who reside in Murphysboro 186 District and attend grades 5-8 may participate in the Murphysboro Middle School Band program. Parents are responsible for transporting their child to and from the Murphysboro Middle School for band practice.

Bicycles: When a bicycle is ridden to school, the student must park it in the designated parking area. The bicycles, for safety's sake, should be walked off the grounds and across all major streets. Bicycle owners will assume full responsibility for any and all damage to or by their bicycles while on school property. Bicycles should be locked when left on school property.

Books, Materials, School Property: It is the policy of the school that unreasonable damage to textbooks must be paid by the student's parent(s)/guardian(s). The principal will impose the fine. Payment for lost textbooks, workbooks, or A.R./library books must be made before a child receives his/her final report card.

Policy 5131.5 Each student shall pay for all damages he or she may cause to school property or property of other students whether willful or through careless conduct. If a student accidentally and unavoidably damages school property, he or she is to report such damage immediately.

Bullying Prevention Program and Policy: Restorative practices are implemented in grades K-8. Diocesan Policy 5142.2 Student Conduct and Safety - Harassment, Intimidation and Bullying

A safe and civil environment in school is necessary for students to learn and achieve high academic standards; harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment and is, therefore, not acceptable behavior. "Harassment, intimidation or bullying" means any gesture, written, verbal or physical act that takes place at school, on school property, at any school sponsored function or on a school bus and that:

- is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression or a mental, physical or sensory disability; or,
- by any other distinguishing characteristic; and
- a reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a student or damaging the student's property, or placing a student in reasonable fear of harm to his person or damage to his property; or
- has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

Not all acts of bullying, however, are motivated by characteristics such as the target: race, color, religion, gender or sexual orientation. Some acts of bullying are simply one child exercising power and control over another in isolated incidents (e.g., intimidation, harassment) or patterns of harassing or intimidating behavior (e.g., bullying).

Students are expected to conduct themselves in keeping with their levels of development and maturity. Students are to show proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

Bus: The privilege of riding the buses may be removed if a student's behavior on the bus is unacceptable. Please stay current with payments for the Saint Francis Xavier (SFX) bus (Murphysboro District #186 buses are free). School bus riders, while in transit, are under the jurisdiction of the school bus driver unless the local board of education designates some adult to supervise the riders.

For information on Murphysboro buses please contact District 186 Bus Garage (684-6911). For Carbondale/Saint Francis Xavier bus information please contact Jeff Chmiola at SFX (457-4556). It is recommended that all riders, parents/guardians of bus riders, and teachers become thoroughly familiar with the following regulations governing school bus riders:

- Be on time at the designated school bus stop. Help keep the bus on schedule.
- Stay off the road at all times while waiting for the bus.
- Be careful in approaching the place where the bus stops. Do not move toward the bus until the bus has been brought to a complete stop.
- Do not leave your seat while the bus is in motion.
- Keep hands and head inside the bus at all times after entering and until leaving the bus. Do not throw anything out of the bus windows.
- Be absolutely quiet when approaching a railroad crossing stop.
- Treat bus equipment as you would valuable furniture in your own home. Never tamper with the bus or any of the equipment.
- Keep books, lunches, or other articles out of the aisle.
- Leave no books, lunches, coats, or other articles on the bus.
- Help look after the safety and comfort of smaller children.

- Do not ask the driver to stop at places other than the regular bus stops. He/she is not permitted to do this except by proper authorization from school officials.
- Observe the same rules and regulations on other trips under school sponsorship as you observe between home and school.
- Respect the wishes of the chaperone(s) appointed by the school.
- If a child lives on the same side of the street as the bus stops, he/she must immediately get a safe distance away from the bus so as not to be injured when the bus pulls away.
- Do not bring any animals on the school bus. It is prohibited by law.

If parents wish their children to walk home if they miss the bus, a written permission slip for the current school year must be on file in the school office. **Any student who needs to ride a Murphysboro District #186 bus to go home with another student must submit a written parental request to the bus garage 24 hours before riding the bus.**

Cafeteria/ Lunch Program: Saint Andrew School has three lunch periods. Preschoolers eat at 10:45. Grades K-4 are served lunch in the cafeteria from 11:30-11:55 a.m. and go to recess from 12:00-12:25 p.m. Grades 5-8 are served lunch in the cafeteria from 12:00-12:25 p.m. and go to recess from 12:25-12:45 p.m.

A hot lunch, including milk, is served daily in the lunchroom. Free and reduced price meals are available to those who qualify under the guidelines issued by the Federal Lunch Program. In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Contact the school office for more information. Parents will use FACTS Family Portal (www.factsmt.com) pre-pay account to maintain student's lunch accounts. **Standard lunch price for K-8 students is \$2.90 per meal, and for pre-k students the cost is \$2.55 per meal. Adult lunches are priced at \$3.35.** Parents will be notified by email of students' low or negative lunch account balance. The lunch menu is sent home monthly and posted on the school website.

For those who prefer to carry a lunch from home, milk can be purchased for **\$0.35** per milk. Parents will maintain student prepay milk accounts by adding funds via FACTS Family Portal. Parents will be notified by email of students' low or negative milk account balance.

The guidelines for using the cafeteria are:

- Take your place in line (no running or pushing); do not break in line and do not "save a place" in line or at the tables for a friend. Students line-up with their class and maintain orderly fashion through the lunch line.
- Sit properly at the table using acceptable table manners.
- Remain seated with your class in the cafeteria (no moving from table to table).
- Ask permission from the lunchroom supervisor to leave the cafeteria (including using restrooms).
- See that the place where you had lunch is clear and clean when you leave it. Return trays and throw away trash as directed.
- Misuse of food (e.g. throwing/playing with food) is not allowed.
- Due to allergies, etc. students are not permitted to share lunches.
- Soft drinks are not permitted.

Food Allergies: Due to a number of students who are allergic to peanut butter of varying degrees, Saint Andrew School will not serve peanut butter or provide snacks with peanut butter or nuts in general.

Calendar: The calendar is posted on the school website at saintandrew-school.org.

Car Riders: **No cars are to park in the bus loading zone (in front of the school) from 7:30-8:30 and 2:30-3:30!** The buses must be able to continue their routes on schedule. Car riders must be picked up by 3:15 P.M. **at the courtyard door entrance.** Students who are not picked up by 3:15 will go to the Extended Care Program and be charged accordingly.

Saint Andrew School Traffic Flow for Car Riders Pick-up

Drivers are asked to drive slowly and carefully within the school zone for the safety and protection of our children. Those that are authorized to pick up students will enter the church parking lot from the entrance on Mulberry Street. Pull through to the gate on the south side of the middle school wing and wait for your student(s). You will be able to form two lanes. A right turn lane onto 8th street will be closest to the school and the left turn lane on to 8th street will be furthest from the school.

Once children are in your car, please wait patiently to be released. Children will be moving across the lot to their vehicles. **For the safety of our students and staff, we do not dismiss students during SEVERE THUNDERSTORM or TORNADO WARNINGS.**

In case of a weather dismissal, children will be dismissed from the courtyard doors by family. Someone will come to the vehicle and collect the name(s) of your student(s). Then, they will notify staff in the building and your student(s) will be sent out.

Remember, all cell phone use is prohibited while driving in a school zone.

Cell Phones, Smart Watches, and Other Electronic Devices, Etc.: Cell phones and digital devices may be brought to school or a school activity under the following conditions: **Cell phones and devices, such as a smart watch, must be turned off and remain in his/her backpack.** Parents/guardians will be notified if a student violates either rule regarding cell phones or digital devices. Cell phones or devices will be taken to the office. Parents/guardians will have to make an appointment with the principal to collect the device. The student will receive an after school detention. SAS is not responsible for lost property.

Change of Status: Please update your FACTS Family Portal account if you change your address, telephone number, emergency number or email address during the course of the school year. The principal should be notified when parents are divorcing or separating. This will also enable the faculty and staff to meet the student's needs with sensitivity.

Chewing gum is also not allowed in school. Food, drinks, (other than bottles of water), candy, and snacks are not to be consumed in class without teacher permission.

Child Abuse Reporting: School personnel are responsible for reporting any situation that involves reasonable suspicion of child abuse or neglect. **Everyone is a mandated reporter.** Cases will be handled through the principal's office.

