

**St. Andrew Apostle School  
11602 Kemp Mill Road  
Silver Spring, MD 20902  
(301) 649-3555 fax (301) 649-2352  
[www.standrewapostle.org](http://www.standrewapostle.org)**

**2019-2020 St. Andrew Apostle School  
Family Handbook**

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July 2019

Dear Parents/Guardians and Students,

The St. Andrew Apostle School Family Handbook will help you understand the procedures established to implement the policies that make our school effective in both Catholic identity and academics. Being a member of our school community is a privilege that requires certain responsibilities. These include developing strengths in character and in the ability to work hard, while celebrating the example of Jesus.

Please note that the Principal has the right to amend the handbook at any time according to Archdiocesan policy. The handbook is in effect until it is superseded by any amendments and / or updated periodically.

Please take the time to become familiar with this handbook. We hope that you will find it helpful. You are a part of the St. Andrew Apostle School community, and together, we will support each other and continue to build on our Catholic faith foundation.

Please sign and return the Family Handbook Agreement by September 6, 2019 (Attachment 1 located in SchoolSpeak and also included in the first day of school forms sent home to the parents.

Sincerely,

The St. Andrew Apostle School Administration, Faculty and Staff  
The St. Andrew Apostle School Advisory Committee

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## MISSION STATEMENT

St. Andrew Apostle Catholic School is dedicated to educating the whole child in partnership with parents and the parish community. Our faculty and staff provide students opportunities to develop intellectually, morally, and spiritually and be enlightened by the teachings and examples of Christ. We strive to inspire our students to live with faith and integrity, to appreciate human dignity and diversity, and to share their unique gifts and talents in service to others.

## CORE VALUES

We believe that St. Andrew Apostle Catholic School...

- has a long and successful history because its constituents share common values, ideals, and a commitment to the education of our children.
- holds as its central mission to teach as Jesus did, making manifest the Kingdom of God in word and deed.
- is a caring community whose members are committed to providing a quality education and setting high expectations for each and every student.
- provides a multitude of resources and services in order to support student learning, recognizing individual talents, abilities, and needs.
- welcomes, appreciates, and is enriched by the diversity of its students and families.
- strives to develop the whole child – spiritually, emotionally, intellectually, physically, and socially in a safe and orderly environment.
- strives to develop a love of learning in its students, faculty, and parents.
- encourages staff development and collaboration that promote high levels of student achievement.
- families are valuable partners in the education of their children; therefore, clear and effective communication between home and school is essential.
- strives to adapt and educate its staff and students for an ever-changing, technologically advanced world.
- is a student-centered school. Decisions are made after careful reflection upon this principle.

## CATHOLIC IDENTITY

Integral to an education at St. Andrew Apostle School is the concept of Catholic Identity. It is a core value, which embraces all aspects of education and child development within the school, especially, in terms of faith, service, worship and community.

- **Faith:** In partnership with the parish, the priests, principal, faculty and staff, parents and students work together to nurture love of God, friendship with Jesus and a deep Catholic faith. Religion is taught throughout the day and intertwined with all classes to form a foundation in the lives of the students that will enhance their academic studies and enrich their lives. The sacramental program includes Reconciliation, Eucharist and Confirmation.

- **Service:** To enable the students to be more aware of the needs of others and appreciative of all that God has given them, direct service and service projects are continuously fostered throughout the school year. While working to change the symptoms and causes of injustice, students are introduced to Catholic social teaching as a way of life. Activities performed by the students not only benefit our school and parish but those outside our community as well.
- **Worship:** A love of the liturgy is fostered through active participation in the Eucharist. Para-liturgical opportunities and prayer services are held to celebrate special occasions. Prayer is part of daily life in classrooms and students also participate in traditional Catholic devotions, such as Adoration, Stations of the Cross and the Rosary.
- **Community:** Students and families, through commitment to St. Andrew Apostle, experience a tangible sense of belonging. Students are encouraged to embrace and celebrate the diversity within the school and their local community. The atmosphere of community enables our students to develop to their full potential. Our unity is expressed and created in our character education program, code of conduct and uniform code and celebrated in events such as Catholic Schools' Week.

Note: Attendance in religion classes is mandatory for all students.

## ADMISSION

The Archdiocese Admissions Non-Discrimination Policy can be found on the website of the Catholic Schools Office of the Archdiocese of Washington: [www.adwcatholicschools.org](http://www.adwcatholicschools.org).

### **Admissions Criteria**

Students must meet the academic standards of St. Andrew Apostle School. In addition, they must exhibit behavior in accordance with the rules and regulations of the school and those of common courtesy.

The education of a student is a partnership between the parents/guardians and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

Students K-8 will be accepted in the following order:

- Brothers and sisters of children already in the school who are also parishioners
- Parishioners who have children in the pre-school
- Parishioners who are alumni of St. Andrew Apostle School
- Parishioners who have no other children in the school
- Brothers and sisters of children already in the school who are not parishioners
- Parishioners of neighboring parishes where there is no school
- Non-parishioners and non-Catholics

Test scores, report cards and teacher recommendations are reviewed for students entering the school in *1<sup>st</sup> through 8<sup>th</sup> grades*. Readiness tests for students entering *Kindergarten* are administered in the Spring of each year. For students who do not exhibit proper grade-appropriate readiness, an interview with the parents/guardians is recommended to determine procedures to be followed. (Archdiocese of Washington, Policy 5110)

*St. Andrew's Pre-School and Pre-Kindergarten Programs* will follow the enrollment guidelines set forth by the State of Maryland and the Archdiocese of Washington. Placement in these Programs is determined by a combination of birth date, intellectual development, social/emotional development, and space. Pre-School classes are for fully potty-trained three-year olds and younger four-year olds.

The *Early Learning Center* offers year-round rolling enrollment for the full day. The year-round educational program starts with infants at 6 weeks of age through 2 years old.

### **Parent/Guardian Cooperation**

Parents/Guardians and students understand and acknowledge the Roman Catholic religious nature of St. Andrew Apostle School. Parents/Guardians and students agree not to publicly repudiate the teachings and traditions of the Roman Catholic Church and will respect and support the unique identity that St. Andrew Apostle School derives from its Catholic faith. As the primary educators of their children, parents/guardians will not act in ways that contradict the Catholic nature of St. Andrew Apostle School. Parents/Guardians shall cooperate fully with the school and the students shall participate in all required school programming, including instruction in the Catholic faith and attendance at Mass. As the primary educators of the students, parents/guardians agree to act in ways that promote the best interests of the church and school and will comply with the policies of the Archdiocese of Washington and St. Andrew Apostle School.

### **Tuition/Fees**

Current and detailed information regarding tuition, registration, and associated fees/forms can be found on the school website for all students.

St. Andrew Apostle School has been using FACTS, INC for tuition collection since the summer of 2013. FACTS assists' private and faith-based schools to deliver great educational opportunities for our nation's youth. Today, FACTS remains true to its mission: *Enhancing the financial stability and affordability of educational institutions*. Please see the school website to sign up for FACTS. All families are required to use FACTS. Payment of tuition is a binding financial agreement and all families are obligated to pay tuition for the entire year even if the student is dismissed by the administration or the parent voluntarily elects to withdraw their student from the school.

- All tuition payments and concerns for Preschool - 8<sup>th</sup> grade students are directed to the Rectory by, contacting Theresa Deere [deeretheresa@yahoo.com](mailto:deeretheresa@yahoo.com) or call at 301-649-3700 ext. 325, or contacting Fr. Dan Leary at 301-694-3700 ext. 311.
- For any questions about the *Early Learning Center*, please call Theresa Comer 301-649-3700 or 301-287-8188 or email [standrewelc@gmail.com](mailto:standrewelc@gmail.com).



A Pre-School – Grade 8 student shall not be dismissed during a school semester for the non-payment of tuition. However, in keeping with the Archdiocese of Washington policy, a student may be dismissed at the conclusion of the second quarter, and they may also be denied entrance at the beginning of the school year for the non-payment of tuition.

The school reserves the right to cancel the registration of any student whose family fails to satisfactorily meet tuition payments at St. Andrew Apostle School during the preceding semester, or, in special cases, may require full tuition payment in advance of registration acceptance.

Receipt of a registration fee does not guarantee acceptance into the school.

The school reserves the right to withhold a student's school record, including, but not limited to report cards, when the family fails to meet the tuition payments or other required fees. The administration may determine other consequences, such as restricted participation in school events or activities.

### **St. Andrew School Advisory Committee**

St Andrew's School Advisory Committee requires the obligation of each family with students in grades K – 8 to do the following:

1. Each family is required to pay \$75.00 for dues.
2. Volunteering 20 hours of service during the school year (10 hours due by mid-December and 10 hours due by mid-May) OR
3. In lieu of service hours contributing \$500 to the St. Andrew's Parent Advisory Committee (\$25 per hour).

**\*\*\* THESE FEES ARE ALL SEPARATE FROM TUITION \*\*\***

**FAILURE TO FULFILL (1), (2), or (3) WILL BE TREATED AS UNPAID TUITION.**

Detailed information on how to meet this commitment and 8<sup>th</sup> grade only family special requirements is located in the summer mailing flyer on Service Hours Policy found in SchoolSpeak and in the Parent Volunteer section of this handbook.

#### **Parent Volunteers**

St. Andrew Apostle School encourages parent volunteers to contribute their time to the classroom for the enrichment of educational programs and to promote a sense of cooperation between parents and faculty. Working in the classroom as a volunteer is at the discretion and invitation of the teacher. There are many opportunities to support the school/parish community as a volunteer offered by St. Andrew Apostle School Advisory Committee.

According to the Child Protection Policy of the Archdiocese of Washington, all school volunteers must complete the required paperwork, undergo a criminal background check and register for the adult child protection course, *Protecting God's Children*. To view the Archdiocesan Child Protection Policy and to register for the child protection course, visit [www.adw.org](http://www.adw.org). Please make an appointment with our school office to facilitate this process and your background check.

St. Andrew Apostle School Advisory Committee requires participation by parents in either volunteer hours or a payment in lieu of hours. Unfulfilled hours or lack of payment is considered non-payment of tuition.

All school visitors and volunteers must enter through the School's new main entrance and report to the office upon arrival. The school staff is required to keep a roster of visitors and volunteers who are inside the school buildings. If a visitor has an appointment with a teacher or other school staff member, the visitor is still required to report to the school office upon arrival, sign in and sign out upon leaving.

Just as students are expected to maintain a neat and tidy appearance at all times during the school day, so too, volunteers are asked to model this etiquette. It is our responsibility to set an example and teach children that dressing for work is different than dressing for play.

