

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

***Parent-Student
Handbook***

(Rev. 2011)

MISSION STATEMENT

The educational goals for St. Andrew's Country Day School are based upon a total commitment by the home, school, and student. Our educational goals are based upon the skills, knowledge and attitudes considered essential for our students to become contributing members of society.

It is our intent to offer an educational environment in which each student develops Catholic ideals and also acquires an education commensurate with his / her individual interests, needs and abilities. This will be accomplished in a Christian atmosphere characterized by humaneness, respectfulness, creativity, acceptance, total understanding and high ethical and moral standards.

THE PHILOSOPHY OF ST. ANDREW'S COUNTRY DAY SCHOOL

The philosophy of St. Andrew's Country Day School is structured basically on the following principles.

- a solid and in-depth course of religious and spiritual training,
- an up-to-date and constant approach to scholastic development and achievement
- remedial instruction in reading and mathematics in order to make possible every child's achievement
- wholesome, firm discipline in class and in all activities of the school
- a highly developed extra - curricular program of culture and athletic activities, closely coordinated with, and contingent upon, the spiritual, scholastic and behavioral development of the student.

St. Andrew's Country Day School Non-Discrimination Policy

Catholic schools in the Diocese of Buffalo shall not discriminate on the basis of race, sex, color, national and ethnic origin, age (in accordance with the law), and physical or learning disability, if with reasonable effort on the part of the school, the disabled person could be accommodated.

INTRODUCTION

We at St. Andrew's Country Day School believe that parents are the primary teachers of their children by nature and by the Sacraments of Baptism and Marriage. The school must always have the cooperation and support of parents and allow them to share in the educational task of the school. For this reason, we present our handbook of policies and procedures to you, that together, we may form in your children a sense of self-worth, which will enable them to live as good Christians.

RELIGION

Religion is an integral part of the school program in which the teachers strive to instill a Catholic, Christian spirit in their students and to help them discover the presence of God everywhere.

Students are expected to fulfill their Sunday obligation by participating in the celebration of Mass. Non-Catholic students are expected to attend the church of their choice and to successfully complete the Religion curriculum at St. Andrew's. All students will attend scheduled liturgies and prayer services. The religion of non-Catholic students will always be respected. However, inter-communion of non-Catholic students is not permissible.

ADMISSION

The age criterion for children entering Pre-Kindergarten is four years of age and for the children entering Kindergarten is five years of age before December 1st for the year of registration. All children must be toilet trained before entering school.

Students applying for Grades 1 through 8 for the first time will have their cumulative records reviewed before being accepted into the school program. This procedure insures the academic progress of the children.

Upon formal admission to St. Andrew's Country Day School each parent and child accepts the responsibility of following all rules, regulations and policies of the school. Each year the parents, as well as the students, must sign a contract that indicates they understand and accept the contents of the school handbook.

All parents, upon processing registration information will receive a FACTS tuition collection enrollment booklet, and they will be contacted about the responsibility of working Bingo and fundraising activities to support our school.

THE SCHOOL DAY

GRADE

Full Day PreK 3 through 8	7:50 a.m. to	2:05 p.m. daily
Early Dismissal	11:00 a.m.	

Half - Day Pre-Kindergarten 3 & 4

Session (Pk 3 & Pk 4)	7:50 a.m. to	11:30 a.m.
Morning Session Pk 3 Only	11:45 a.m. to	2:05 p.m. daily

TRANSPORTATION

School bus transportation is a privilege that may be withdrawn for inappropriate behavior.

A student is to ride the bus to which he/she is assigned. Any request to ride a different bus must be presented in writing by the parent/guardian and submitted to the office. All school districts will not provide transportation for passengers other than students that the district is legally obligated to carry. Students will be allowed off the bus only at school, home and locations requested in writing by parents.

Transported students are under the authority of and directly responsible to the driver of the bus. His/her orders must be obeyed.

The following rules must be obeyed by all passengers:

1. Wait on the sidewalk until the bus stops.
2. Board the bus properly, stay in line, no pushing and sit down properly.
3. Remain seated properly at all times.
4. Be courteous and obey the directions of the bus driver.
5. Obey all safety rules.

Referrals from a bus driver inform the school administration that a problem needs to be resolved. School administration reserves the right to exclude the student from bus travel for one week after three referrals have been made.