Child Protection Diocesan Policy & Training: Policy Statement of the Diocese of Belleville: Diocesan clergy, religious personnel, lay employees and volunteers of the Diocese of Belleville, while performing services for the Church, shall not engage in sexual conduct that is unlawful or harmful and contrary to the moral instructions, doctrines and canon law of the Catholic Church. Such conduct is contrary to Christian principles and is outside the scope of the duties and/or employment of all personnel or volunteers of the Diocese.

Employees and/or volunteers must comply with all relevant state and federal laws, including:

- The Illinois Abuse and Neglected Child Reporting Act.
- The laws prohibiting sexual harassment in the workplace. Sexual harassment includes but is not limited to slurs, jokes, sexual advances, etc.
- The laws prohibit requests for sexual favors and all verbal, graphic or physical conduct of a sexual nature.

Any employee or volunteer of the Diocese of Belleville who suspects an incident of any sexual misconduct by any diocesan clergy, religious personnel, lay employee or volunteer must immediately report such incident to the Department of Children & Family Services and then to the Vicar General of the Diocese. The matter will be investigated, and where appropriate, disciplinary action will be taken.

Do not assume that the Diocese is aware of any sexual misconduct. It is your responsibility to report incidents of which you know.

Volunteers in the schools of the Diocese of Belleville must complete a Volunteer Application, CANTS form and attend an Initial Child Protection Training followed by an annual refresher course before beginning to work with children. A S2 Verify Background check is required of all coaches and individuals who supervise children.

A Sex Offender Registration list is available to parents on the following website: www.isp.state.il.us/sor

Children in Families with Child Custody and Visitation Orders: Children will be released to either parent unless the school is provided with a current valid court order directing limitations or restrictions to either parent.

Communication: Weekly memos, monthly calendars, menus and newsletters are sent via email to all families and posted on the school website. Announcements are posted on FACTS School Management as needed.

Conferences: *Diocesan Policy #5124* Report cards are released four times a year. Cooperation between the parents/guardians and the school is most important. **All parents are expected to conference with their child's teacher after the first quarter.** Conferences after that will be scheduled on an as-needed basis by teachers and/or parents. Parents/guardians will also be notified whenever there is any difficulty with the child relating well in the class or if there is no advancement of the child in the educational program. Parents/guardians should also feel free to make an appointment with the respective teacher at any time. Teachers are available for conferences before and after school by appointment during the school year. Teachers will communicate with emails, phone calls and notes home as needed throughout the school year. If you have a question at any time, please feel free to contact your child's teacher via email, send a note with your child, or call before or after school (618-687-2013). Interruptions are not allowed during class time. If you should have a concern, bring it to the attention of your child's teacher. If the concern is not addressed by your child's teacher to your satisfaction, you may then contact the principal.

Concussion Policy: Any student even suspected of suffering a concussion will be removed from school, a game, or practice immediately. No student may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without a signed form from a medical doctor stating that the student may return, in accordance with 105 ILCS 5/22-80.

CONDUCT CODE:

BE KIND: TREAT YOUR NEIGHBOR AS YOU WISH THEM TO TREAT YOU

- This is a Catholic School. You are here to learn to *Love God, and to Love Your Neighbor as You Love Yourself*. Every student, teacher, parent, staff member and visitor to the school is your neighbor. Treat them with kindness and respect.
- Use language becoming of a Christian.
- Older children should look out for the younger children.
- There is no tolerance for bullying and sexually harassing behaviors. Bullying is “unwanted, repeated, aggressive behavior among school aged children that involves a real or perceived power imbalance. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.”
- Isolated instances of anger or acting out by young children (not considered bullying) are also unacceptable but will be considered on a case by case basis.

BE SAFE: DO NOT HARM OTHERS; DO NOT HARM SCHOOL PROPERTY

- Fighting at school, on the bus, or at extracurricular events is unacceptable and will not be tolerated.
- Threatening others with objects is unacceptable; therefore rocks, snowballs, sticks, and other potentially dangerous objects are not to be picked up.
- Disagreements should be resolved in a peaceful manner asking a teacher, playground supervisor, or principal to mediate, if necessary.
- Physical activity or contact that could cause injury is prohibited, for example, tackling, carrying on back, rolling on hill, Red Rover are not permitted. (Note: football and dodgeball are permitted in PE)
- Running is appropriate outdoors; walk when indoors.
- Older students are not to pick up or carry younger children; younger students are not to climb on older students..
- Be respectful of the space used by classmates for sports/games.
- Playground balls are not to be kicked or thrown against the gym wall or the fence (plus no climbing on the fence).

Playground Equipment Rules:

- No Standing on the merry-go-round
- Swings: always sit while swinging & 1 person per swing. Jumping out of swings and swinging sideways are not permitted.
- Slide: slide down feet first, one at a time (no climbing up).
- Bats & Balls: During recess, plastic and foam bats only and nothing harder than a tennis ball.

BE HONEST

- Cheating and plagiarism are always unacceptable and will result in severe consequences.
- When you have done something wrong, admit it and accept responsibility.

Additional note on cheating: Cheating is stealing and thus violates the Ten Commandments. Cheating consists of behaviors that allow a student (or parent) *unfairly* to receive some benefit (for example, points in an academic subject or athletic contest, a financial or other position, etc.) that has not been legitimately earned. Cheating includes but is not limited to: plagiarism, (copying school work, allowing one’s work to be copied; dishonesty in taking tests/quizzes; using another’s work without acknowledging that author) or fabricating data or references in a paper. The first time that such behavior is observed, teachers and the principal will use it as an opportunity to educate the student on the concept and seriousness of cheating and its relation to religious precepts. Repeat occurrences will be treated more harshly and in accord with the student’s physical and cognitive age. Cheating by parents (e.g., lying on a volunteer or job application or application for tuition scholarship) could be grounds for discontinuance of the student’s enrollment.

USE COMMON SENSE & KEEP THINGS IN ORDER; FOLLOW SCHOOL RULES & BOUNDARIES

- When the “bell rings” or teacher announces that recess is over, put all games and toys in proper places; be silent so everyone can hear instructions from the teacher or supervisor. When outdoors and the “bell rings”, children should line up promptly and, while in line, refrain from talking or bouncing balls. They should prepare to enter school in a quiet orderly fashion.
- For indoor recess, the gym is to be used for quiet activities (board or card games; trading cards not permitted). For older students, at the supervisor’s discretion, the gym may be divided into two sections with basketball allowed on the west side (playground side) of the gym and quiet play in the remainder of the gym. If recess is held in classrooms, students should stay in their own classroom.
- Balls, jump ropes and other play materials must be kept out of the rock area.
- Areas off limits during recess include: behind/beside church, handrails and steps by cafeteria and KC Hall, chain gate, KC pavilion.
- Follow the Dress Code.
- *Permission of supervisor required:* Permission is required to retrieve balls that go over the wall behind church or to use the restroom during recess.

Discipline: (Diocesan Policy #5144) Students go through different stages of growth and development and each age has unique tendencies and characteristics. Times of rapid change and growth in a student may bring about some turmoil and stress.

All students go through these stages and express characteristics appropriate for their ages. Some do this more dramatically than others. Some may struggle more intensely, and some may experience a much smoother transition. Teachers, administrators, and parents need to recognize that negative behavior may accompany certain stages. Positive responses to students during these occasions will reinforce the positive qualities each student possesses and enable the student to learn and grow.

In order for a student to contribute, learn, and grow, the student will need to view the school as a basically kind, friendly, and supportive place. Therefore, the methods teachers use to limit negative behavior and promote positive behavior should be reflective of this view.

Discipline is a process that helps teach students ways to develop their own self-control so they can ultimately be independent, responsible, and have a strong reliable conscience. Teaching students self-control can be done in many ways that are helpful, supportive, and respectful of a child’s individuality and humanity. Discipline should be considered a part of the learning process for a student, not a technique to be used when a problem arises. Often the term discipline is confused with the use of punishment, and the two are not the same but really opposed to each other.

True discipline is never humiliating or harmful to a student’s body or self-esteem. A school with proper discipline is a school where a student is guided with wisdom, love, and firmness: a firmness that will steadily bring the student toward self-discipline. True discipline involves both preventive and corrective procedures for helping students take charge of their own lives, make decisions, and learn from the consequences of those decisions.