### **Immunizations**

A comprehensive list of vaccination requirements for Early Learning Center – Grade 8 vaccinations are listed in the “Age-Appropriate Immunization Requirements for Children Enrolled in Child Care Programs- 2019-2020” and is located on the Maryland Department of Health and Mental Hygiene website. These requirements can also be found on the school's website and in SchoolSpeak.

Immunization records and general health examination reports must be presented for students entering grades K-8. As mandated by Maryland State Law, children who do not have the required immunization, or doctor's statement that the child's medical condition contra-indicates the shots, will not be allowed to enter school.

Requirements include:

- 2 doses of Varicella vaccine for entry into Kindergarten
- 1 dose of Tdap vaccine for entry into 7<sup>th</sup> grade
- 1 dose of Meningococcal vaccine for entry into 7<sup>th</sup> grade.

Note: The Montgomery County Health Department provides immunizations to school children at a minimum charge. Please refer to their website for locations and dates for clinics.

### **Child Custody**

All custody concerns should be reported to the school office at the beginning of each school year. This report should also be updated each year. In cases of restricted visitation rights, the school should be given a copy of the court document stating the conditions for visitation. St. Andrew Apostle School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, St. Andrew's will provide the non-custodial parent with access to academic records and other school information regarding his or her child. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide St. Andrew's with a court certified copy of the court order.

## ACADEMICS

### Accreditation/Affiliation

St. Andrew Apostle School's accreditation was appropriately updated in 2013 by AdvancED (the Council on Accreditation and School Improvement of the Southern Association of Colleges and Schools (SACS CASI)). The faculty is affiliated with the National Catholic Education Association.

### Curriculum

In grades K-5, the classrooms are self-contained. Specially trained teachers provide instruction in Spanish, Art, Music, Library Skills, and Physical Education.

Subject Areas: Grades K-5

- Religion
- Mathematics
- Language Arts (English, Reading, Spelling, Vocabulary)
- Science
- Social Studies
- Technology
- Library Skills
- Physical Education
- Art
- Music
- Spanish

The Junior High is departmentalized by subject. This provides the individualized attention and continuity in meeting the academic standards required by the Archdiocese of Washington. Use of technology is included in each subject area.

Subject Areas: Grades 6-8

- Religion
- Mathematics (Algebra in Grade 8)
- Language Arts (Reading, Vocabulary, Writing, Grammar)
- Science
- Technology
- Social Studies
- Spanish
- Physical Education
- Art
- Music

The *Pre-Kindergarten 4-Year-Old Program* is designed to promote the spiritual, intellectual, social, and emotional development of each child in a nurturing environment. Parents can choose a half or full day option. Teachers believe that each child is unique and deserving of love and attention. As an academic readiness program, academic and social skills are woven into a curriculum that balances a child's need for art, friendship, and play with his or her curiosity and desire to learn. Activities are age-appropriate and multi-sensory to facilitate both cooperation and independence. The curriculum, which includes art, music, and physical education classes, will follow the standards of Pre-Kindergarten as set forth by the Archdiocese of Washington.

Our *Pre-School 3-Year-Old Program* is a Christ-centered, play-based learning environment. Parents can choose 2-5 days a week and half or full day options. The staff enrich student's lives by giving them hands-on experiences, encouraging social-emotional skills, and bringing the awareness of Jesus into their rapidly expanding world. Activities are age-appropriate, enriching, hands-on and multi-sensory.

The *Early Learning Center* is dedicated to teaching the entire child: mind, body, and soul. The staff utilize the Creative Curriculum and HighReach Learning system in conjunction with spiritual foundation lessons.

### **Faith Formation**

Faith formation for K-8 students include regular attendance at a mass once a week and opportunities for adoration of the Blessed Sacrament, confession and participation in the Divine Mercy Chaplet. Pre-K students may also attend school masses during the school year. All activities students participate in are age-appropriate activities.

## **CHARACTER**

### **Character Education**

St. Andrew Apostle School encourages the development of Christ-like character. Character education is taught throughout the school and is founded in the God given dignity of every student, parent, member of the faculty, priest – indeed of every one person. The purpose is to teach the students responsibility for their own behavior through the adults who teach and serve them. The intent of St. Andrew Apostle is to foster and protect the spiritual, physical, social, mental and emotional growth of all students and to instill a desire to treat others as they wish to be treated. The goal of character education is development of leadership and respect for self and others, particularly those of other cultures, races and abilities.

### **Responsive Classroom**

Responsive Classroom is a widely used, research-based approach to elementary education that increases academic achievement, decreases problem behaviors, improves social skills, and leads to more high-quality instruction.

### **Promotion and Retention**

In grades K-8, promotion is based on academic performance with consideration of maturity and social development.

Conditional promotion, assuring the child of placement in the next grade provided successful summer work is accomplished, may be used in exceptional cases.

The principal, after consultation with the appropriate staff members and parents/guardians, shall make the final decision as to whether a student is retained. The same requirements and procedures that apply for promotion at other levels hold for promotion of students to merit a diploma. Diplomas will be issued to those students who have completed eighth grade requirements, including payment of tuition and all outstanding fees. Those who have not successfully completed the requirements may be issued a certificate of attendance. (Archdiocese of Washington, Policy 5130.1)

### **Class Placement**

In June, teachers recommend specific placements for their students for the coming academic year. A great effort is involved in this process. The principal reviews all placements; criteria include teaching and learning styles and class composition and balance.

### **Homework**

Homework, which applies to K-8 students, reinforces material presented during the class period. Teachers may assign homework daily. Teachers will communicate approaches to homework to parents/guardians at the beginning of the school year at Back-to-School night.

Students should pace their work schedules when completing long-term assignments. Attempting to complete projects at the last minute can result in inferior work, frustration, and stress.

Parents/guardians are requested to send an email to the homeroom teacher and copy the front office if a child is ill or if an unusual circumstance interfered with completing a homework assignment. The completed assignment will be accepted at a later date determined by the teacher.

Parents/guardians in the *elementary grades* should work directly with the student's teacher to coordinate obtaining missed assignments for an absent student, however, parents/guardians are asked not to disturb the teacher during the school day in order to obtain these assignments.

Parents/guardians in *third, fourth and fifth grades* should coordinate with the student's homeroom teacher in order to obtain missed assignments for an absent student, however, parents/guardians are asked not to disturb the teacher during the school day in order to obtain these assignments.

Parents/guardians in the *junior high grades* should coordinate with the main office in order to obtain missed assignments for an absent student.

All parents/guardians should refer to the Homework section of SchoolSpeak for homework assignments.

Parents/guardians are strongly discouraged from taking their children from school during the academic year. Extended absences impede learning and academic progress. Although it is very difficult for a teacher to assign materials in advance as class pace varies with each lesson, in the unusual circumstance that a child has an extended absence, teachers will work with parents to provide anticipated missed assignments during the absence. Any assignments not provided prior to the extended absence will be issued upon the return of the student.

See the *Forgotten Items* section of this handbook for the policy on dropping off assignments or materials for students during the school day.

### **Evaluation**

Report cards are issued quarterly in Grades 1-8; two times a year for Pre-K and Kindergarten students. Generally, a combination of assessment devices and techniques are used to measure the achievement of the student in the areas of academic skills, work habits, and personal and

social growth. A parent/teacher conference is available in conjunction with the distribution of the first report card. The purpose of this meeting is to provide a forum in which to discuss student performance.

Report cards will not be issued if a family has any outstanding fees. This includes unpaid tuition, library fees, or any other outstanding debts. Not meeting the volunteer hour requirements will also result in a held report card.

Academic progress reports for grades 6-8 are initially issued midway through each marking period and periodically thereafter until the report card is issued for that quarter. These reports provide the grade in the class at a point in time. The student is required to see the teacher as soon as possible to discuss a plan for improvement and / or to turn in missing work. Progress reports are located in the "Progress Report" section of SchoolSpeak. Progress reports must be signed in SchoolSpeak by the parents/guardians.

### **Grading Scale**

The performance of the Early Learning Center and Pre-School students are based on the marks used in the Creative Curriculum and HighReach Learning Systems. Pre-K to 8 marks are based on the Archdiocese of Washington report cards.

#### Subject Pre-K & Grade K

M	Mastery of content/skill
P	Progressing satisfactorily
N	Needs more time to develop skill
N/A	Not applicable

#### Subject Grades 1-3

E	Excellent
G	Good
S	Satisfactory
I	Improvement Need
U	Unsatisfactory
*	With Modifications
√	Area of concern

#### Subject Grades 4-8

A	(93-100)	Excellent progress at the level of instruction indicated
B	(85-92)	Above average progress at the level of instruction indicated
C	(77-84)	Average progress at the level of instruction indicated
D	(70-76)	Below average progress at the level of instruction indicated
F	(Below 70)	Failure
*		With Modifications
√		Area of concern

#### Special Area Grades 1-8

E	Excellent
---	-----------

G	Good
S	Satisfactory
I	Improvement Needed
U	Unsatisfactory

Note: No mark indicates satisfactory progress.

A mark of \* on a student's report card denotes that the student received modifications. Modifications involve substantive changes to the curriculum, the way the student was assessed, or the type of instructional techniques that were used to teach the student critical skills such as reading, writing, or mathematics. Examples of possible modifications include, but not are limited to, reducing the number of math problems assigned for an extended period of time, offering instruction in reading or mathematics COMPLETELY outside of the regular classroom, and allowing the use of a calculator when basic calculations are being taught or assessed. Please contact the principal if you have questions about academic modifications.

### **Honor Roll Designations**

Sixth, seventh and eighth grade students are eligible for the honor roll, which will be acknowledged at the end of each quarter.

*Principal's List:* Awarded to students who received all A's on quarterly report card

*Honor Roll:* Any combination of A's and B's (with no C's)

In order to be eligible for the Principal's List or Honor Roll, students must have a minimum grade of G in all special subjects and receives no 21 or 22 comments listed in the comment code section of the report card.

### **Academic Honor Code**

Copying from another student or taking an idea from another source without giving due credit is not acceptable. If a student fails to respect this code of honor, the student may receive a grade of "0" (Zero) for the assignment. If a student allows another student to copy his/her work, that student may also receive a grade of "0" (Zero) on the assignment. This applies to all work, quizzes, and tests.

## **CODE OF CONDUCT**

The rules and expectations outlined here are intended to enhance the educational opportunities of all students. The student is a St. Andrew's student at all times. A student who engages in conduct, whether inside or outside the school, that is detrimental to the reputation of the school, may be disciplined by school officials.

Teachers will establish age-appropriate classroom behavior guidelines and consequences.