PARKING LOT PROCEDURE

MORNING

1. Cars enter the parking lot on the East end entrance near the Donovan Center doors.
2. Cars stay toward the sidewalk lane and then, exit through middle driveway.
3. Students are dropped off at / near the yellow crosswalk to enter the school.
4. Students are to walk on the yellow crosswalk to the steps in order to enter the school.
5. If, for whatever reason, a parent needs to come into the school in the morning they must park on the east side of the parking lot and never use west side entrance or exit in the morning.

AFTERNOON

Buses will leave our front and back lot from 2:05 P.M. until 2:15 P.M. For the safety of all involved, we will stagger our dismissal time. Walkers will be dismissed after all buses are off the lot. For their safety, we encourage students who walk home to exit through the doors on Sheridan Drive. Private cars may enter our lot at 2:20 P.M. All cars must then remain parked.

Any car parking on the north side of Lowell must take the responsibility of ticketing by police. For reasons of safety, parents are never to pick up or discharge students on Sheridan Drive.

Any student using an alternate method of transportation or having another destination at school dismissal time, MUST BRING A NOTE FROM THEIR PARENT STATING THE SITUATION. The note must be verified at the office and presented to the homeroom teacher in the morning.

All students must leave the building at dismissal time unless they are staying for an event that begins immediately after school. They must go directly to the activity. **If an activity starts after 2:30, the students will be required to go home until the activity begins or they will attend the After School Program and the parents will be charged accordingly.** This is for the safety of all students, as they all need to be supervised. Students will not be allowed to loiter on school property.

PERSONAL BELONGINGS

Students are expected to keep their school supplies neat and clean. Only neat and completed work will be accepted. All personal supplies, gym clothing, uniforms and lunch boxes need to be clearly labeled with student's name. "Graffiti" will not be tolerated, even on the student's own materials. Textbooks must be covered and carried to and from

school in some type of book bag. (School bags, backpacks, etc.) No sticky / adhesive book covers are allowed, as they harm the textbooks.

Backpacks are used to transport books and materials to and from school and are kept in student's homeroom. No backpacks are carried throughout the school.

Students riding bicycles to school are to park them in the bicycle rack. The school cannot be responsible for any lost or damaged bicycles. All bicycles should be locked with a padlock when they are parked in the racks. For safety reasons, bikes must be walked across the parking lot. Please speak to your children for their safety.

STUDENT ARE NOT TO BRING TO SCHOOL ITEMS NOT NEEDED FOR INSTRUCTIONAL PURPOSES. THEY ARE NOT ALLOWED TO USE CELL PHONES OR ANY ELECTRONIC DEVICE, INCLUDING HEADSETS, RADIOS, CD PLAYERS OR HAND HELD VIDEO GAMES OF ANY KIND.

Students must turn in their cell phones to their teacher upon arrival to school and sign them in. At dismissal time, they may pick them up. If a student is found using any of these electronic devices during the school day it will be taken and kept in the office. Any of these devices discovered to be in the "on" position will be considered to be "in use".

All confiscated devices will not be returned to students. Parents must make arrangements to retrieve them personally. **THE SECOND TIME A STUDENT IS FOUND IN POSSESSION OF THEIR CELL PHONE, IT WILL BE CONFISCATED FOR THE REMAINDER OF THE SCHOOL YEAR.**

RELEASE OF STUDENTS

Every attempt should be made to schedule medical and dental appointments after school. If a student must be released during school time, a note to that effect must be presented to the school office in the morning. **THE STUDENT MUST REPORT TO THE OFFICE UPON LEAVING AND RETURNING TO SCHOOL.**

If a child is going home due to illness, the parent or guardian must pick up the student in the nurses office and sign them out.

For those students who have early appointments, parents must park and enter the school by the office to sign their child out and wait in the office until their child is released.

SCHOOL CLOSINGS

In case of inclement weather or other emergencies, St. Andrew's Country Day School will be closed when radio and / or television stations (WBEN, WGR, WKBW) announce the Kenmore-Town of Tonawanda School System is closed. Please do not call the school or the rectory to confirm the closing.

If there is a need to close independently of the school districts, listen for the name of the school - St. Andrew's Country Day School, Kenmore.

Any closing for any reason may be accompanied by a mass email notification and/or a mass phone contact through School Reach system notifying parents of the situation.