Consequences (depending on severity of infraction):

- Verbal warning
- Guided reflection of choices
- Make necessary apologies
- Practice expected behavior
- Removal from behavior

- Loss of privilege
- Restitution of time or materials
- Send to another room/office
- Lunch detention
- After-school detention
- In-school suspension
- Suspension
- Expulsion

Detention: Detention is a time when the student is assigned to stay in from recess or stay after school for repeated or serious infractions of school rules. Students assigned to detention are to report to the room assigned at the time given. Detentions are served during lunch recess or after-school detentions are served from 3:15 - 4:15. Parents/guardians are responsible to arrange for student's transportation after an after-school detention is completed. Any student not picked up by 4:15 will be taken to Extended Care. Parents/guardians are expected to pay the hourly rates of the Extended Care program when the child is picked up.

Severe Behavior: Disciplinary incidents that are severe in nature will result in immediate action without following preceding steps. If the above consequences have not been effective in correcting the behavior, then the student may have to receive special help provided by the public school district, a community agency, or be withdrawn from Saint Andrew School in accordance with Diocesan Policy #5114.

- A student may be suspended by the principal for gross disobedience and misconduct. A suspension may last up to, but will not exceed ten school days.
- Students on suspension will be responsible for contacting the school for homework and books. All completed work must be given to teachers upon return to school. Half credit will be given for all assignments and tests during a suspension.
- Detentions will be tabulated per semester. At no time is corporal punishment allowed.

Expulsion (Diocesan Policy 5114): The expulsion of a child from a Catholic school in the Diocese of Belleville is a serious action. The principal shall use every means available to discover the cause of the problem and shall exhaust all appropriate remedies, such as, consultation with the parent(s) or guardian(s) and possible referral to appropriate counseling or medical assistance, prior to an expulsion.

It is generally not expected that expulsion will be the first action invoked against a student. There may be cases in which the one incident is serious enough to warrant immediate suspension followed by expulsion. The Superintendent of Schools for the diocese and the pastor shall be notified and involved in all deliberations and shall approve the principal's recommendation for action.

In the event of the expulsion, the principal will cooperate with the parents in attempting to make arrangements for the future education of the pupil in another school. Parents have the right to appeal the decision by meeting with the principal and the pastor to discuss.

Code of Conduct/Off-Campus Misconduct: The disciplinary code of the school and all penalties shall apply to conduct off-school grounds that is contrary to Christian principles and may endanger the health and safety of students enrolled in schools within the Diocese. This also includes engaging in behavior that may adversely affect the educational process. Students may be subject to the full range of disciplinary procedures for off-campus misconduct. These may include, but are not limited to, suspensions, expulsions, and removal from participation in extracurricular activities, as determined by the principal. Examples of off-campus misconduct subject to this policy are, but are not limited to, the following:

- Alcohol use
- Arson
- Drug possession/inappropriate sharing/sales
- Fighting
- Hazing
- Illegal activity
- Illegal firearm possession
- Illegal drug & substance use
- Inappropriate sharing of prescription medicine
- Inappropriate internet usage
- Physical or sexual harassment
- Psychological or emotional harassment
- Robbery
- Sexual assaults
- Threats of violence
- Violent offenses

Dress Code: Uniforms are a way to ensure students dress appropriately so that our focus can be on learning. Uniforms also save parents money and reduce competition for the latest fashions and brand names. Parent supervision frees SAS teachers and staff from the role of uniform police. We expect all students to follow the uniform policy consistently. The dress code will be enforced throughout the entire school year except on those days designated by approval of the principal. Students are required to adhere to the following guidelines:

- **Modesty in dress is a value consistent with Catholic teachings. Clothing should reflect this value.**
- **All attire must be neat, clean and of the appropriate size for the individual student.**
- **Excessively baggy clothing, tight form-fitting clothing, clothing that exposes the midriff, army fatigues, cut-offs, clothing with holes, or frayed edges are not permissible.**

Dress Code Policy

Shirts/Blouses: Only the following shirts/blouses are permitted: red, navy blue or white polo shirts (These may be plain or with the Saint Andrew logo.), white collared blouses or white button down oxford shirts. Red or white turtlenecks may only be worn beneath polo or oxford shirts. Shirts must have sleeves, long or short (no cap or sleeveless). **6th - 8th grade students** must wear their shirts tucked in. Shirts must not be low-cut (i.e. below collar bone)

Pants/Skirts/ Shorts/ Jumpers: Only the following are permitted: Solid color cotton/polyester khaki or navy pants, Capri's, shorts, skirts, or jumpers in khaki or navy. Must fit appropriately at the waist, **no stretchy and/or tight-fitting.** Pant legs must not touch the ground. Length of skirts, dresses, and shorts must be no shorter than 4 inches above the knee when measured from the floor in a kneeling position. A brown or black belt is required for students in grades 6 through 8.

Socks/Shoes: Only the following shoes are permitted: Athletic shoes; brown, navy blue, or black loafers, lace-up or Mary Janes (girl's shoes with straps) with less than a 1 inch heel and below the ankle (**no boots, clogs, sandals, Crocs, flip flops or open back/open toed shoes**). Socks (cuffed or ankle) and shoes must be worn at all times. Girls may wear tights. Socks and tights must be plain, solid white, red, navy blue, khaki or black.

Sweaters/sweatshirts: Only solid red, navy blue or white are permitted to be worn in class. **No logos other than the Saint Andrew School logo are permitted. No hoodies are to be worn in class.**

Jewelry: Only small, non-distracting, jewelry with religious significance or charitable cause may be worn. Necklaces should be limited to just a simple gold or silver chain. Only ears may be pierced. Earrings must only be studs or small hoop earrings that hug the earlobe. Students are responsible for their own jewelry.

Make-up: Light/natural looking make-up may be worn **only by girls in grades 6-8**. Make-up should not be applied at school. **Nail polish is permissible for girls. Tips or fake nails are not permissible.** Students are not permitted to have body art or **tattoos, permanent or temporary.**

Hair/Accessories: Hair should be neat and clean. Only natural hair colors are permitted. Headbands/hair accessories are to only be red, white, navy blue, black or brown.

PLEASE NOTE: All pants, shorts, skirts and jeans are to be plain. NO embroidery appliqués, logos, or other embellishments are permitted.

- **Field Trips:** Students are required to wear uniform dress unless otherwise stated by your child's teacher.
- **Fridays:** Dress Down Day - Blue jeans/uniform pants/shorts and Saint Andrew t-shirts including spirit wear and festival shirts will be allowed.
- **School Photos:** Picture days are free dress days but must remain in the structure, (framework), of the dress code.

Enforcement policy: The faculty and administration feel very strongly about the need to keep our dress code policy enforced for the purpose of keeping our students looking neat, presenting a positive image, and focusing on learning. If a problem or infraction of the dress code policy occurs, a note will be sent home informing the parents or guardians of the situation.

Emergency Drills: Saint Andrew School complies with prevailing state and local safety requirements. Drills are held periodically during the school year for all emergency situations. A weather radio in the office alerts the office to severe weather conditions.

Emergency Contacts: An emergency contact list is kept within the FACTS file for each child. The information in this file instructs the school regarding who should be notified in an emergency, as well as the doctor to be contacted in case the parent(s)/guardian cannot be reached. If changes in this information are made during the year, please inform the school office.

Extended Care Program: Saint Andrew School offers parents/guardians a safe and well-supervised extended care program where children can enjoy playground time, snacks, homework time, games and movies.

The after-school hours for Extended Care are from 3:00-5:30 P.M. on regular school days. **Extended Care will be provided on days of 12:00 P.M. dismissal if there are enough students who will attend. Parents will be asked prior to 12:00 P.M. dismissals if their child/children will be in attendance.**

FEE SCHEDULE

\$ 3.00 - per hour.

Drop Ins: Call the school office and leave a message. Please try to give at least a 24 -hour notice.

Billing/Payments: Billing for extended care is done through FACTS Management. Extended Care balance can be viewed via FACTS Family Portal. Fees are billed weekly and posted in FACTS the Monday following the week of your child/ren's attendance at extended care. There is a 10 day period in which to pay each weekly

invoice in full, online. You may also send payments to the school office, with checks made out to Saint Andrew Extended Care. If your family is having financial difficulties and you cannot make a payment on time, please contact the school principal.