Junior High students are expected to be role models for younger students in their adherence to the code of conduct and all school policies. Infractions may result in consequences, such as a meeting with the teacher or principal, parent/guardian conference, detention (or removal of certain privileges (i.e., recess), suspension and possible expulsion.

In accordance with Archdiocesan regulations, the principal will determine the outcome of all disciplinary referrals.

St. Andrew Apostle students will strive to:

- Exhibit Christian behavior and attitudes. Show respect and courtesy to others at all times.
- Respect the authority of priests, principal, faculty, staff and parent volunteers.
- Treat other students as they wish to be treated.
- Follow the academic honor code.
- Display respect for personal and school property.
- Have all assignments and materials necessary for a productive school day.
- Follow rules for proper classroom decorum.
- Adhere to the uniform code.
- Obey the rules governing daily procedures and conduct in church, classrooms, hallways, and outside during arrival, dismissal, and recess.
- Follow the rules outlined in the acceptable use code for technology.

### **Examples of Code Infractions**

Examples of code of conduct infractions may include but are not limited to the following:

- |   |   |
|---|---|
| • Inappropriate behavior or language  | • Entering an unsupervised area   |
| • Disrespect for those in authority   | • Fighting  |
| • Academic dishonesty   | • Bullying or threatening behavior  |
| • Disruptive behavior   | • Verbal or physical abuse  |
| • Non-compliance with the uniform code  | • Consistently not being prepared for class (i.e., forgotten, incomplete homework, assignments, etc.) |
| • Unexcused absence or lateness for class   |   |
| • Destruction of school or another person's property. Reimbursement is also required. |   |

### **Consequences for Code Infractions**

A consequence may result when a student acts outside of the code of conduct. Depending on the seriousness of the infraction and the age of the child, the consequence will be determined by the classroom teacher and/or the principal. Each situation is handled on a case-by-case basis.



### **Prevention Programming**

As a Catholic school, St. Andrew Apostle School believes and teaches that each of us is called to love our neighbor and to treat them with respect. St. Andrew Apostle School is committed to providing a physically safe and emotionally secure learning environment that is free from bullying, harassment, and intimidation in any form, including cyber-bullying. Bullying, harassment, and intimidation of any member of the school community is prohibited. All reports of bullying, harassment, and intimidation will be treated seriously. The principal's review and investigation of a credible allegation will be done in a prompt, confidential, and thorough manner.

The reprisal or retaliation against anyone who report acts of bullying, harassment, and intimidation is strictly prohibited. All reports of reprisal or retaliation will be treated seriously. The principal's review and investigation of a credible allegation will be done in a prompt, confidential, and thorough manner.

Bullying, harassment, and intimidation mean any intentional written, verbal, or physical act, including electronic communication (telephone, cellular phone, computer, pager, iPod, iPad, etc.), that:

1. Physically harms or threatens an individual; damages an individual's property; substantially interferes with an individual's education or learning environment; or places an individual in reasonable fear of harm to the individual's person or property; and
2. Occurs on school property; at a school activity or event; on a school transportation vehicle or bus; or substantially disrupts the orderly operation of a school.

### **Suspension**

In serious cases of violation of the Code of Conduct or when all other normal disciplinary procedures have been followed, it may be necessary to consider in-school or out-of-school suspension. A written record of the suspension is kept on file for the duration of the student's enrollment at the school (Archdiocese of Washington, Policy 5150).

Situations will arise when immediate suspension is merited. While it is not possible to enumerate all cases that could arise, the following may result in immediate suspension:

- Inappropriate behavior
- Disrespect towards those in authority
- Destruction of school or another person's property. Reimbursement is also required.
- Petty theft
- Circulating or possessing pornographic material
- Threatening harm to another including physically threatening
- Teasing or threatening a child with a food containing a known food allergen to an anaphylactic allergic child.
- Sexual harassment

**Expulsion**

Expulsion is viewed as a radical action, which indicates that the student would be better served in another environment; that the individual behavior is a serious threat to the school community or both. In cases that warrant expulsion, the primary goal is neither punitive nor deterrent in the criminal sense (although it may be), but rather the determination that it is counter-productive for the student to continue as a member of this community.

The parents/guardians and student may have a joint conference with the principal, teachers, and pastor (or his designee) in the hope that a solution to the situation, which eliminates the need for expulsion, may be found.

Situations will arise in which expulsion may be merited. While it is not possible to enumerate all cases that could arise, the following offenses may result in expulsion:

- Possession of a weapon (including, but not limited to, a firearm, knife, whip, etc.) or incendiary device
- Extortion
- Arson
- Gross disorder
- Grave defacing or destruction of school or another person's property. Reimbursement is required.
- Possession or trafficking of alcohol or other drugs
- Possession or trafficking of pornographic material
- Serious theft

It is the joint authority of the pastor and principal to expel a student from the school.  
(Archdiocese of Washington, Policy 5150)

The principal has the right to interpret and apply the "Code of Conduct" in accordance with Archdiocesan regulations.

**Threats**

In the event of any actual or perceived threat of violence or other inappropriate/illegal behavior, St. Andrew Apostle School reserves its right to take any and all actions it deems necessary for the health and safety of its school community, including the individual(s) making the threat. These actions may include contacting law enforcement offices, mental health professionals and/or any other outside experts as the school official(s) deems necessary. A student who makes a threat of violence may be required to remain off school property until a mental health professional certifies that the student is not a danger to him/herself or others, or may be subject to disciplinary action, including expulsion.

## **CURRICULUM RESOURCES**

### **Textbooks and Supplies**

Students in each grade are required to have specific supplies which are determined by the teacher. The current year supply lists are located on SchoolSpeak. When a student's supplies run out, they will need to be replaced. A teacher reserves the right to request additional school supplies during the school year.

Textbooks are the property of the school and are on loan to the students. Payment is required for lost or damaged books. All hardback books must be covered and remain covered throughout the school year. No highlighting or writing is allowed in any hardback book or novel.

Students in the Junior High will be given the opportunity to rent a set of text books to keep at home. We recognize that the text books used in Junior High are extremely heavy and that due to their weight, there is a benefit to keeping a set at home. The cost to rent a textbook is \$25 per book. The students can rent the Math and Social Studies. The electronic version of the Science text books will be made available to all Junior High students and will not be available to rent. The expectation is that the text book will be covered and returned in good condition at the end of the year. If a rental book is lost or damaged, the student will be responsible for the full cost of the book, which ranges from approximately \$125 to \$200 per book. Consistent with the school's policy regarding unpaid fees, final report cards will be withheld until all rental books are returned or replacement fees are paid.

### **Bookcovers and Rolling Backpacks**

BookSox may be used as a book cover for certain school purchased textbooks at the discretion of the teacher. If a teacher determines that a book is too large, then a BookSox may not be used as it can damage the binding on our books. If this is the case, please use paper grocery bags or store bought paper book covers.

Students are only allowed to use contact / adhesive books covers on workbooks. These adhesive book covers are not allowed on any text books.

Students in Preschool -- Grade 8 may use rolling backpacks.

Rolling backpacks should be carried up and down steps. Students are asked to take great care when rolling backpacks. Any student using a rolling backpack in an unsafe manner or as a play toy will not be permitted to have one in school.

### **Library Media Center**

One of the most valuable resources in the school, the library media center, supports and enriches the entire instructional program, providing informational resources and reference assistance to students and staff, curriculum support materials to teachers, and encouragement of recreational reading.

Through regular class visits (K-8), the staff provides age-appropriate storytelling, book talks, informal information skills instruction, and readers' advisory. In addition, the library publishes

summer booklists for each grade level and assists in the coordination of book fairs. Students are encouraged to check out books when classes visit each week. Emphasis is placed on learning to become responsible borrowers. The library print collection includes over 10,000 books, featuring quality children's and young adult literature and reference materials, and circulates more than 17,000 print and non-print items to students and teachers throughout the school year.

The library media center is open Monday through Friday during school hours. At the beginning of each school year, students are provided with information regarding borrowing privileges and other library rules.

### **Technology and Internet Usage**

Students (PreK-8) at St. Andrew Apostle School have the opportunity to utilize computers and peripherals (printers, scanners, Internet, networking systems, etc.) in their various classrooms. In addition to acquiring basic competence in the operating of computers and their peripherals, students also have the opportunity of gaining expertise in age appropriate programs and research methods through the integration of technology with their subject curricula. With the privilege of using the school's technology resources comes the responsibility of using it ethically.

Students shall use all Technology Equipment, including, but not limited to computers, networking systems, Internet, mobile devices, communication devices, cell phones, email, social networking sites, calculators, DVD players, and cameras ("Technology Equipment") with care and respect, whether at school, at home, or elsewhere.

#### **Student Responsibilities When using any Technology Equipment, All Students:**

- Shall use all Technology Equipment, including, but not limited to computers, networking systems, Internet, mobile devices, tablets, hosted or cloud-based environments, communication devices, cell phones, email, social networking sites, calculators, DVD players, and cameras ("Technology Equipment") with care and respect, whether at school, at home, or elsewhere.
- Shall not type, send or otherwise use any inappropriate or offensive words, or display, send, or otherwise use inappropriate or offensive images, sounds or messages from or on Technology Equipment. This includes, but is not limited to, creating, publishing, displaying or in any way disseminating any information or files that are abusive, obscene, sexually oriented, threatening, harassing or damaging to another's reputation.
- Shall not violate any local, state or federal laws.
- Shall not engage in cyber-bullying behavior.
- Shall not use the device to capture photos, video, audio or other media involving other students, faculty or staff without explicit permission from the subjects of the media.
- Shall never use the technology in bathrooms or locker rooms.
- Shall not impersonate others or hack or otherwise seek unauthorized access to any restricted information or account.
- Shall immediately report to a teacher or supervising staff member any inappropriate material or misuse of Technology Equipment of which the student becomes aware.
- Shall not engage in any behavior otherwise prohibited by school disciplinary standards.