CAFETERIA

Students may bring a lunch to school or buy a hot lunch in the cafeteria. When purchasing a lunch, students may refuse one or two designated items for that day, but the cost of the lunch remains the same.

The price of lunches will be given to the students at the beginning of the school year. Forms for free or reduced lunch rates are available. Arrangements may be made for pre-paid lunches. Milk may be purchased by those students bringing their lunches (No soft drinks are allowed). No outside vendor items are allowed in school. Example: Tim Hortons, McDonald's, etc. All students, without exception, remain at school for lunch.

We expect the same behavior in our cafeteria that we know you expect in your dining area. Rules and Responsibilities will be posted for the students.

Every student must respect and listen to the directives of the cafeteria monitors. Incidents of students who do not follow the rules will be addressed.

There is an "allergy free" table for any student that has severe allergies. The child may have a friend with them at the table as long as no allergens are near.

Snack Rule: No Lunch, No Snacks

SCHOOL UNIFORMS AND STUDENT APPEARANCE

The full uniform shall be worn at all times. We request that you purchase the same color/style uniform as is available from our uniform company.

In order to be fair to everyone, ALL uniform policies will be strictly enforced.

Attention will be given to details such as shirts buttoned, shirt sleeves kept unrolled and overall proper grooming and appearance. Infraction notices will be given to students and sent home for parent's signature. We expect compliance on this and all policies within our school.

GIRLS UNIFORMS

GRADES 1 - 8

- GRAY AND WINE PLAID JUMPERS KNEE - LENGTH (NO MORE THAN 1 INCH ABOVE THE KNEE) (GRADES 1-5)
- GRAY AND WINE PLAID SKIRTS KNEE - LENGTH (NO MORE THAN 1 INCH ABOVE THE KNEE) (GRADES 6-8)
- WHITE SHORT-SLEEVE BLOUSES, OR LONG SLEEVED BLOUSES TUCKED IN AND BUTTONED. WHITE TURTLENECKS, MAY BE WORN DURING THE WINTER MONTHS NOV. 1ST TO APR. 1ST. GRADES 6-8 CAN WEAR UNIFORM POLO SHIRTS WITH EMBLEM FROM SEPTEMBER TO NOVEMBER 1ST AND FROM APRIL 1ST TO JUNE.
- BURGUNDY, GRAY, DARK GRAY, BLACK OR WHITE KNEE SOCKS, LEOTARDS OR CREW SOCKS TO THE ANKLE.
- SCHOOL SWEATER OR SWEATSHIRT WITH EMBLEM
- WALKING SHORTS/SKIRTS MAY BE WORN WITH A POLO SHIRT WITH EMBLEM APRIL THROUGH OCTOBER. (GRADES 6 - 8)
- ALL GIRLS MAY WEAR GRAY CORDUROY SLACKS DURING THE WINTER MONTHS NOVEMBER THROUGH APRIL 1ST - SAME COLOR AND STYLE AS THE UNIFORM COMPANY.
- HAIR MUST BE KEPT NEAT, CLEAN, AND COMBED AVOIDING EXTREMES IN LENGTH OR STYLES. NO DYED OR HIGHLIGHTED HAIR.
- NO MAKE-UP, NAIL POLISH OR JEWELRY MAY BE WORN. NO PERFUME IS ALLOWED DUE TO ALLERGIES.
THE GIRLS WILL BE ASKED TO REMOVE ANY ITEMS VIOLATING THE CODE. GIRLS HAVING PIERCED EARS MAY WEAR SMALL, NON-DANGLING EARRINGS OR POSTS. MULTIPLE EARRINGS WILL NOT BE ALLOWED..
- SHOES MUST HAVE BACKS AND NO PLATFORMS OR HEELS GREATER THAN 1 ½ INCHES, SANDALS, FLIP FLOPS OR CLOGS. SHOES WILL BE BLACK OR GREY IN COLOR WITHOUT DESIGN OR ORNAMENTATION.
- Tattoos are not permitted.