Late Payments: If payment is two weeks late your child will not be accepted into Extended Care until the bill is paid. **Closing Time:** Closing time for Extended Care is 5:30 P.M. **Failure to pick up child/children by 5:30 P.M. will result in a \$1.00 per minute fine which is to be paid upon pick-up of your child. The phone number to Extended Care is 618-305-3154.**

Parents/guardians are asked to notify the school office if they need to change days or hours of child's attendance.

Extracurricular Activities: Saint Andrew School offers a variety of special programs to expand your child's learning. Some of these special programs include: field trips, science fair, academic contests, Builder's Club, Yearbook Club, Math Counts, Band (provided by Murphysboro Middle School), Speech Team, and athletics. The goal of SAS is to provide environments outside of the classroom where students can find success and socially interact. We seek to build knowledge and help students gain the satisfaction of knowing that hard work and discipline can lead to individual and team success. These activities should help develop the whole person, foster a sense of pride, deepen a sense of responsibility for one's actions and respect for others' actions, and include God as the center of all activity.

If a child chooses to participate in any extracurricular activity, it is the responsibility of the parents/guardians to assume all costs. Transportation to and from practice and events is the responsibility of the parent/guardian.

A student's classroom behavior and academic progress are best handled by the teacher and principal. They will work with the parents and students to help the student improve their behavior or his/her grades. While extracurricular activities are not usually connected with the classroom, each case will be evaluated and addressed individually, when needed.

Faith's Law: <https://www.isbe.net/faithslaw>

Field Trips: Field trips are considered privileges and students may be denied participation if they fail to meet academic and /or behavioral requirements. Any student who does not return the field trip permission slip with a parent's/guardian's signature must remain at school. Parents will be notified in writing prior to a field trip as to specific details of that field trip, including any costs as well as transportation arrangements.

Parents who chaperone field trips must have proof of insurance on file in the office verifying that they have the minimal, acceptable liability limit for privately owned vehicles which is \$100,000/\$300,000. All chaperones must also comply with the diocesan child protection policy which includes a volunteer application, CANTS form, background check, if applicable, along with an initial child protection training and annual refresher course.

Fundraising: All fundraising activities must be approved by the school board. Funds raised are necessary for the general needs of the school, activities, and student-athlete needs. The following events are: Annual Fund, Golf Scramble, Mega Raffle and Quilt Bingo. **All parents/families are expected to work in some way towards the success of the Golf Scramble, Quilt Bingo, and Mega Raffle, even if they will be out of town during the event.**

The SCRIP program is a fundraising activity that has been established and is very successful. Parents are encouraged to participate (at no cost to them), and given the opportunity to direct 50% of the profits towards reducing their tuition costs.

Graduation: We participate in an 8th grade graduation ceremony in which all eligible 8th graders, that meet all the Saint Andrew School, Diocesan and Illinois State Board of Education requirements, will receive diplomas.

Harassment:

RACIAL HARASSMENT POLICY: (DP#4116.3) Any employee or student who believes he or she has been subjected to racial harassment or has witnessed such misconduct must report the incident to the appropriate supervisory individual and appropriate action will be taken.

Each school/parish school of religion shall have written grievance procedures available for use by any individual wishing to present a racial harassment complaint. This grievance procedure shall include the following steps:

1. A written complaint must be submitted by the person who reported the incident.
2. A thorough investigation must take place.
3. Any person who is found to have engaged in racial harassment will be subject to appropriate, corrective action, depending upon the circumstances, up to and including, termination or expulsion.
4. The person who reported the incident will be advised of the findings and action taken.

SEXUAL HARASSMENT POLICY: (DP#4116.4) Any employee or student who believes he or she has been subjected to sexual harassment or has witnessed such misconduct must report the incident to the appropriate supervisory individual and appropriate action will be taken.

Each school/parish school of religion shall have written grievance procedures available for use by any individual wishing to present a sexual harassment complaint. This grievance procedure shall include the following steps:

1. A written complaint must be submitted by the person who reported the incident.
2. A thorough investigation must take place.
3. Any person who is found to have engaged in sexual harassment will be subject to appropriate, corrective action, depending upon the circumstances, up to and including, termination or expulsion.
4. The person who reported the incident will be advised of the findings and action taken.

Definition: Sexual harassment can take many shapes and forms. It can be committed by male or female students toward male or female students. Sexual harassment means any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature. It is strictly forbidden for any student to express sexual slurs, jokes, gossip, cartoons, make sexual advances, request sexual favors, or engage in verbal or physical conduct of a sexual nature within or relating to any school or parish setting or activity ON OR OFF CAMPUS. Such conduct is contrary to our Catholic belief in the dignity of every human person. Sexual harassment is conduct that

- Is sexual in nature.
- Is unwelcome
- Denies or limits a student's ability to participate in or benefit from a school's education program.

Examples of sexual harassment include, but are not limited to,

- Making sexual propositions or pressuring students for sexual favors.
- Touching of a sexual nature.
- Writing graffiti of a sexual nature.
- Displaying or distributing sexually explicit drawings, pictures, or written materials.
- Performing sexual gestures or touching oneself sexually in front of others.

- Telling sexual or dirty jokes.
- Generating or repeating gossip of a sexual nature.
- Spreading sexual rumors or rating other students as to sexual activity or performance.
- Circulating or showing emails or Websites of a sexual nature.
- Making inappropriate posts on social media.

Discipline and Remediation: If a student has committed sexual harassment, or if a student has deliberately filed a false claim, or if a student has retaliated to a claimant, they will face serious consequences. Disciplinary action taken by the principal could include, but is not limited to, the following: after-school detention, loss of the privilege of participating in extracurricular activities (including but not limited to sports, field trips, etc.), suspension, or expulsion. *Note: The above consequences should be understood guidelines. The principal shall determine the disciplinary action, depending on the severity of the offense in consultation with the priest and the Superintendent of Schools for the Diocese of Belleville. .

Health Guidelines: As a general principle, medications will not be given at school. Acutely ill students will be sent home. Students convalescing from an acute illness should remain at home until the need for medication no longer exists. Students should not be allowed to have any drugs in their possession on the school grounds.

Special circumstances exist for a health problem that can be expected to be of a long duration. When such a condition exists, the following policy will be adhered to:

MEDICATION

To assure school attendance for students who must use medication in the treatment of chronic disabilities or illness.

Any student who is required to take oral medication during the regular school day, must comply with school regulations. These regulations must include at least the following:

- Written orders from a physician detailing the name of drug, dosage, and time interval medication is to be taken.
- Written request and permission from the parent or guardian of the student that the school complies with the physician's orders.
- Medication must be brought to school in a container appropriately labeled by the pharmacy or physician.
- Every medication given must be recorded on a medication log which includes date, time, dosage and signature of the person giving the medication.
- Only the principal or designated person shall be allowed to supervise a student taking prescription medication. At no time shall the principal or designated person administer medicine to a student.

* SAS School does not keep Ibuprofen, Tylenol or other pain relievers on hand to give to students. Administration cannot administer any medication to students unless that medication has been brought in by the student with a signed permission slip from the parent and directions to administer.

Medication forms are located at the back of the handbook.

COMMUNICATION

Opportunities must be provided for communication with the student, parent and physician regarding the efficiency of the medication administered during school hours.

- Observe, evaluate and report to the student's parent, the student's health status and reaction at school to the medication(s) that has been prescribed by the physician. It is the parent's responsibility to inform the physician of any complications.
- Report to the parents those factors in the school that might seriously impede the student's recovery.

IMMUNIZATION

- All students must be in compliance with Illinois State Law Regulations concerning immunizations.
- Any child who is not in compliance by October 15 of the current school year will be asked to remain at home until the child has the proper immunizations.
- Immunizations are provided by the City or County Health Department if the parent desires.