Schools may supply students with Technology Equipment owned or leased by the school for instructional use. Schools may also permit students to use their own Technology Equipment during class as directed by their teachers as part of a “BYOD” (Bring Your Own Device) initiative. When using Technology Equipment supplied by the School, or Technology Equipment permitted under a BYOD initiative, all students:

- Shall not reconfigure any school hardware, software, or network settings.
- When on school grounds, shall access only school-supplied WiFi or other networks provided by the school. Under no circumstances may students use Technology Equipment to access the Internet through 3G or 4G connections or any other means not specifically provided by the school.
- Shall not attempt to bypass or otherwise evade any content filters or security measures in place on the Technology Equipment.
- Shall not intentionally receive or send any viruses, worms, Trojan Horses, or any other kind of malware.
- Shall not install, download, upload, or otherwise transfer any software, files, or other data onto Technology Equipment supplied by the school without first obtaining the teacher’s permission.
- Shall not use any school Technology Equipment to create, store, transfer or use software or electronic content in a manner which violates the rights of the holder of copyright in the software or the content; and shall not plagiarize works found on the Internet or elsewhere.
- Shall only use the Internet for school-related projects and shall visit only the sites assigned by the teacher.
- Shall not take photographs or record audio or video unless as directed by the teacher for instructional purposes.
- Shall be solely responsible for the physical security and care of their Technology Equipment. The school does not assume responsibility for damages, lost or stolen devices.
- Shall ensure that their Technology Equipment is fully charged at the beginning of the school day.
- Shall promptly comply with a teacher’s request to shut down, close, put away, or hand over any Technology Equipment.
- Shall not play any games on Technology Equipment except as directed by the student’s teacher for instructional use.
- Shall not give out, post, or otherwise distribute personal information such as social security numbers, birthdays, credit card or bank account information, photographs, home addresses, telephone numbers, parents’ work addresses or telephone numbers or the name and location of the school.

All students understand and acknowledge:

- Student use of cell phones, tablets, laptops, and any other portable electronic devices during school hours is strictly prohibited, except in the case of a medical emergency or as otherwise directed by the student’s teacher for instructional use.
- Schools may require that Technology Equipment used in a BYOD program must meet certain compatibility requirements, use certain security measures, and include certain hardware, software, or applications, which may include applications that grant the school

control over the content on the Technology Equipment.

- Use of equipment is a privilege, not a right. As such, any violation of this policy may result in permanent revocation of their technology privileges and other disciplinary action may be taken in the sole discretion of the principal.
- Use of all Technology Equipment may be monitored. There is no expectation of privacy for any information stored on any Technology Equipment used on school grounds, including any information or files stored in students' personal accounts (such as social media or file sharing accounts) that are accessible via such Technology Equipment. The school reserves the right to access a student's computer files or any other Technology Equipment when required for the maintenance of the school's Technology Equipment, in emergencies, in the course of investigation of possible wrongdoing or a disciplinary infraction, or at the discretion of the principal. If a student refuses to grant the school full access to his or her Technology Equipment for such a purpose – for instance, by withholding a password – the school may treat that refusal as an admission of wrongdoing.

Parent/Guardian Acknowledgement:

- Parent/guardian shall be responsible for reading and reviewing the terms listed above with their child.
- Parent/guardian shall be responsible for any damages, claims and expenses resulting from their child's use of the school's Technology Equipment.
- Parent/guardian shall be responsible for damages, claims (including theft) and expenses of all personally owned Technology Equipment used in any BYOD program.
- Parent/guardian acknowledges that any failure to honor the terms of this agreement may result in disciplinary action determined at the discretion of the Principal, any or all of the student's technology privileges being revoked, and/or the reporting of such infraction to appropriate authorities.
- Parent/guardian acknowledges that violation of any provision of this policy may result in confiscation of the equipment until retrieved by such parent/guardian.

Parent/Guardian acknowledges that they have read and reviewed the terms of acceptable technology use with the student listed above, and both parent and student understand and agree to abide by those terms. Parents/guardians and students are required to carefully review and sign the school's "Acceptable Use Guidelines and Computer and Internet Use Agreement" (located in the Forms section of the school's website and on SchoolSpeak) during the first week of each school year. This document is to inform them not only of the responsibilities, but also of the sanctions which result from their violation.

### **Field Trips**

Throughout the school year, field trips are planned to complement classroom instruction. Participation is strongly encouraged as these trips correspond to the curriculum. Field trips are privileges. A student may be denied participation if he/she fails to meet academic or behavioral requirements. Students on field trips remain subject to all school rules and regulations.

A field trip form including a medical release form must be completed and signed by a parent or guardian. Students must return these forms, with any required fee, to the school by the date

stated on the form to be able to participate in the activity. The office accepts only checks made payable to St. Andrew Apostle to cover the cost of the trip. The cost of the trip is budgeted on full participation; therefore, if a student is absent on the day of the activity, money is not refunded. Students who fail to submit a proper field trip permission form will not be allowed to participate in the field trip. Faxed permission forms will be accepted. Telephone calls will not be accepted in lieu of written permission.

## **DAILY PROCEDURES**

### **Schedule**

The school day for Pre-K-8 begins when the morning bell rings at 7:55 AM and concludes at 3:00 PM. Half-day schedule is 7:55 AM until noon. The half-day Pre-school and Pre-K program will end at 11:30 AM.

### **Alternative Schedule**

St. Andrew Apostle School follows Montgomery County Public Schools for closings, delays and early dismissals due to inclement weather or other situations. If Montgomery County Public Schools are closed incidentally during an inclement weather day, any weather-related closings, delays and early dismissal announcement will be according to the Archdiocese of Washington. These will be announced on the area radio and television stations. Please listen for this information and have an emergency plan in place. We will not send out a separate announcement.

For up-to-date information on closings, delays and early dismissals, please call 301-649-3555, ext. 123. Parents/guardians are requested NOT to call the school office or rectory for this information, as staff will be focused on the actions related to the alternative schedule.

If Montgomery County Schools call for a two-hour delay on a regular day of school, the morning bell will ring at 10:00 AM. Before care will open at 9:00 AM, and there will be no school for Foundation Preschool or morning Pre-Kindergarten students. If a delay occurs on an already scheduled half-day, classes will be cancelled for the day.

If Montgomery County Schools call for an early dismissal, St. Andrew's will follow the early dismissal exactly. Aftercare will close one hour after school closes and all evening activities and clubs will be cancelled.

### **Morning Arrival**

*St. Andrew Apostle Early Learning Center* operates 7:00 AM – 6:00 PM, Monday – Friday. The rear parking lot is reserved for families of Early Learning Center children and for parishioners who need to access the handicapped entrance for 8:30AM mass.

Morning arrival for Preschool-Grade 8 is a very busy time in the St. Andrew Apostle School main parking lot with scores of cars entering to drop off students, and then exiting. **The school administration's primary concern is for the safety of all children, parents, faculty and staff.** It is also important to have procedures that allow cars to enter and exit the property as quickly as

possible to ensure that students arrive at school on time, and that the school arrival cars do not cause delayed, excess traffic on Kemp Mill Road.

Parents/guardians and others who drive children to St. Andrew Apostle School are expected to cooperate with the following procedures developed to insure the safety of our students.

Morning arrival begins at 7:35 AM. Students may not be left on the premises before that time unless they are attending Morning Care, as there will be no supervision. From 7:35 AM until the morning bell rings at 7:55 AM, parent volunteers, teachers and patrols will supervise morning arrival time. Students will assemble with their class in the multi-purpose room.

Please refer to “Attachment 2: Morning Arrival” for a diagram of the areas mentioned in the following procedures. To get as many cars as possible on the lot at one time, **please drive your car up to the very last cone**. If yours is the first car in the line, **do not stop** in front of the junior high doors or just past the school building. This delays the number of cars that can enter the property. Once your car line stops, **please have children exit your car on the passenger side only (Note: If your child cannot exit on the passenger side due to car seats, then you will need to park your car in the lower lot and walk your child in)**. Please turn on your flashers if your child needs assistance getting out of the car and parent volunteers, teachers and patrols will assist your children out of the car. Please make sure children are ready to exit. It is not time to be putting on coats or packing backpacks. All students must exit your car at this time. If a parent/guardian must enter the school building, please drop the children off in your car line, and then park and enter the school at the new main entrance. All cars must enter the parking lot at arrival. **Please do not park on Kemp Mill Road and walk students onto the parking lot**. Not only is this not safe, but it takes a lane of traffic away from Kemp Mill Road and causes backups.

No one (adult, student, faculty, staff) is permitted to walk through the cones that are placed on the parking lot. Please cross at the front of the car line at the direction of the adult on duty. Crossing will only be allowed once the first car in the car line stops for the children to exit the car. Again, this is a safety issue and helps to keep the line of cars moving.

**Any student entering the building after 7:55 AM must enter with a parent/guardian through the school’s new main entrance and report to the office before entering his/her classroom.** If a parent/guardian needs to enter the school, please enter and exit only through the new main entrance and report to the school office.

**Additional rules:**

- Cars may not back up without a teacher’s direction.
- Cellular phones may not be used while driving on school property.
- No pets are allowed on the parking lot during arrival.
- Eating is not permitted at arrival.
- Students are expected to follow uniform guidelines at arrival.
- Children are not to run or play on the black top or field during morning arrival.
- Drive slowly and cautiously – remember, your child goes to school here!



**Afternoon Dismissal** (Please refer to “Attachment 3: Afternoon Dismissal” for a diagram of the designated areas).

Due to security and supervision concerns, students and/or parents are requested not to enter the classrooms after dismissal unless given permission by the teacher or main office administrative personnel.

Parents and others who pick-up children from St. Andrew Apostle School are expected to cooperate in the following procedures developed to insure the safety of our students.

- Cars may not back up without a teacher’s direction.
- Cellular phones may not be used while driving on school property.
- No pets are allowed on the parking lot during dismissal.
- Eating is not permitted at dismissal.
- Students are expected to follow uniform guidelines at dismissal.

**CARDINAL RULE: If cars are moving, students and adults do not.  
If students and adults are moving, cars do not.**

1. Drivers enter from Kemp Mill Road.
2. Drivers who will be exiting RIGHT onto Arcola Avenue, proceed directly to the Lower parking lot and park. Wait to be dismissed by the teacher on duty.
3. All other drivers enter lanes beginning with lane 1 (closest to the wall), filling each lane completely before beginning a new lane.
4. Engines must be turned off. Drivers wait with cars.
5. Students must remain in line with their classes until they have been dismissed.
6. When the entrance to the parking lanes are blocked, no cars will be permitted to enter until directed to do so by the teacher on duty. Cars waiting to enter the lot may pull around the circle to wait until directed to proceed.
7. Children cross the parking lot and remain in the cars until dismissed by the teacher on duty.
8. All vehicles remain in place until directed to move by the teacher on duty.
9. Any vehicle still waiting for students after cars have begun exiting will move over to the Lower parking lot and wait until students are able to cross the lot safely.
10. After all lanes are emptied the procedure will be repeated.

All cars must enter the school property. Students with or without an adult may not “walk-off” the property to a parked car on an adjacent street.

In order to assure an orderly and safe dismissal time, parents are asked to park in the lower lot if they plan to take their children to use the playground equipment on McArdle Field. Dismissed students with parent supervision are permitted to use this playground equipment from 3:00 PM to 3:20 PM on full days and 12:00 – 12:20 on half days. After these times, the playground equipment is reserved solely for the day care children. Therefore, dismissed students may not use the playground equipment between the hours of 3:20 PM – 6:00 PM on full days, and 12:20 – 4:00 PM on half days. The Early Learning Center playground is off limits from 7:00 AM to 6:00 PM on all days that the Early Learning Center is open.