BOYS UNIFORMS

GRADES 1-5

- GRAY UNIFORM PANTS WITH BELTS. PANTS MUST BE WORN APPROPRIATELY WITH SHIRT TUCKED IN THE PANTS.
- WHITE OXFORD SHORT/LONG-SLEEVED SHIRT OR UNIFORM KNIT POLO SHIRT TUCKED IN AT ALL TIMES MAY BE WORN ALL YEAR

- WHITE UNIFORM LONG-SLEEVE KNIT POLO SHIRTS TUCKED IN AT ALL TIMES MAY BE WORN NOVEMBER 1ST-APRIL 1ST
- WINE CARDIGAN/V-NECK SWEATER OR SWEATSHIRT WITH ST. ANDREW'S COUNTRY DAY SCHOOL EMBLEM.
- WALKING SHORTS MAY BE WORN WITH A UNIFORM POLO SHIRT APRIL THROUGH OCTOBER.
- SOCKS COVERING THE ANKLE

GRADES 6-8

- GRAY UNIFORM PANTS WITH BELT. PANTS MUST BE WORN APPROPRIATELY WITH SHIRT TUCKED IN THE PANTS AND BUTTONED.
- WHITE UNIFORM SHORT-SLEEVE OXFORD SHIRT OR WHITE LONG SLEEVE OXFORD SHIRT WITH TIE ONLY DURING NOVEMBER 1ST TO APRIL 1ST.
- GRAY OR MAROON TIES (SAME COLOR AS UNIFORM COMPANY) WILL BE WORN
- WINE CARDIGAN/V-NECK SWEATER OR SWEATSHIRT WITH ST. ANDREW'S COUNTRY DAY SCHOOL EMBLEM.
- WALKING SHORTS / UNIFORM PANTS ARE AN OPTION TO BE WORN WITH A UNIFORM POLO SHIRT WITH AN EMBLEM SEPTEMBER TO NOVEMBER 1ST (NO TIE).
- HAIR MUST BE KEPT NEAT, CLEAN, AND COMBED AVOIDING EXTREMES IN LENGTH OR STYLES. HAIR SHOULD BE ABOVE THE COLLAR, EARS SHOWING, AND OUT OF THE EYES.
- SOCKS MUST BE WORN
- SHOES MUST BE BLACK OR BROWN IN COLOR.

For reasons of safety, shoes must be properly worn. Clogs, flip flops, sandals and platform shoes are not allowed. Sneakers are worn only in the gym. However, Pre-K and Kindergarten students are to wear sneakers to school.

Students remain in school uniform for all after school activities. Gym uniforms must be worn for all sports practices after school.

For dress down days, students must be dressed appropriately. This means no ripped or holey jeans, no low-cut tops, no short shorts, no tops exposing the midriff and no flip flops. Students who do not comply will have to call home to have a change of clothes brought to school.

ABSENCES

Each day a child is absent or will arrive late to school parents must call the office. Before 7:30 am, a message can be left on the answering machine. As part of a Safe-child Program, the school will contact any parents who neglected to call in the absences on the morning of that child's absence.

All absences must be followed by a dated written excuse from the parent upon the child's return. If an excuse is not received within 5 days, the absence will be recorded as unexcused.

A note is submitted to the homeroom teachers when a student is going to be released early or arrive late. The parent or guardian comes to the school office and to sign student in or out.

It is the student's responsibility to make arrangements with each teacher to make-up any class work, homework or tests missed due to absence from class; these arrangements must be made on the day the student returns to class.

For an absence of only one day, parents should allow children to recuperate and make up work when they return to school. If a prolonged absence is anticipated, the parent should contact the School Office. **Vacations, hockey tournaments and the like are not valid excuses for absences.**

Homework for excused absences must be requested by 9:00 a.m. If parents would like to call in for homework to pick up, out of courtesy for our teacher's time, please call in the early morning. The homework will be prepared by the end of the day. **NO EXCEPTIONS TO THIS RULE** as teachers are instructing students throughout the day.

If a child is absent, he/she will be unable to participate in any after school activity on that day. (Athletic Practices, Games, Drama, etc.) * (See Athletic Handbook)

We recognize the benefit of "Take Your Child to Work Day". However, the absence will only be excused with a formal note from the employer.

TARDINESS

PLEASE HAVE CHILDREN IN SCHOOL ON TIME BETWEEN 7:30 A.M. AND 7:45 A.M. Tardiness is a disruption to the teachers and the children in the classroom. Repeated tardiness will be dealt with by the administration. **Chronic Tardiness will generate a parent conference with the Principal to discover the source of the problem and develop an action plan to eliminate the root cause of the child's tardiness.** Students who are tardy must report to the office for a late slip and to order lunch for the day.