HEALTH RECORD

- **All new students, preschool, kindergarten, those entering sixth grade and any student enrolling for the first time in Illinois schools shall have a completed written health exam by a physician on file by October 15 of the current year. Any student not in compliance with the health exam will be asked to remain at home until these requirements are met.**
- **All children in kindergarten, second and sixth grade and any student enrolling for the first time in Illinois schools are required to have a dental examination. The child is to present proof of having been examined by a dentist by May 15th of that school year. If no proof, the school may hold the report card until proof of exam is given or proof of a scheduled exam to take place within 60 days after May 15th.**
- **A vision exam is required by a licensed optometrist or ophthalmologist for all kindergarten students by October 15.**
- **It is the parent's responsibility to inform the school of any physical abnormalities, such as birth defects, allergies, epilepsy, diabetes, asthma, etc. Please indicate this on the family emergency form.**

Contagious & Infectious Diseases - Parents must report to the school certain communicable diseases, including but not limited to Chicken Pox, Rubella, Mumps and Measles. For a full list, visit the Illinois Department of Public Health.

A copy of the forms used for the physician's statement and the request for administering medication at school and release from liability form are available in the school office.

HIV/AIDS: Saint Andrew School follows procedures established by the Diocese of Belleville. At the present time, there is no medical justification for discrimination against students with AIDS. In fact, such discrimination is a violation of their basic human dignity and inconsistent with the Christian ethic. A student with AIDS should be treated with the same care and understanding as any student with a communicable disease.

Illness/Injury: Parents/guardians are required to complete the Saint Andrew School Emergency Form at the beginning of the year. Parents/guardians are notified as soon as possible in case of sudden illness or injuries of a serious nature. School personnel are not permitted to dispense internal medications without the written statement from the doctor and permission of the parent/guardian.

If a child receives a minor injury at school, the teacher on duty will apply first aid which shall be no more than a simple cleaning of wound and bandage or applying ice.

Students will not be dismissed from school because of illness unless a contact is made with a parent or a

person designated by the parent/guardian. If neither the parent/guardian or other responsible person is available and immediate medical attention is warranted, the child will be transported to the nearest hospital emergency room service.

Insurance Plan – Student: Diocesan Policy 5143 states: An acceptable accident insurance plan is required for all students at Saint Andrew School. If school insurance is not purchased at registration for each year, verification of other coverage and a signed waiver must be given on the date of registration. **If acceptable verification of insurance is not given by September 1, for each school year, purchase of school insurance is required at that time.** (Adopted: April 7, 1976; Revised: February 9, 2010)

Internet Usage Policy: Diocesan Policy 1341 states: *In order to access and use the school's Internet and other related technologies (the "Network"), each person ("User") must sign this Authorization and the Internet Code of Conduct. If the User is a student, both the student and his or her parent(s)/guardian(s) must sign this Authorization.* (Adopted: April 11, 1997; Revised: March 28, 2002), this is an electronic signature that is collected at registration through the FACTS school information system.

Authorization for Internet Access

All use of the Network shall be consistent with the school/parish/diocese's goal of promoting educational excellence by facilitating resource sharing, innovation and communication. This Authorization does not attempt to state all required or prescribed behavior by Users. However, some specific examples are provided. *The failure of any User to follow the terms of this Authorization/or Internet Access or the Internet Code of Conduct will result in the loss of privileges, disciplinary action, and/or appropriate legal action.* The signature(s) at the end of this document is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

Terms and Conditions

1. Acceptable Use. Access to the school/parish/diocese's Network must be for the purpose of education or research and be consistent with the Internet Code of Conduct and the educational objectives of the Diocese of Belleville (the "Diocese").
2. Unacceptable Use. You are responsible for your actions and activities involving the network. Some examples of unacceptable uses are, but not limited to, the following:
 - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulation;
 - b. Unauthorized downloading of software, regardless of whether it is copyrighted or clean of viruses;
 - c. Downloading copyrighted material for other than personal use;
 - d. Using the network for private financial or commercial gain;
 - e. Wastefully using resources, such as file space, printing supplies, etc.;
 - f. Gaining unauthorized access to resources or entities;
 - g. Invading the privacy of individuals;
 - h. Using another user's account or password;
 - i. Posting material authored or created by another without his/her consent;
 - j. Posting anonymous messages;
 - k. Using the network for commercial or private advertising;
 - l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and

- m. Using the network while access privileges are suspended or revoked
3. Privilege. The use of the school/parish/diocese's Network is a privilege, not a right, and inappropriate use will result in a cancellation of the privilege. User will participate in a discussion with an assigned staff person(s) concerning the proper use of the Network. A faculty member, staff person or parent/guardian may request the System Administrator to deny, revoke, or suspend a student User's access to the network due to unacceptable use. The System Administrator will make all decisions regarding whether or not a User has violated this Authorization and may deny, revoke or suspend access at any time.
 4. Network Etiquette. Users of the network and of any e-mail services are expected to abide by the generally accepted rules of Network etiquette. These include, but are not limited to, the following:
 - a. Be polite. Do not become abusive in your messages to others.
 - b. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
 - c. Do not reveal the personal address or telephone numbers of students, staff persons, faculty members and colleagues.
 - d. Do not use the Network in any way that would disrupt its use by other Users.
 - e. Consider all communications and information accessible via the Network to be private property.
 5. E-Mail. All electronic and telephonic communication systems and all communications and information transmitted by, received from, or stored in the Network are the property of the Diocese and as such are to be used solely for educational purposes. The use of any software and/or the Network for private or commercial purposes is strictly prohibited. Users using the network do so at their own risk. Further, users are not permitted to use a code, access a file, or retrieve any stored communication unless authorized to do so or unless they have received prior clearance from the System Administrator. All pass codes are the property of the Diocese. No User may use a pass code that has not been issued to that User or that is unknown to the Diocese. To ensure that the use of the Network is consistent with the use of the Network from time to time. Such monitoring may include printing up and reading all Email entering, leaving, or stored in these systems. Messages relating to, or in support of, illegal activities may be reported to the authorities. Therefore, anything you say, receive, or use on the Internet is not private, and you should not have any expectation that any messages to or by you or activities by you are private or confidential.
 6. No Warranties. The Diocese makes no warranties of any kind, whether expressed or implied, for the Network service it is providing and will not be responsible for any damages Users suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. Use of any information obtained via the Network is at the User's own risk. The Diocese specifically denies any responsibility for the accuracy or quality of information obtained through the system.
 7. Financial Obligations. The student or parent/guardian will be responsible for any financial obligation incurred through the use of the Network that is not previously approved by the school. Unauthorized charges or fees include, but are not limited to telephone charges, long distance charges, per-minute surcharges, and/or equipment or line costs.
 8. Indemnification. The User shall indemnify the school/parish/diocese for any losses, costs, or damages, including reasonable attorney fees, incurred by the school relating to or arising out of, any breach of this Authorization.
 9. Security. Network security is a high priority. When you identify a security problem on the Network, you must notify the System Administrator or principal immediately. Do not demonstrate the problem to other Users. Keep your account and password confidential. Do not use another individual's account without

written permission from that individual. Attempts to log-on to the Network as a System Administrator will result in cancellation of User privileges. Any User identified as a security risk may be denied access to the Network.

10. Vandalism. Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another User, the Network, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

Line of Authority & Problem Resolution: The Diocesan and Saint Andrew School Board policy statements specify the lines of authority for dealing with problems or complaints. **“Every attempt should be made to solve problems at the most immediate level of concern by the persons directly involved in the problem.”** This would mean speaking directly with the teacher, coach or individual with whom you have a concern. Then if necessary, appeal to higher authorities in this order: the Principal, then the Pastor. If you have a concern during an athletic contest, Saint Andrew and all diocesan schools have a “24-hour” rule which requires that you consult the coach 24 hours after the contest.

Liturgy & Sacraments: Liturgy - Religion is taught in each grade and is reinforced by participatory weekly liturgy. The Liturgy/Mass schedule is printed in the Sunday Bulletin each week. Students assume liturgical leadership responsibilities by participating as lectors, altar servers, gift bearers, and choir members throughout the year. In addition, students participate in the preparation and celebration of the liturgical seasons. Parents and parishioners are always welcome and encouraged to attend.

Sacraments - Children prepare for the reception of the sacraments through the school and the Catholic Youth Formation programs of their respective parishes (Saint Andrew/Saint Francis Xavier). Second graders (both parishes) are prepared for the Sacrament of Reconciliation and the Sacrament of First Holy Communion.

Students are encouraged to attend parish penance services with their parents especially during Advent and Lent.

Lost and Found: Lost and found articles can be claimed in the lost and found located at the end of the hallway on the main classroom level. Items not identified/claimed by the end of each month will be donated to charity. Please be sure to mark your child’s clothing and belongings with their name.