### **Dismissal – Late Pick Up Fees**

Students who have not been picked up 20 minutes after the end of their school day will be brought to the school office. A late pick-up fee of \$15.00 will be charged to parents/guardians who are late picking up their child after Pre-school - Grades 8.

After 30 minutes past the scheduled end of the school day, an additional \$2.00 is charged for every five minutes until the parents/guardians pick up their child. On days that the day care is not open, late pick-up fees will double. Please refer to the school calendar for these dates.

ON THOSE DAYS WHEN THERE IS NO DAYCARE (see School Year Calendar for specific dates) THE LATE PICK UP FEES WILL DOUBLE.

Emergency situations often occur that prevent a parent from picking up their child(ren) on time. Please call the school office if you know you will be late to pick up your child. This information will ease your child's anxiety and will give the staff early notification that your child will be in the office after the class ends. Late pick-up fees will not be charged for emergency situations. However, the emergency situation waiver is just that – for that rare occasion when a parent is unable to arrive on time.

### **Walkers**

Students who walk home from school must have a permission form on file in the office. Students who walk may be kept at school until alternative pick-up arrangements have been made if circumstances warrant. If a student who does not normally walk is doing so on a particular day, please send a note to the office on that day.

Students will exit the building at dismissal time. Streets adjacent to the parish property are not to be used for picking up students at dismissal time.

### **Attendance**

The state of Maryland provides law for the compulsory attendance by all students between the ages of five and sixteen years. The responsibility for compliance with the law belongs to the parents/guardians, but the school is obligated to keep an accurate record of daily attendance for each student (Archdiocese of Washington, Policy 5112).

### **Tardiness**

It is imperative that students arrive at school on time. Students may arrive at school in the morning beginning at 7:35 AM. Any student entering after 7:55 AM **must enter with a parent or guardian through the school's new main entrance and report for a late slip before entering his/her classroom.** Tardy students disrupt the classroom morning schedule as they get ready for class, tardy students miss morning announcements, and they often miss valuable instruction time. Because persistent tardiness is incompatible with the mission of the school, a parent conference with the principal will be required if a student is repeatedly late for school.

## Absence

In case of an excused absence, the parents/guardians of the student must email the homeroom teacher and the office ([standrew20902@standrewapostle.org](mailto:standrew20902@standrewapostle.org)) each day that the student is out indicating the reason for the absence (i.e., illness, shadow day, etc.) If the school does not receive proper written communication regarding the absence within two days of returning to school, or if the school has reason to suspect the validity of the excuse, the principal may investigate the situation and take appropriate action (Archdiocese of Washington, Policy 5112).

Students are responsible for completion of all the assignments missed during their absence. All parents/guardians should refer to the Homework section of SchoolSpeak for homework assignments.

If students are absent for only one day and that is a day on which a quiz/test is given, or an assignment is due, they will be expected to take the quiz/test or submit the assignment on the day they return. If a student returns to school on the date a test is to be given, or an assignment is due, having been present when the test or project was assigned, he/she will be expected to be prepared.

Parents/guardians in the *elementary grades* should work directly with the student's teacher to coordinate obtaining missed assignments for an absent student, however, parents/guardians are asked not to disturb the teacher during the school day in order to obtain these assignments.

Parents/guardians in *third, fourth and fifth grades* should coordinate with the student's homeroom teacher in order to obtain missed assignments for an absent student, however, parents/guardians are asked not to disturb the teacher during the school day in order to obtain these assignments.

Parents/guardians in the *junior high grades* should coordinate directly with the main office in order to obtain missed assignments for an absent student.

Although it is very difficult for a teacher to assign materials in advance as class pace varies with each lesson, in the unusual circumstance that a child has an extended absence, teachers will work with parents to provide anticipated missed assignments during the absence. Any assignments not provided prior to the extended absence will be issued upon the return of the student. If it is necessary for a student to be absent for an extended time, Montgomery County Department of Special Needs may provide a tutor.

The following are valid reasons for excused absences from school (if properly documented by the student's parent or guardian upon the student's return to school):

1. *Illness of the student (after three days of illness, student must provide medical documentation that indicates that the student is able to return to school);*
2. *Death in the student's immediate family;*
3. *Necessity for a student to attend a judicial proceeding;*
4. *Lawful suspension or exclusion from school by chief administrative officer.*

5. *Temporary closing of facilities or suspension of classes due to severe weather, official activities, holidays, malfunctioning equipment, unsafe or unsanitary conditions, or other conditions requiring closing or suspension of classes; and*
6. *Other absence(s) approved in advance by the principal upon the written request of a parent or guardian. Sufficient notice should be given to the school in order to provide expected student work to be completed while absent. Failure to provide sufficient time may result in an unexcused absence.*

Any absence that does not fall into one of the above categories, or is not properly documented by the student's parent/guardian, is an unexcused absence.

### **Unavoidable Early Dismissal**

Parents/guardians are encouraged to schedule appointments at times other than during the school day. When this is not possible, requests for a student to be released early should be made in writing to the homeroom teacher. The parents/guardians must enter only through the school's new main entrance and report to the office to sign the early dismissal form. Should the need for an early dismissal occur on the day of the dismissal, parents /guardians are requested to call the office before noon to request an early dismissal / to inform a student of a change in pick-up or after school plans.

### **Family Trips**

Parents/guardians are strongly encouraged to plan trips during school vacation. Absences during the academic year impede learning and progress. When a necessary trip causes the student to miss class, the principal and individual teachers must be notified in writing. If necessary, the principal and teachers may discuss the student's progress with the parents/guardians to advise them of the effect such an absence may have on the student's schoolwork. Please keep in mind that absences and tardiness are detrimental to academic progress and high school acceptance.

Although it is very difficult for a teacher to assign materials in advance as class pace varies with each lesson, in the unusual circumstance that a child has an extended absence, teachers will work with parents to provide anticipated missed assignments during the absence. Any assignments not provided prior to the extended absence will be issued upon the return of the student.

### **"Shadowing" for 8<sup>th</sup> graders**

Eighth grade students are encouraged to spend a day at the high school they are considering attending. Students are permitted **four** excused absences to "shadow" at the high schools of their choice. Since eighth is such a critical year, we strongly encourage that you schedule high school shadow visits on days where St. Andrew's is not holding school or on half days. Students are required to make up missed work and should proactively talk with their teachers to do so.

### **Classroom Visitation**

Opportunities to visit the classroom are at the invitation and discretion of the teacher. Open House for classrooms is held for parents/guardians and guests during Catholic Schools Week. *Impromptu visits to the Preschool – Grade 8 classrooms for any reason are not permitted.* Parents/guardians needing to contact a child or teacher must do so through the school office. See the School Security/Visitors policy under the Safety section of this handbook.

### **Forgotten Items**

We continually strive to reinforce responsible behavior by our students. However, we realize that items do inadvertently get left behind. Upon coordinating with the appropriate teacher, students may be given permission to report to the office to call parents to ask them to drop off forgotten materials. Parents may not enter a classroom to drop off assignments or materials for students during the school day. This is a source of great disruption in the classroom. Parents must drop off all items with administrative personnel in the front office and the items will be routed to the appropriate students.

Parents are encouraged to place forgotten lunches, with the name written clearly on the lunch container, in the lunch bin located outside the multi-purpose room.

Due to security and supervision concerns, we ask that students and/or parents do not enter the classrooms after dismissal to pick up forgotten items unless permission is obtained from the teacher or administrative personnel in the main office.

### **Lost and Found**

The “Lost and Found” storage area is located outside the multi-purpose room. Unclaimed items will be donated to charity on a monthly basis. Please assist the school staff and write your child’s name on clothing and personal belongings.

### **Food at School**

Parents/guardians are asked to consider when preparing their child’s lunch and snacks that a number of students in the school have life threatening allergies to peanuts and tree nuts. We request that parents/guardians support the faculty’s effort in maintaining a safe environment for all students as they strive to keep the school peanut and tree nut free.

Any food sent in to share with other students must contain all original ingredient labels. Please give these items to your child’s teacher for distribution. Food sent in to share without original ingredient labels **will not** be served to the students.

In addition, please instruct your child to not share their food with other students unless a teacher gives approval to do so. Refer to Appendix for *Guidelines for Managing Food Allergies*,

### **Lunch**

Students grades Pre-K - 8 have lunch in the multi-purpose room. Students in the Early Learning Center to Pre-School have lunch in their classrooms. Please see the “*Food at School*” regarding Food Allergies.

Milk, which may be purchased at the beginning of the school year, is distributed each day.

All lunch boxes should be marked on the outside with the student’s name. If parents/guardians bring a forgotten lunch to school, please enter and exit only through the school’s new main entrance. Place the lunch box in the bin provided outside the multi-purpose room. Fast food or restaurant style food **may not** be delivered.

- Students with a bag lunch should bring condiments, napkins and utensils, as needed. Lunch room supplies are only provided as part of the hot lunch program.
- Students may not bring glass containers or cans of soda to school.
- Food must not be placed directly on the table.
- Students must display proper table manners.
- Students must behave appropriately while in the lunch room.
- Students are responsible for cleaning the table, chair and floor area around their eating area.
- Students may not use the microwave, refrigerator or freezer. No exceptions.

### **Snacks/Candy/Gum**

When providing snacks for the entire class, unless otherwise directed by the teacher, please only send items that are single 'self-serve' portions. Do not send in items that need refrigeration or freezing, as the refrigerators and freezers are not available for student use. (Note: The only exception will be for ice cream and ice-flavor pops / popsicles that have been preapproved by the teacher.)

We suggest that parent/guardians choose nutritious snack options as this will help promote a healthier learning environment for our students.

Students and/or parents/guardians must make prior arrangements with the teacher if a special snack or treat is provided for the entire class. Please see the "Food at School" regarding Food Allergies.

Chewing gum is not permitted at any time on school property. Since this includes "Blow Pops", please do not send them in as a treat.

School faculty and staff may at their discretion provide candy to the students. The candy is to be eaten at home and / or off campus and not during school or after care hours. Teachers will be cognizant of food allergies in their classrooms supporting the faculty's effort in maintaining a safe environment for all students.

### **Birthdays / Parties**

Student birthdays are observed in various ways according to grade level. We know many parents like to celebrate birthdays and other occasions with special treats. We strongly encourage parents to celebrate with non-food items such as crafts, stickers, pencils, themed erasers, key chains or other trinkets, rather than food. If you still choose to send in food, please consider sending in healthy food options. This will help promote a healthier learning environment for our students.