VISITORS

All visitors, including parents, must report to the main office to sign in when arriving, where they will receive a visitor's pass.

No parents will be permitted to go to a classroom without prior permission. If you need to speak with the child's teacher, please make an appointment.

ADMINISTRATION OF MEDICATION:

For your child's welfare and safety, as well as the school's, only required medication may be administered.

The medication policies instituted from September, 1993 are as follows:

1. A parent-signed note of permission is needed for all medication in school including the child's name, name of medication, dosage and time to be given.
2. A doctor-signed note of permission for ALL prescription medications and all LONG-TERM (longer than one week) "over-the-counter" medications such as Aspirin and cough syrup must be given to the nurse for administration.
3. A parent's note of permission for short-term (less than a week) "over-the-counter" medication such as Aspirin and cough syrup must be given to the nurse for administration.
4. Medication must be sent in ORIGINAL container with the prescription label or an "over-the-counter" medication must be in the ORIGINAL bottle marked with the child's name and transported to and from school by the parent. A convenient way to accomplish this is to ask your pharmacist for a second labeled bottle and bring to school the exact amount that will need to be given.

GRADE LEVEL GROUPINGS

Students in grade levels 3-6 are grouped primarily according to their abilities. No one student is ever locked into a specific grouping. There may be times when academic growth levels may change the status of that grouping to better fit the needs of the student. Since children progress at different rates, their groupings may change throughout their academic career at St. Andrews.

Beginning in grade 3, students are grouped according to their capabilities in Mathematics and Reading. Upon teacher recommendation, those students who meet the required qualifications of a cumulative average of at least a 93, as well as possess the motivation and drive to succeed in grades 7 and 8 will be placed in the **Advanced Placement** group. They must also maintain the requirements to remain in the group.

Students in the AP groups must maintain a minimum average of 93. If a student drops below the 93 average, a parent/teacher conference will be held to determine if this is the correct placement for the student to succeed.

Students in all groups cover the material required for that grade level. They participate in flexible grouping activities, and learn at their own pace.

Our teachers are professional educators who are working together to give our students the best educational opportunities. They are and have been working with the students and know their capabilities and can best evaluate their progress and team placement. When students are placed in teams, their class performance, academic abilities, standardized tests, and student motivation are evaluated. Their grouping will remain as classified unless the criteria change and warrant movement, which will be made only by the teacher.

The administration of the school supports the teachers' decision and will not change any child's status unless it is recommended by the teacher.

TEAM CRITERIA FOR ADVANCED PLACEMENT GROUP - (Grades 7th-8th)

Students to be placed in a challenged/enriched group are evaluated on the following:

1. Student class performance;
2. Academic abilities;
3. Standardized Tests;
4. Student motivation;
5. Teacher recommendation;
6. Outstanding work habits and good conduct;
7. A minimum of a 93 average in the areas of math and science.

Once the student is placed in the challenged group s/he must consistently achieve an A average - First Honors or above to remain in that grouping and maintain the following criteria:

1. A willingness and ability to remain in the group;
2. A cooperative spirit with their academics and their behavior;
3. Completion of all class assignments and homework on time.

Students not maintaining the necessary requirements for two consecutive trimesters will be moved to a team more appropriately suited to their capabilities and efforts.

TESTING PROGRAM

Testing and evaluation are integral parts of the teaching and learning process. The testing program encompasses teacher-made and textbook generated tests, the New York State Tests, the TerraNova Battery and the Scholastic School Readiness Test.

<u>TEST</u>	<u>SUBJECT</u>	<u>GRADES</u>
New York State	Math	3-8
	English/Language Arts	3-8
	Science (ESPET)	4
	Science	8
	Social Studies	5 & 8
	Biology	8 (AP)
	Algebra	8 (AP)

The usual time for administering the TerraNova Battery test for Grades 3-8 is in the Fall. The students of Kindergarten take the Scholastic School Readiness Test at the end of May.

HOMWORK GUIDELINES

St. Andrew's Country Day School subscribes to homework guidelines to provide a form of consistency in assignments among grade levels and schools. These guidelines are based on current research and practice so that homework can serve as an effective tool to encourage, reinforce and enhance learning.