Motorized Vehicles: No students are allowed to drive motorized vehicles to or from school.

Non-Discrimination Policy: According to the Diocesan Policy 5111.1, the Catholic elementary and secondary schools of the Diocese of Belleville, listed in the official Catholic School Directory published annually, admits students of any race, color, sex, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to the students at the school. They do not discriminate on the basis of race, color, sex, national or ethnic origin in administration of their educational policies, admissions policies, scholarship and local programs and athletic and other school-administered programs.

Saint Andrew School provides the ISBE-prepared Civil Rights Training to Teachers and School Lunch staff at its regularly scheduled staff and teachers meetings at the start of the year.

Parental Participation: The Catholic school system is based on a spirit of loving service and generosity, both on the part of parents and teachers, in order to keep the system in operation. **Parents of students in Saint Andrew School are encouraged and expected to donate their time, talents and services to the school.** Your time and energy are greatly needed and appreciated.

Check the website, announcements in FACTS, and the office for volunteer information and opportunities.

Parish-School Organizations: Various organizations such as Saint Andrew PTO, Booster Club, School Board, School Board Committees and the Pastoral Councils help support and promote good home and school relations.

School Board - The Saint Andrew Advisory School Board of education is an advisory board composed of the pastors of Saint Andrew and Saint Francis Xavier parishes, the school principal, and eight or more appointed lay members. The purpose of the board is to formulate and monitor policies and practices related to the current operation and future needs of the school and its facilities, subject to regulations that proceed from the Diocese of Belleville and to local, state and federal law. Policies are established or modified to clarify areas of concern not provided for by such regulations, and are adopted or modified per established practices of parliamentary procedure regarding notice, readings, and voting. The board's organizing documents and policy manual are housed in the school office and are available for viewing by request.

Board meetings for the 2023-2024 school year will be held on the third Wednesday of each month at 4:30 pm in the Annex of the school and are open to parents and other interested parties. Those wishing to address the board shall submit a petition to the school office at least one week prior to a regular meeting and, subject to approval, will be asked to provide written materials, if any, prior to the meeting and to honor a ten minute time limit.

PTO (Parent - Teacher Organization) The Saint Andrew School PTO is an essential part of our school and parish. Meetings will be held periodically to facilitate events like the Scholastic Book Fairs, Chili Cook-Off, Santa's Gift Shop, Trunk or Treat and others. The organization has an activity fee of \$35.00 per family due at the time of registration and is included in the new fee schedule. All parents of children enrolled in Saint Andrew School and the school faculty/staff are members. This organization is an integral communication link between these two groups.

Parties: Saint Andrew School has three regularly scheduled classroom parties: Halloween, Christmas, and Valentine's Day during the year for PK-8 students. These parties are planned and supervised by homeroom parents. Students PK-8 may celebrate their birthdays by bringing a store bought treat for their class (to be shared during the last fifteen minutes of the day). Please notify your child's teacher at least one day in advance if you are planning to bring in a treat.

Please note that invitations to personal parties may not be distributed at school unless all boys and/or girls in your child's class are invited.

Pest Control: SAS maintains a month-to-month contract with Envirotech of Carbondale, a state licensed company which adheres to all codes and compliances.

Pictures: Individual pictures are taken each year during the fall and spring. Your child's fall picture will be used for the yearbook publication. Information with ordering instructions will be sent home with the student. A parent release must be signed to allow photos, videos, etc. of students to be posted on the website, newspapers and other publications. This is included on the student's emergency form.

Police Questioning: When students become involved with law enforcement officers, the officer is to be requested to confer with the student when he/she is not under the jurisdiction of the school if this can be arranged.

- Officer shall properly identify him/herself.
- parent(s) or guardian(s) shall be notified immediately and informed of the intent of the law enforcement authorities
- Student's parent(s) or guardian(s) have (has) a right to be present if the conference is held in the school.

- If the student's parent(s) or guardian(s) cannot be located, authorities are not to confer with the student unless they produce a warrant.
- If there is a warrant and it is impossible for the parent(s) or guardian(s) to be present, and they request it, the administrator should be a witness to the conference held in the school.

Pregnancy: In the spirit of the pro-life message proclaimed by the Church, we permit the enrollment and attendance of pregnant students on a case-by-case basis.

Pre-Kindergarten: Saint Andrew School offers a full-time and part-time Pre-K programs for students who reach the age of three and are potty trained by the beginning of school. A separate preschool handbook is available in the office.

Publicity: The school would like permission to use and publish the likeness of your student(s). Saint Andrew School may use such media electronically on its website, over the Internet, in newsletters, directories, promotional materials, press releases and similar publications without limitation or compensation to the parents/guardians or the student. The parents/guardians would release and discharge the school from all claims that could arise from or in connection with the use of such media, including claims of libel and invasion of privacy.

Recess: Recess periods are scheduled so that children may receive needed fresh air and exercise. At recess periods, all are expected to take part in activities outdoors, except when the weather does not permit outdoor play or when excused by a teacher. **The children should come properly dressed for outdoor play.** Parents must send a written request if they would like their child to remain indoors during recess (should there be a need).

Registration: Intent to register form will come home the month of January and need to be returned by the end of that month. This is to determine enrollment numbers for the coming year and for budgeting purposes. Registration for the following school year will be held from March 1st till May 15th. A \$25.00 registration fee is payable at this time.

(See Tuition and Fees) A child who is five years of age or who will reach the age of five years before September 1, of the current year, may enter kindergarten. Parents/guardians must provide a copy of their child's official birth certificate, social security number and a copy of their child's baptismal certificate (if applicable). All preschool students must be three years old and potty trained by the beginning of school the year of admittance.

Students entering pre-k, kindergarten and sixth grade must present a State of Illinois Certificate of Child Health Examination as required by the School Code of Illinois which includes a record of the required immunizations. Students in grades K, 2, 6, are required to have a dental exam. Kindergarteners are also required to have a vision exam by a licensed optometrist.

Transfer students must provide records from the previous school(s) attended. All students transferring from another state must complete all new Illinois health forms.

All book and activity fees are due by July 15, payable through FACTS Tuition.

School Hours: For grades Pre-K, the normal school day begins at 8:15 a.m. and ends at 2:45 p.m. K through 8th grade, the normal school day begins at 8:15 a.m. and ends at 3:00 p.m.. **It is important to have children arrive before 8:15. Children entering the classroom after 8:15 disrupts the classroom routine.** The building opens at 7:30 a.m. Children should not arrive on the school grounds before 7:30 a.m. and are not allowed in the building before that time. No supervision is provided before then and the school assumes no

responsibility for children who arrive earlier. **All students arriving between 7:30-8:15 a.m. must be dropped off at the courtyard entrance and proceed to the cafeteria to be supervised.** After 8:15 a.m., students are to enter through the front door of the school on Mulberry Street with their parent/guardian to the office. The parent/guardian must sign in their student(s) and the student(s) will receive a tardy/late pass to give to his/her teacher. **CLASS BEGINS PROMPTLY AT 8:15 a.m.**

CARS ARE NOT TO PARK IN THE FRONT AREA OF SCHOOL ONE HOUR BEFORE SCHOOL BEGINS OR ONE HOUR AFTER DISMISSAL. THIS IS A BUS LOADING ZONE!

Once students arrive at school, they are not permitted to leave the school grounds unless they have a written explanation from their parents/guardian. The student must be picked up from the school office by their parent/guardian or other designated adult and signed out. No student is allowed to leave during the school day without adult supervision. When the students return, they must report to the office to sign in and receive a classroom pass before returning to class.

The school day ends at 3:00. Children are expected to be picked up promptly at 3:00. Children who remain later than 3:10 will be taken to Extended Care. Parents are expected to pay the hourly rates of the Extended Care program when the child is picked up.

Notification from a parent or guardian is required for a student to leave before the time of dismissal. The principal dismisses or approves the dismissal of students who need to leave earlier for any reason. Anyone picking up a student must sign-in at the office and sign out the student.