**Students and/or parents who choose to send in food must make prior arrangements with the teacher if a special treat is provided for the class.** Please coordinate with the teacher in advance as the teacher needs written approval from a parent/guardian to serve your snack / treat to a student with food allergies or other needs. Please see "Food at School" regarding Food Allergies.

In the interest of classroom management, the teacher must approve all parties, celebrations and the arrangements for them (i.e., type of special treat and timing of the celebration.) If prior approval has not been obtained, the teacher reserves the right to reschedule the celebration and/or not serve the treat.

The room parents usually coordinate class parties and the treats to be offered at these events. Parties held outside of school are solely the responsibility of the parents/guardians. Invitations may be distributed during the school day **only** if they include every student (i.e., all the girls and/or boys).

### **Recess**

Recess is a privilege available to students who adhere to the following instructions:

Conduct:

- Students must line-up and walk into the building in an orderly manner.
- Courtesy and cooperation must be given to recess supervisors. Uncooperative behavior shall be brought to the attention of the principal.
- Maul ball, “chicken fights”, touch or tackle football, keep away, or any other rough games are not allowed.
- Four square, relay games, etc. are permitted on the black top only.
- The black top area is not to be used for soccer, kickball etc.

Off Limits:

- No one is allowed near the classroom windows.
- No one is allowed on grassy areas other than the front part of the field.
- No one is allowed near the woods, on the rectory lawn, on the hilly areas near the end of the primary wing, or on the library side of the school.
- Students must not remain in, or return to the building during recess. If there is an emergency, the student will be sent in with a buddy.

### **Indoor Recess**

The following applies to all students:

- Activities are limited to quiet desk games (i.e., cards, Scrabble, chess, checkers etc.).
- Students must choose a quiet game and remain seated.
- Students are not to leave the classroom except in the case of an emergency after informing the adult on duty.
- Ball games, throwing objects, and running are not permitted.
- The school is not responsible for any personal property that is brought from home.

### **Extra-Curricular Activities**

In cooperation with the parish, during the academic year, St. Andrew Apostle School offers a variety of activities for the student’s growth and enjoyment. All students are encouraged to participate. Some activities require a fee. Extra-Curricular activities take place after the end of the school day. Parents are to wait outside the Junior High doors for dismissal from activities.

Due to safety and supervision concerns, siblings or carools may not wait in the school building during after-school activities.

Activities may include but are not limited to:

Student Council	Homework Help	Enrichment classes	C.Y.O.	Drama Club
Yearbook	Choir	Altar Servers	Karate	Band
Cooking	Chess Wizards	Scouting	T-Ball	Sewing

See <http://www.standrewapostle.org/School/clubsActivities.html> for additional information.

## COMMUNICATION

### **Office**

The office is open from 7:30 AM – 3:30 PM Monday through Friday. The phones will be answered from 8:00 AM- 3:30 PM. Please enter and exit through the school’s new main entrance. See the School Security/Visitors policy under the Safety section of this handbook. Should parents/guardians wish to schedule an appointment with the principal, they are requested to call or e-mail the office for an appointment in order to set a time that is mutually convenient. The office phone number and e-mail address are 301-649-3555 and [standrew20902@standrewapostle.org](mailto:standrew20902@standrewapostle.org). The office staff will not accept deliveries (e.g. balloons, flowers, etc.) for students.

### **SchoolSpeak / Web Site / Facebook / Instagram**

Up-to-date school information including the faculty directory and the monthly calendar can be found on SchoolSpeak. Information and announcements are posted via the “Knights in the Know” (KIK). Parents/guardians are expected to carefully review this communication upon receipt. The school Facebook page is <http://www.facebook.com/pages/St-Andrew-Apostle-School/139991369366795>.

Various forms are available on SchoolSpeak and the school’s website. The principal must approve all information or flyers being sent home to an individual class or the entire school. Ideally, this kind of communication should go home on Thursdays.

### **Official Communications**

Official communications from the school will be sent via SchoolSpeak and / or School Reach depending on the nature of the communication. Periodically, room parents will be asked to send emails to their class with reminders or for other points of emphasis for parents. If the room parent requests a response, please utilize the “Reply Only” feature. Do not “Reply All” as we need to respect the fact that not all of the parents and guardians on the initial email list are interested in receiving “Reply All” responses. In addition, if you have a message that is school-topic relevant for the entire class, do not “tag on” to a room parent email and “forward” or “reply all” in order to communicate your message. If you have a message that is school-topic relevant for the entire class, preapproval by the principal must be obtained prior to sending the email.



**Directory**

The directory that includes the names and e-mail addresses of each school family is available on SchoolSpeak.

**Parent-Teacher Communication**

Open communication between parents and teachers is encouraged. Parents/guardians should contact the teacher directly to discuss an area of concern, or to inform the teacher of anything in the life of the student that may affect his/her schoolwork. Please email the teacher using the email addresses located in SchoolSpeak to make an appointment or request a phone conference with a teacher. In order for a teacher to focus on your concerns, school functions, sporting events, hallways and the parking lot are inappropriate places to discuss school issues. Please do not contact teachers at home. All matters should first be discussed with the teacher prior to contacting administration for discussion.

**Forms for School Completion**

All miscellaneous forms to be filled out by St. Andrew Apostle's teachers and staff must be sent to the principal for processing (e.g., forms for testing, forms to transfer schools, forms for doctors). The principal will disperse the forms to the appropriate teachers and/or staff. Completed forms will be mailed directly from the school office.

**Media**

In accordance with Archdiocesan policy, parents/guardians are asked to review and sign the Permission Slip for Publicity Rights form. A copy of this form is located on SchoolSpeak and the school's website. Parents/guardians are asked to sign the form and return it to the school office.

**Social Media: Internet Sites / Phone Apps**

For the safety of all students, St. Andrew Apostle School students are strongly discouraged from maintaining personal pages on Internet sites and using location apps on cellular phones (including but not limited to: Facebook; Snapchat; Instagram, KIK, Wattpad, YouTube, WhatsApp, Twitter, Tumblr, Pinterest, VSCO, etc.). If a St. Andrew Apostle student maintains one of these sites, he/she is prohibited from posting any St. Andrew Apostle School information. This includes, but is not limited to, posting pictures of the school or school property, posting pictures of students in school, gym, or athletic team uniforms, and any mention of being a student at St. Andrew Apostle School.

Students shall not type, send or otherwise use any inappropriate or offensive words, or display, send, or otherwise use inappropriate or offensive images, sounds or messages from or on Technology Equipment. Students shall not use Technology Equipment in a manner which violates any local, state or federal laws. The student is also required to follow the School Code of Conduct. These restrictions apply whether the site is listed as private or not.

Students shall immediately report to a teacher or supervising staff member any inappropriate material or misuse of Technology Equipment of which the student becomes aware. Students shall not use Technology Equipment in any way to engage in cyberbullying behavior. The

school principal will determine whether or not disciplinary action is necessary if students do not adhere to these regulations.

### **Cameras**

Students are not permitted to have cameras in school. Any camera at school, whether it is being used or not, will be taken from the student and a parent or guardian will be required to pick it up from the principal. Parents who are volunteering during school hours are also asked to abide by this policy. Cameras are permitted on fieldtrips at the discretion of the teacher, school administration and the facility being visited. Teachers will let the students know if they are able to bring cameras on their fieldtrip.

### **Phone Use**

Students, in grades 6-8, who bring a cell phone to school will be asked to place the phone in the secure homeroom cell phone bag for the duration of the school day. The students will retrieve their cell phones during home room at the end of the day. Students are not permitted to use cell phones during normal school hours. Students are not permitted to use cell phones unsupervised on school property during normal school hours. This includes arrival, recess, and dismissal times.

Students may only use their cell phones and mobile devices in the school office or class room after they have received permission and are being supervised by a staff member.

*Students in grades 5 and below are not permitted to bring a cell phone to school.* Parents and guardians are reminded that cell phones may not be used while driving on school property.

## **HEALTH**

### **Emergency Dismissal and Information Form**

Prior to the first day of school, each family will receive their emergency dismissal and information form via SchoolSpeak. This form and updating the family and student profiles must be completed online and are to be filled out and submitted prior to the first day of school. Students will not be allowed to stay for the first day of school if the family profiles and forms have not been completed and submitted. Please note that no handwritten forms will be accepted. A new form needs to be completed and submitted on line in the event of a change of address, home, work or cell phone numbers.

Any other information about a student (e.g., allergies, diabetes, seizures) should be provided by the parent/guardians to the school office where it will be placed in the student's record. This will assist with the proper response to the student should the need arise. It is also necessary that this information be given to the student's homeroom teacher.

### **Medical Records**

All students attending St. Andrew Apostle must have their immunization and medical records up-to-date. Parents/guardians are responsible for updating their child's records. For school attendance, Maryland State Law requires that all children must provide proof of having received the immunizations listed in the *Age-Appropriate Immunization Requirements for Children*

*Enrolled in Child Care Programs - 2019-2020* which is featured on the Maryland Department of Health and Mental Hygiene website and also included in SchoolSpeak and on the school's website.

### **Sickness and Injury**

A volunteer nurse and/or trained faculty or staff will oversee the medical files, dispense prescribed medications, and attend to minor illnesses and injuries during part of the school day. Members of the faculty and staff are trained to administer basic first aid, CPR and an epinephrine auto injector when needed. Occupational Safety and Health Administration (OSHA) regulations are followed. Parents/guardians will be notified of any major injury and accidental exposure or ingestion of a known food allergen.

Parents/guardian will also be called to take a sick or injured child home for the following reasons.

- Temperature above 100 °F
- vomiting
- diarrhea
- pinkeye
- head lice (nit free)
- broken bones
- laceration that may require stitches
- accidental ingestion of known food allergen

We ask that parents/guardians please arrive at school promptly to take the student home. Please do not send your child to school with any rash until a doctor has checked it and given permission for the child to attend school.

**Children are not to return until they are free from fever and/or stopped vomiting / diarrhea for 24 hours.**

### **Communicable Diseases**

In the event that a student is believed to have a serious communicable disease, the principal should be informed immediately of the diagnosis and be kept informed by the parents/guardians about the progress and treatment. The principal, in consultation with the student's physician, will make educational decisions.

#### **Head Lice**

Head lice is very contagious, but it can be a short outbreak if all involved follow the guidelines for control and check their child every day for 21 days after a confirmed case. If a child is diagnosed with lice, all other children in that child's class will be required to have their heads checked thoroughly by their parents: each strand of the child's hair must be checked for live lice and/or nits. Students will also be required to take home all clothes, towels, etc. that have been sent to school and have them washed with hot water and dried in a dryer on high. The classroom and daycare (if applicable) will undergo special cleaning procedures.

### **Medication**

Any child receiving medication at school must have a completed "*Authorization to Administer Medication at School*" form. Part I is to be completed by the parents/guardians. Part II is to be completed by the physician.

In addition, anaphylactic allergy students who require an Epinephrine Auto Injector must have a completed “*Emergency Care for the Management of a Student with a Diagnosis of Anaphylaxis Release and Indemnification Agreement for EpiPen*” form. Part I is to be completed by the parents/guardians. Part II is to be completed by the physician. These forms are available on SchoolSpeak and the school’s website.

- No medication will be administered at school or during school sponsored activities without a parent/guardian written authorization and a physician’s order.
- Information necessary includes student name, diagnosis, medication name, dosage and time of administration, duration of medication, side effects, physician signature and date.
- The medication must be hand-delivered to the school by a parent/guardian. It should be properly labeled by a pharmacist and be consistent with the physician’s order. In no circumstance will St. Andrew Apostle School staff administer medication brought to school by the student.
- Over the counter medication (e.g. Tylenol, Benadryl), must also be prescribed by a physician and brought to the school by a parent/guardian. Medication must be in the original container with the dosage labeled by the manufacturer and the safety seal intact.
- The physician must appropriately label physician samples.
- The first full day’s dosage of any new prescription must be given at home.
- No medication will be continued beyond the school year in which it is ordered.
- Parents/guardians are responsible for submitting a new form to the school each time there is a change of dosage or time of administration of the medication. The school office will change the label on the existing bottle after receiving the physician’s order. The parents/guardians will provide medication for as long as it is prescribed.
- All medication kept in the school will be stored in a locked area accessible only to authorized personnel.
- One week after expiration of the effective date on the physician’s order, the parent/guardian must personally collect any unused portion of the medication. Medication not claimed within that period will be destroyed.
- St. Andrew Apostle School does not assume responsibility for medication not prescribed by a physician or medication administered by the student himself /herself.
- In no case may any school staff member administer any medication, even aspirin, outside the framework of the procedures outlined above.
- St. Andrew Apostle School discourages the administration of medication to pupils in school during the school day. Any necessary medication, which possibly can be administered before or after school, should be so dispensed.
- Students must be on medication for at least 24 hours before the medication may be dispensed at school.
- A completed ***Food Allergy & Anaphylaxis Emergency Care Plan*** must be maintained in the school’s health room as well as with the student’s teacher for each identified allergic student. Parent/guardian must meet individually with the student’s teacher to review the contents of the ***Food Allergy & Anaphylaxis Emergency Care Plan***. This form is available on SchoolSpeak and the school’s website.

**Asbestos Plan**

In October 1986, the U.S. Congress enacted the Asbestos Hazard Emergency Response Act (AHERA). Under this law, comprehensive regulations were developed to address asbestos problems in public and private elementary and high schools. These regulations require most schools to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings, and implement response actions in a timely manner.

These regulations assign schools many new responsibilities. St. Andrew Apostle program for fulfilling these responsibilities is outlined in our asbestos management plan. This plan contains information on our inspections, re-inspections, response actions, and post-response action activities, including periodic surveillance activities that are planned or are in progress.

Should you wish to do so, the St. Andrew Apostle School plan is available for review during normal school hours. The plan is kept in the school office and there is no cost or restriction for review.

**Archdiocesan Catholic School Counseling Services**

In the event of an emergency or crisis, the Archdiocese of Washington may send a team of school counseling professionals to St. Andrew Apostle School. One-time, initial counseling services may be rendered to students by school or archdiocesan counseling staff in the event of a crisis or emergency.

**Child Abuse and Neglect**

It is the policy of the Archdiocese of Washington that all Catholic Schools within its jurisdiction will comply with applicable state laws regarding child abuse and neglect. Maryland State law requires all professional members of an institution to report any suspected child abuse or neglect. The law does not require the reporter to have any proof that abuse or neglect has occurred before reporting. Any doubt about reporting suspected child abuse is to be resolved in favor of the child (Archdiocesan of Washington, Regulation 5000.1).

**SAFETY****School Security/Visitors**

For the safety and protection of all students and adults in the school building, outside doors will be closed and locked to outside entry during school hours. All visitors must enter and exit through the school's new main entrance and proceed to the office. Students, faculty, staff and volunteers are not permitted to admit anyone to the building. All visitors, including parents, guardians and volunteers, are required to check in at the school office, sign a visitor book, receive a visitor pass, and report their departure to the office.

**Fire Drills**

Montgomery County law requires fire drills. All students must participate in school fire drills. Students are required to follow posted instructions and teacher direction. Parents/guardians are encouraged to talk with their child(ren) about fire safety.

**Emergency Plan**

St. Andrew Apostle School has a crisis plan in place and on file with the Montgomery County Police Department. In the event of a crisis, the School Crisis Team will follow the plan accordingly. Drills may be conducted as deemed appropriate by the principal.

**UNIFORM CODE/POLICY**

Please keep in mind that St. Andrew Apostle is a Catholic school. All uniform items should reflect well on our students and school. Items must be safe for playground usage (e.g. no high heels on shoes and no dangling jewelry).

Parents/Guardians of students not meeting appropriate uniform dress criteria will be called and required to deliver appropriate dress to the student, or take the student home. The student will remain in the school office until the parents/guardians deliver appropriate dress or the school day ends. Students miss valuable classroom time because of inappropriate uniform dress. Classroom work and assignments may not be made up.

Uniforms are to be kept clean and neat at all times. Shirts must be tucked in at all times, and gym shorts and uniform skirts may not be rolled. If a student loses, or grows out of, his or her uniform, replacement articles must be purchased in a timely manner. This applies to 8<sup>th</sup> grade students until the end of the school year.

**Girls, Grades K-5**

- Uniform plaid jumper of appropriate length with white blouse with a Peter-pan collar, long or short sleeved. (No more than three inches above the knee).
- Navy, black or white crew or knee socks; navy, black or white colored or opaque tights. The combination of socks and tights must be the same color. Socks must be visible above the ankle.
- Navy cardigan sweater or navy embroidered St. Andrew Apostle School crewneck sweatshirt or navy embroidered fleece.
- Navy dress shorts or pants with short sleeve or long sleeve embroidered blue polo shirts. Shirts must be tucked in at all times.
- Shorts must be worn under the jumpers at all times. Shorts should not be visible (i.e., cannot be longer than the jumper.)

**Boys, Grades K-5**

- Navy blue dress trousers (shorts or pants) (no denim or jean style).
- Navy, black or dark socks.
- Navy embroidered St. Andrew Apostle School crewneck sweatshirt or navy embroidered fleece.
- Short or long sleeve embroidered blue polo shirts. Shirts must be tucked in at all times.

**Girls, Grades 6-8**

- Uniform plaid skirt or kilt of appropriate length (No more than three inches above the knee).
- Khaki dress trousers or shorts.
- Shirts, shorts or pants worn with short sleeve or long sleeve embroidered blue polo shirt. Shirts must be tucked in at all times.
- Navy cardigan sweater or navy embroidered St. Andrew Apostle School crewneck sweatshirt or navy embroidered fleece
- Navy, black or white crew or knee socks; navy, black or white opaque tights. The combination of socks and tights must be the same color. Socks must be visible above the ankle.
- Shorts must be worn under the skirts at all times. Shorts should not be visible (i.e., cannot be longer than the skirts.)

**Boys, Grades 6-8**

- Khaki dress trousers (shorts or pants) (no denim or jean style.)
- Belt must be worn.
- Navy, black or dark socks.
- Navy embroidered St. Andrew Apostle School crewneck sweatshirt or navy embroidered fleece.
- Short or long sleeve embroidered blue polo shirts. Shirts must be tucked in at all times.

Girls in all grades may not wear sweat pants or pajama bottoms under a uniform jumper or skirt during school hours.

Girls in all grades may only wear footless tights if they are worn down to the ankle and the seam is appropriately covered by a matching pair of socks.

**Gym Uniform for All Students \*\*\*Other gym clothes are not permitted.\*\***

Students in grades K-8 are required to have an *official gym uniform*. If a student loses, or grows out of, his/her gym uniform, replacement articles must be purchased in a timely manner. This applies to 8th grade students until the end of the school year. Red gym T-shirts do not need to be tucked in.

**1st and 4th quarters:**

- St. Andrew Apostle School black mesh shorts with school logo.
- St. Andrew Apostle School black logo sweat pants (optional dependent on temperature).
- Gym shoes and white, black or red, above the ankle, crew socks.
- Red T-shirt with school name and logo.
- Red sweatshirt with school name and logo (optional dependent on temperature).
- ***Jr. High only:*** Spirit-wear hoodies may be worn on gym days.

**2nd and 3rd quarters:**

- St. Andrew Apostle School black logo sweat pants.

- Gym shoes and white, black or red, above the ankle, logo free crew socks.
- Red T-shirt with school name and logo.
- Red sweatshirt with school name and logo.
- ***Jr. High only:*** Spirit-wear hoodies may be worn on gym days.

### **Seasonal Uniform and Tag Day Information**

Students are allowed to wear shorts during the first and fourth quarters. This refers to gym shorts on gym days and dress navy or khaki shorts on uniform days as well as appropriate length shorts on Tag (out of uniform) days.

Students are not allowed to wear shorts during the second and third quarters. PE sweatpants should be worn on gym days and uniform navy or khaki pants can be worn in place of the uniform jumper or skirt on uniform days. Students are not allowed to wear shorts during the second and third quarters on out of uniform, Tag days.

Students are allowed to wear a plain white turtleneck under jumpers, navy sweatshirts, and PE sweatshirts during the second and third quarters.

### **Purchasing Sources**

Flynn and O'Hara is the uniform company for the school. Their store is located at Loehmann's Plaza at 5210 Randolph Road in Rockville, Maryland. School uniforms and gym uniforms can be purchased at the store.

New full gym uniforms, short sleeve and long sleeve embroidered blue polo shirts and the uniform navy embroidered sweatshirts are also available for sale at the St. Andrew School Store (See section below on the School Store).

### **Exceptions**

Scouts and similar groups who attend meetings immediately after school are allowed to wear their "official" uniform to school on that day.

### **Other Requirements Applicable to All Students**

In addition to the following, the school reserves the right to determine what is appropriate.