Search and Seizure: Diocesan Policy 5115 states: The administration of the School is free to enter a student's locker, desk, and school bag any time to search for questionable items. Students shall not have any expectation of privacy as it relates to school lockers, school bags or desks. The school is owner of all lockers and desks and shall retain full control of their use and content. Therefore, the school reserves the right to search them at any time without notice. Searches may also be selective and carried out even if there are no reports of wrongdoing. If illegal or improper items are found in a student's locker, desk, or school bag (e.g. non-prescription drugs, weapons, stolen property), they will be turned over to law enforcement authorities. Any items (personal possessions) that violate school rules will be kept by school administration and returned to the parents.

Social Networking: Social networking mediums are relevant and can play an important role with communications and promoting SAS. However, the use by SAS faculty, parents, and students must be in the best interest of SAS at all times. The school may not request or require a student to provide a password or other related account information to gain access to their personal account unless warranted due to off campus use of social media for illegal activity or disrespect which is then subject to discipline. The school may conduct an investigation or require a student to cooperate in an investigation if there is sufficient evidence to suggest the student's social network account violates the school's disciplinary policy and may require the student to share content in the course of such an investigation.

Special Education: Special educational services are available through the public school system.

Student Withdrawal: When a child transfers to another school, a request for a formal withdrawal is made at the principal's office. Required information will include the name and grade of the child, the name and address of the school to which he/she is transferring, and the reason for the transfer. This is necessary in order to send the student's school records. However, **academic records will not be sent unless all payments are up-to-date.**

Teacher Responsibilities, Duties, Code of Ethics: Diocesan Policy 4116.1 states:

Respect, grounded in our human dignity, must be modeled and promoted by all school employees, catechists,

and representatives of schools and Parish Schools of Religion. Student behavior should exhibit these values. Sins against human dignity (ex. racism) are unacceptable. The Cardinal virtues of prudence, temperance, fortitude, and justice should be exhibited and nurtured by all employees and catechists. The fruits of the Holy Spirit (love, joy, peace, patience, kindness, generosity, faithfulness, gentleness, self-control Gal. 5:22-23) should be enriched within our Catholic schools and Parish Schools of Religion.

Telephone Policy: The school phone may be used by students but only in emergencies. No teacher or student should be disturbed during class time. Messages from incoming calls will be relayed to the students. Only in extreme cases are teachers or students called to the telephone during the school day. No child is to use the phone during the school day without the permission of administration or homeroom teacher. Children should know their means of transportation for getting home in the afternoon before they leave home in the morning. **Students are not permitted to use cell phones during school hours.**

Threats of Violence: Diocesan Policy 5142.1 states:

The safety and welfare of students enrolled in a Catholic school in the Diocese of Belleville is of the highest priority. For this reason, a student’s written or verbal threat of violence toward other students and/or persons within the school will be taken seriously. For the purpose of this procedure, a threat of violence will be interpreted as a verbal or written threat of action that may cause physical harm to others.

The principal of the school will take immediate action upon learning that a threat occurred. This action includes non-disciplinary suspension of the student into the custody of parent or guardian until a satisfactory psychological evaluation by a licensed mental health professional is completed and the principal agrees that the student may return to school.

The local police will be promptly notified of the threat. (Adopted: May 20, 2001)

It is the policy of Saint Andrew School that any violation of these rules while in school, or while being a school representative will lead to immediate suspension for the first offense. A second offense will be cause for expulsion and subject to review by the School Board.

Tuition and Fees:

The actual cost of educating each child is \$6,100.00. The cost decided by the school board to help families afford the tuition for one child is \$4,250.00. This rate is paid by the family and the difference (\$1,850.00) is paid for through fundraising, the parishes and the generosity of others.

Kindergarten - 8th Grade Tuition/Fees for current families enrolled by January 2023

Number of Students	1	2	3	4
Actual Cost of Educating Each Student	\$6,100.00	\$12,200.00	\$18,300.00	\$24,400.00
K - 8 Tuition	\$4,250.00	\$6,700.00	\$8,950.00	\$11,200.00
Book/Activity Fees	\$340.00	\$615.00	\$890.00	\$1,165.00

Kindergarten - 8th Grade Tuition/Fees for new families enrolled after January 2023

Number of Students	1	2	3	4
Actual Cost of Educating Each Student	\$6,100.00	\$12,200.00	\$18,300.00	\$24,400.00
K - 8 Tuition	\$4,250.00	\$7,750.00	\$11,250.00	\$14,750.00

Book/Activity Fees	\$340.00	\$615.00	\$890.00	\$1,165.00
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Pre-K Tuition/Fees

Number of Students	1	2	3
Pre-K Full-time	\$4,250.00	\$7,750.00	\$11,250.00
Pre-K (Each Additional FT sibling)	\$3,500.00	\$7,000.00	\$10,500.00
Pre-K Part-time(3 full or 5 mornings)	\$3,250.00	\$6,500.00	\$9,750.00
Supply/Activity Fees	\$235.00	\$435.00	\$635.00

*Book/activity fees include book fee, technology fee, PTO and Booster Club Fee

Payment Policy: Saint Andrew School collects tuition through FACTS Management Service. All families must enroll in FACTS. Parents may also pay the tuition in full to Saint Andrew School prior to August 1. If paying by credit card additional fees will apply. Questions about the FACTS program can be directed to the school office. Any exceptions to the payment schedule must be approved by the principal.

Tuition assistance is available for those that cannot afford the tuition rates. Parents may apply for scholarships through Empower Illinois at empowerillinois.org or if the application is not approved/not enough funds, then parents may apply for assistance through FACTS Grant and Aid Program (<https://online.factsmgt.com/aid>).

Current school families must submit tuition assistance applications through FACTS for the next school year by May 15th.

Parental concerns regarding delinquent tuition or family hardships must be directed to the Principal. Should a family become delinquent, and there is no communication or effort made to correct the situation, the children affected will be discontinued at the end of the quarter in which the delinquency occurs. A family can reinstate their enrollment by the payment of all tuition and fees that are due to date. Payment must be made prior to the first day of the next quarter. Tuition refunds will be issued on a case-by-case basis. Refunds will not include the period the student was present or fees.

Should a family's tuition become delinquent, all official records for the student(s) are withheld until fees and tuition are paid in full.

Visitors: Anyone who is not an enrolled student or an employee is required to report to the school office to sign in and obtain a visitor or volunteer badge. The principal will deny a visitor's pass if the circumstances indicate that such action is in the best interest of the school. Because teachers are responsible for their students and are not able to meet with parents/guardians during their scheduled teaching/preparation time, parents/guardians are asked not to visit classrooms to discuss their students between 8:00-3:00 p.m. Parents/guardians are to make appointments to meet with teachers. Students are not permitted to have visitors during school hours, nor can they bring friends or relatives to school for any portion of the day. Classroom visitors and/or observers are to receive the principal's permission at least one full day prior to their visit.

Volunteers: Volunteers are an integral part of life at Saint Andrew School. Volunteers must have a specific role or task along with appropriate supervision. **Families are expected to volunteer at the school and for school events.** Volunteers must also use the sign-in procedure for visitors. See the volunteer form for

opportunities and contact the office about what you would like to participate in.

Diocesan Policy (July, 2003) requires all new volunteers to undergo a Initial Child Protection Training provided through the Diocese with refresher training each year (Diocesan Child Protection Policy-Section 2 Education).