- **Shoes:** black or brown. Appropriate for uniform use. No tennis shoes, boots, or sandals allowed. No more than one inch heel on school shoes. *For Jr. High only:* all black gym shoes can be worn every day.
- **Undershirts:** Plain, white t-shirts may be worn under uniform clothing. No writing or logos may show through uniform clothing.
- **Make-up and perfume** are not permitted.
- **Colored nail polish** is not permitted for students in Pre-School through 5<sup>th</sup> grade. Traditional french manicures (white/pale pink) are permissible.
- **Nail tips** are not permitted.
- **Hair dye, coloring, bleaching, streaking and highlighting of hair** is not allowed.
- **Students' hairstyles** should reflect the tone of the dress code: neat and appropriate.



**Jewelry**

- Bracelets, ankle bracelets, rings, or all earrings (other than posts or studs) are not acceptable for boys or girls.
- A limit of 1 (one) stud earring in the lower lobe of each ear is permitted.
- Watches are acceptable.
- Only small religious medals or crosses on a thin chain are acceptable for boys or girls. No other necklaces allowed.
- Medical Alert and other medical necklaces, tags or bracelets are acceptable.

**Out of Uniform Criteria**

Clothing considered appropriate outside of school may be considered inappropriate to wear in school on out of uniform days.

At times during the school year, the students may be out of uniform. The following serves as a guideline as to what is acceptable.

**“Sunday Best Dress”:**

- **Girls:** skirts, dresses, dress pants. No sneakers, sweatpants, or t-shirts, flip flops or high heels. Shoulders and the midriff region must be covered at all times.
- **Boys:** khaki type pants. Collared shirts. Necktie recommended. No sneakers, sweatpants, T-shirts, or flip flops.

**“Spirit” or “Tag” days:**

- **Skirts/dresses:** no more than 3 inches above the knee
- **Shorts:** may be no shorter than ‘finger-tip’ length and may only be worn during the first and fourth quarters of the school year, consistent with the School’s Seasonal Uniform and Tag Day policy.
- **Yoga pants:** are permitted but must be worn with a long shirt or sweater that ends mid-thigh.
- **Straps on dresses or tops:** must be at least three fingers width. If thinner, a sweater-shrug must be worn before, during and after school hours.
- **Shirts:** Shirts or T-shirts with offensive language is not permitted
- **Tank or tube tops** (that show midriffs) are not permitted.
- **Clothes** with holes or in general disrepair, skin tight or revealing are not permitted.
- **Flip flops** are not permitted.

**ST. ANDREW APOSTLE SCHOOL STORE**

The St. Andrew Apostle School Store is located near the old school entrance by the circle doors. While school is in session, the store is open Monday, Wednesday, and Friday mornings from

approximately 7:45 AM to 8:15 AM and by prearranged appointment. The store carries school supplies summarized on the teacher classroom supply lists as well as new school uniforms.

Browsing or purchasing an item from the school store is not an excuse for tardiness. If students would like to visit the school store, they are encouraged to arrive at school by 7:45 AM so that items can be purchased prior to the beginning of the school day.

## **ST. ANDREW APOSTLE AFTERCARE**

The optional St. Andrew Apostle Aftercare is licensed by the Maryland State Department of Education, Office of Child Care and is run in conjunction with St. Andrew Apostle School. It is an extended part of the school day and the same school rules apply in Aftercare as they do in school, including treating the Aftercare staff with the same good behavior and respect that the school teachers receive. Aftercare employees are also considered part of the faculty and staff of St Andrew Apostle School and therefore follow the same schedule for school closings and school holidays.

### **Days and Hours of Operation**

Morning care is open from 7:00 AM to 8:00 AM. Morning Care will be open on days when school begins late due to inclement weather. For example, if Montgomery County schools open 2 hours late, Morning Care will begin at 9:00 AM.

Aftercare is open from 3:00 PM to 6:00 PM. When school is dismissed at 12:00 PM, daycare will run until 4:00 PM. Additional Aftercare, for an additional fee, may be offered from 4:00 PM to 6:00 PM on these days. A late fee will be charged for pick-ups after 6:00 PM (see Late Fees below). The phone number is 301-649-3144, and the phone is operational between 3:00 PM and 6:00 PM when Aftercare is open during the school year.

There will be no morning care or Aftercare on the days that the school is closed. This includes snow days. If there are exceptions, you will be notified in advance.

Parents/guardians are expected to drop off and pick up children from the Aftercare supervisors. If other arrangements are made, a note or email must be on file in Aftercare. For example, if children are leaving Aftercare to attend a sports practice, a specific note must be on file in Aftercare.

### **Drop Off and Pick Up Procedures**

Since the Morning Care entrance is the multi-purpose room door adjacent to the rear parking lot, families may use the rear parking lot. Since Aftercare is adjacent to the basketball lot, families are to use the main parking lot during pick up.

Refer to “Attachment 4: Morning Care Drop Off” and “Attachment 5: Aftercare Pick Up” for diagrams describing the drop off and pick up procedures.

### **Billing**

Billing is sent home with the student in advance on a bi-weekly basis at the rate that you choose

on your registration form. The monthly calendar will show you the dates when the bills go out, the dates the bills are due and the period that the bills cover. If you know in advance when your child will not be attending Aftercare, send in a note **by the first day of the month** and you will not be charged for those days. Otherwise we do not reimburse for days when your child misses Aftercare. **This includes sick days and up to three snow days.** You will be charged the drop-in rate for any additional Aftercare time used. There is a 10% discount for the second child and a 20% discount for the third child in a family.

### **Late Fees**

Aftercare closes promptly each evening at 6:00 PM. Late fees will be issued for students picked up after 6:00 PM as follows: a) 6:05 - 6:20 - \$10.00, b) after 6:20 - \$10.00 plus \$3.00 for every five minutes after 6:20 PM. This is a separate fee to be paid when you pick up your child.

### **Half Days**

Aftercare is open occasionally when St Andrew Apostle School is dismissed at noon. Regular Aftercare will close at 4:00 PM on half days.

Extended Care will be offered from 4:00 PM to 6:00 PM for an additional fee on certain half days. These days are indicated on both the school calendar and the monthly after care calendar that you receive with your bill. The extended care charge is \$15.00 per child and \$20.00 per family.

### **Inclement Weather (snow, heat, hurricanes, etc.)**

Aftercare will be closed on days when the school is closed due to inclement weather. When school closes early because of inclement weather, Aftercare will close 1 hour after the school closes (e.g., school closes early at 12:00 noon, Aftercare closes at 1:00 PM). If Montgomery County announces a 2-hour late opening on a day that St. Andrew's has scheduled a 12:00 noon dismissal, Aftercare will be closed.

### **Health Forms**

Each child enrolled in St. Andrew Apostle Aftercare must have a current record of immunizations, health inventory form and an emergency card on file in Aftercare. All pertinent medical information (e.g. allergies to medication, food, and any other information necessary to insure the safety and well-being of your child) must also be on file. *The St. Andrew Apostle School office medical files are not available to Aftercare.* An emergency card with current names, addresses, and phone numbers of people to contact in case of emergency must also be on file at Aftercare. Please make sure this emergency card is available to the day care staff on the first day of attendance.

### **DISCLAIMER**

The principal is the final recourse and reserves the right to amend this handbook. Parents/guardians will be given notification.

## **GUIDELINES FOR MANAGING FOOD ALLERGIES**

Food allergies can be life threatening. An increased awareness and heightened sensitivity to the severity of food allergies can reduce the risk of accidental exposure to food allergens. This is a shared responsibility for all students, parents/guardians and school staff regardless of whether your child has food allergies.

### **Student's Responsibility**

- ❖ Should not trade food with others.
- ❖ Should not threaten, harass or tease other children with allergen containing food.
- ❖ Should act responsibly around students and classmates with food allergies.
- ❖ Should not eat anything with unknown ingredients or known to contain any allergen.
- ❖ Should be proactive in the care and management of their food allergies and reactions based on their developmental level.
- ❖ Should notify an adult immediately and proceed to the office if they eat something they believe may contain the food to which they are allergic.

### **Family's Responsibility**

- Notify the school of the child's allergies.
- Meet with the teacher and work with other appropriate members of the school team to develop a plan that accommodates the child's needs throughout the school including in the classroom, in the lunch room, in after-care programs, during school-sponsored activities, and on the school bus (for field trips), as well as a Food Allergy Action Plan.
- Provide written medical documentation, instructions, and medications as directed by a physician, using the Food Allergy Action Plan as a guide. It is recommended that the parents include a photo of the child on written form.
- Provide properly labeled medications and replace medications after use or upon expiration.
- Educate the child in the self-management of their food allergy including:
  - safe and unsafe foods
  - strategies for avoiding exposure to unsafe foods
  - symptoms of allergic reactions
  - how and when to tell an adult they may be having an allergy-related problem
  - how to read food labels (age appropriate)
- Review policies/procedures with the school staff, the child's physician, and the child (if age appropriate) after a reaction has occurred.
- Provide emergency contact information.
- Educate your child as to the seriousness of food allergies and their responsibility to act appropriately when a classmate has food allergies.

### **School's Responsibility**

- Be knowledgeable about and follow applicable guidelines established by the Archdiocese of Washington.
- Review the medical forms submitted by parents and signed by physicians.

- Include food-allergic students in school activities. Students should not be excluded from school activities solely based on their food allergy. Take an “exclude the food and not the child” approach to school activities.
- Assure that all staff who interact with the student on a regular basis understands food allergies, can recognize symptoms, knows what to do in an emergency, and works with other school staff to eliminate the use of food allergens in the allergic student’s educational tools, arts and crafts projects, or awards and incentives.
- Practice the Food Allergy Action Plans **before** an allergic reaction occurs to assure the efficiency and effectiveness of the plans.
- Coordinate with the designated school personnel to be sure medications are appropriately stored, and be sure that an emergency kit is available that contains a physician’s standing order for epinephrine. In states where regulations permit, medications are kept in an easily accessible secure location central to designated school personnel, not in locked cupboards or drawers. Students should be allowed to carry their own epinephrine, if age appropriate, after approval from the student’s physician and parent and as allowed by state or local regulations.
- Designate school personnel who are properly trained to administer medications in accordance with the State Nursing and Good Samaritan Laws governing the administration of emergency medications.
- Be prepared to handle a reaction and ensure that there is a staff member available who is properly trained to administer medications during the school day regardless of time or location.
- Review policies/prevention plan with the core team members, parents/guardians, student (age appropriate), and physician after a reaction has occurred.
- Enforce a “no eating” policy on school buses (for field trips).
- Discuss field trips with the family of the food-allergic child to decide appropriate strategies for managing the food allergy while off school grounds.
- Follow federal/state/district laws and regulations regarding sharing medical information about the student.
- Take threats or harassment against an allergic child seriously.

Refer to Attachment 6 for the *Food Allergy & Anaphylaxis Emergency Care Plan*