Volunteers and staff must complete all of the following before performing any services for students:

1. Employment Application or Application for Volunteer Service
2. Child Abuse and Neglect Tracking System (CANTS) form (Must redo every 2 years.)
3. Volunteers in supervisory positions, (i.e: coaching) must be fingerprinted.
4. Complete online Initial Child Protection Training
5. Complete an online yearly refresher course.
6. Background Screening

Volunteer Opportunities

- Accelerated Reading Library - Assist students in the AR Library - Monday - Friday from 1:30 - 3:00 p.m.
- Annual Fund - (Nov.) Coordinator Needed - Assist in folding letters, stuffing envelopes, and managing the database on an as needed basis.
- Apple Festival Float - (Aug. & Sept) Helping build and decorate the float
- Awards Night, May the week of graduation - Coordinator Needed - Academic and sports recognition for the students. Decoration of tables, organization of the program between teachers, AD, and coaches, and after program snack.
- Cafeteria - Assist the cooks from 10:40 p.m. - 1:00 p.m. in final preparations of lunch, serving, and cleaning the cafeteria and kitchen. Decide what day(s) work best for you.
- Catholic Schools Open House Kickoff - Need help with guiding people through the school, snacks, signage
- Chili Cook Off/Meet the Teams - October - Coordinator Needed - A chili cook-off contest and basketball teams scrimmage. Recruiting and organizing the chili cook off, getting judges, supplies, setting up the space, communicating with the AD about timing.
- Christmas Program & Reception - December the Sunday prior to Christmas break - Cookie and punch reception with Santa. Coordinating, setting up space, creating the program for the Christmas program.
- Coaches/Asst. Coaches: - Fall Sports - Baseball, Softball, & Cross Country Winter Sports - Boys Basketball, Girls Basketball, & Volleyball Spring Sports - Track
- Field Day - Last Day of School, Coordinator Needed. Day of fun activities for students on campus on the last day of school.
- Golf Scramble - August - the Friday prior to first day of school - Need help to secure sponsorships, golf teams, set up and tear down
- Graduation Dinner - 3rd Thursday in May - 7th grade parent coordinator needed - 7th grade families organize graduation dinner and facilitate setting up/decorating the space after graduation Mass
- Maintenance - Help on an as needed basis with minor repairs and maintenance (painting, grounds cleanup, moving furniture, etc.)
- Mega Raffle - January through early May - Largest fund-raiser of the year. All families are expected to sell tickets, help with the grasshopper line, signage, promotion, data entry, processing, and/or facilitate the final drawing
- Office - Help with copying papers, filing, laminating, answering the phone, etc. Decide what day(s) and time works best for you.
- Playground - Assist with playground supervision from 11:50 a.m. to 12:45 p.m. In the event of inclement weather, assist with students in the gym or their classrooms. Decide what day(s) work best for you.
- Room Parent - Assist in the planning games, treats, activities, and supervision of students during classroom parties. Halloween - October 31, Christmas - December, last school day before break and/or Valentine's Day - February 14. All parties begin at 1:30 p.m.
- Santa's Workshop - First Week in December - Coordinator: Heather Burns - Organizing schedule for classes, volunteers to help shop with students and wrap presents, and get supplies to facilitate an

opportunity for students to shop for gifts for their family members.

- Scholastic Book Fair - One week in fall and one week in spring - Coordinator: Jenni Turini. Volunteers are needed to set up book fair, tear down bookfair, help students shop for books, and ring them out.
- SCRIP - Fill Scrip orders for families during the school week and promote program
- Trivia Night - Coordinator Needed - Community event - date TBA, need volunteers to set up, tear down, create categories, questions, and prizes.
- Trunk or Treat - October 31- Parents bring their decorated trunks and candy to give students a safe place to trick or treat from 5:00 p.m. to 8:00 p.m.
- Veterans Day Luncheon, November 11 - Coordinator: Chelsea Maynor. Volunteers needed to help organize, decorate, serve food, drinks, facilitate program

Sign up sheet can be found through the school website.

Wellness & Counseling: SAS provides basic counseling services one day a week. Services will be recommended for students based on faculty/staff observations, student requests, and consultation with parents.



SAINT ANDREW SCHOOL FIELD TRIP PERMISSION FORM

Dear Parent or Legal Guardian:

Your student is eligible to participate in a school-sponsored activity that requires transportation to a location away from the school site. This activity will take place under the guidance and supervision of employees from SAINT ANDREW SCHOOL. A brief description of the activity follows:

Curriculum Goal:

Destination:

Designated Supervisor of Activity:

Date and Anticipated Time of Return:

Method of Transportation:

Student Cost:

Dress Code:

If you would like your student to participate in this event, please complete, sign and return the following statement of consent and release of liability. As parent(s), or legal guardian(s), you remain fully responsible for any legal responsibility which may result from any personal actions taken by the named student. No student may participate in a field trip without a signed participation form.

I hereby request participation by my student, _____, in the event described above. I understand that this event will take place away from the school grounds and that my students will be under the supervision of the designated school employee on the stated date(s). I further consent to the conditions stated above on participation in this event, including, the method of transportation.

I further understand and agree that I assume full responsibility for any loss or damage to property or for bodily injury to others, caused by the above named child, whether by accident or intent.

In the event that my child requires medical care while participating in the activity, I assume responsibility for payment of all expenses associated with such care.

I have read the above form; I fully understand and consent to its terms.

Parent/Guardian Signature

Address

Emergency Phone Number

Date of field trip:

Class:

Destination:

Curriculum Goal:
Return bottom portion of form by:

SAINT ANDREW SCHOOL

Dear Parents or Guardians:

You may request and authorize the school to permit a student in your care and custody to self-administer asthma medication prescribed by the student's physician. If this is allowed, you must understand that the School, the parish of which it is a part, the employees and agents of the school, the Diocese of Belleville, and the Bishop of Belleville are to incur no liability, except for willful and wanton conduct, as a result of any injury arising from the self-administration of medication by the student.

In order to allow this the school, in accord with the state statute, requires all of the following before it can give effect to your request and authorization:

1. A written authorization from the parents or guardians of the student.
2. A statement, contained in our authorization form, that the parents or guardians acknowledge that School, the parish of which it is a part, the Diocese of Belleville and the bishop of Belleville are to incur no liability, except willful and wanton conduct, as the result of any injury arising from the self-administration of medication by the student; and
3. A written statement from the physician, physician assistant, or advance practiced registered nurse must contain the following information:

the name of the student/patient;

the name and purpose of the medication;

the prescribed dosage; and

the time or times at which or the special circumstances under which the medication is to be administered.

This information will then be kept on file in the office of the Principal.

Parents and guardians also must understand that as a matter of our discipline policy any abuse of this statutory right by a student and/or any endangerment of other students as a result of a student possessing this medicine may result in appropriate disciplinary action by the school.

If you have any questions about this, or if you wish to see a copy of the statute, please do not hesitate to contact me.

Sincerely,

Jenny Martin

Jenny Martin

Principal



PHYSICIAN'S STATEMENT

This information must be provided to the school when the student returns to school with prescribed medication. This form must be filled out and signed by the physician. The completed form must be on file with the school prior to any medications being taken by a student.

Name of Student

Grade

Date

Diagnosis

Name of Medication

Dosage

Time of Administration

Method of Administration

Date to Discontinue

Predictable Side Effects

Contraindications

Physician's Signature

Telephone Number

Address

City/State/Zip Code



AUTHORIZATION FOR SELF-ADMINISTRATION OF ASTHMA MEDICINE

I, _____ or we, _____ and

_____, parent or guardians of _____
(Hereinafter "Student"), a student at SAINT ANDREW SCHOOL (hereinafter School) hereby request and authorize School to permit Student to self-administer asthma medication prescribed by the Student's physician, physician assistant, or advanced practice registered nurse, which is described more fully in a written statement provided by the Student's physician, physician assistant, or advanced practice registered nurse, which has been given or will be given shortly to the School. We (I) understand that this authorization will not be effective and the School cannot act upon it until the School has received the above-described written statement from the Student's physician, physician assistant, or advanced practice registered nurse.

We (I) understand and acknowledge that the School, the Parish of which it is a part, their agents and employees, the Diocese of Belleville, the Bishop of Belleville are to incur no liability, except for willful and wanton conduct, as a result of any injury arising from self-administration of medication by Student.

We (I) hold harmless and indemnify the School, the Parish of which it is a part, their agents and employees, the Diocese of Belleville, the Bishop of Belleville against any and all claims except based on willful and wanton conduct, arising out of self-administration of medication by the Student.

We (I) understand that any abuse of this right by the Student or any endangerment of another student or students by means of the Student's possession of this medication may result in appropriate disciplinary action under our discipline policy.

This authorization is effective only the school year _____

Date _____

Parents or Guardians Signature



Authorization for Non-Prescription Medications

Written parental/guardian permission is required for administration of over the counter (OTC) medications.

OTC medications should be kept in the original manufacturer's container. The medication should be labeled with the child's name by the parent/guardian and given according to the manufacturer's instructions. Make sure the medication is not expired.

Use one form for each medication and each student. Please fill the form completely and print clearly.

Name of child: _____ DOB: _____

Medication: _____ Dosage: _____

Time(s) of day medication is to be given: _____

Special instruction (ie. Refrigerate): _____

Reason for medication: _____

Time of last dose (if applicable): _____

Parent(s) or Guardian(s) name (printed): _____

Signature of parent/guardian: _____