While these guidelines are put forth by St. Andrew's Country Day School, homework may be modified to meet the needs and abilities of individual students.

What is Homework?

Homework is study outside the classroom that engages students in valuable activities independently and collaboratively to practice, reinforce, extend or apply knowledge and skills. It also gives students an opportunity to try a skill learned in class on their own. Hopefully, this will encourage questions in class the following day.

What are the Positive Effects of Homework?

- Increases achievement
- Increases individual student responsibility and accountability
- Improved communication between home and school on student progress
- Promotes life-long learning

Please remember that student progress is compromised when students miss instruction and homework activities as a result of absenteeism. In planning family vacations and activities, keep in mind that it is the responsibility of the student to learn all material covered during an unexcused absence, such as a vacation not scheduled on the school calendar. The teacher is not obligated to provide specific make-up assignments either before or after such an absence.

What types of homework may teachers assign?

PREP

- P = Preparatory
- R = Reinforcement
- E = Extension
- P = Practice

- ✓ Preparatory homework—provides opportunities for students to gain background information so that they are better prepared for future lessons. Some examples

include background reading and collecting items/data. These assignments are short-term.

- ✓ **Reinforcement**—provides students with the opportunity to revisit challenging material and gain further understanding of concepts and skills. Some examples are studying for cumulative tests and document-based questions.
- ✓ **Extension**—encourages individualized and creative learning by promoting student initiative and application of newly acquired skills. Some examples include book reports, research papers and class projects. These assignments are usually long-term. Students are given windows of time for completion with teacher guidance and checkpoints.
- ✓ **Practice**—provides students with the opportunities to review and rehearse recently-learned skills. Some examples include: skill building exercises (spelling words, math facts/problems, reading selected text, and vocabulary/grammar. These assignments are usually short-term, in limited amounts, and should not include any new concepts.

What are the homework responsibilities for students, parents, teachers and administrators?

Student Responsibilities:

- ✓ Write down assignments in student agenda (grades 1-8).
- ✓ Make sure assignment instructions are understood.
- ✓ Set a regular routine for completing written homework, reading and studying.
- ✓ Maintain the highest quality on homework assignments.
- ✓ Take home all necessary materials, keep assignments and resources organized, and submit homework to teachers when due.
- ✓ Be responsible for getting assignments when absent from school.

Parent Responsibilities:

- ✓ Schedule a consistent homework, reading and study time each day.
- ✓ Establish a study area with: minimal distractions, good space and light, necessary supplies and materials.
- ✓ Encourage, motivate and guide your child, but do not do the assignment.
- ✓ Communicate with your child's teacher, giving feedback when there is a homework concern.
- ✓ Alert the school to any domestic stress factors that may affect the quality of homework and academic performance.
- ✓ Establish a study schedule to complete all assignments at the same time every night while studying in chunks of time 15-20 minutes in length with 2-5 min. breaks.
- ✓ Take advantage of after school review sessions with teachers for extra assistance.
- ✓ Help your child to understand that academics are their first priority. Sports and social events are secondary to success in school.

Teacher Responsibilities:

- ✓ Communicate clear expectations to students.
- ✓ Post all assignments and provide time for students to record them in the agenda.
- ✓ Review homework promptly. Grading of homework should be done within a two-day period. ONE WEEK TURN-AROUND TIME FOR POSTING GRADES ON THE PARENT PORTAL.
- ✓ Ensure that resources and materials are easily obtainable for homework and projects.
- ✓ Be available for parent communication through phone, e-mail or conferences and initiate conversation with parents over concerns.
- ✓ Provide appropriate time for project completion and define level of parent participation.

Administrator Responsibilities:

- ✓ Ensure that homework practices at the school level are consistent with the school's educational goals, guidelines and policy.
- ✓ Encourage teachers to use homework as a tool to reinforce learning.
- ✓ Facilitate the communication process between the school and home as it relates to the district guidelines on homework.
- ✓ Ensure and support time-appropriate assignments.
- ✓ Communicate with parents the importance of homework and its effect on student achievement.

Specific homework guidelines for the elementary level

St. Andrew's Country Day School teachers use the "10 minute rule" as a general guideline. On average, your child should spend approximately 10 times his or her grade level on homework per evening. Example—a second grader would spend 20 minutes on homework, a third grader, 30, and so on.

Oral or silent reading is not included in the "10 minute rule." Parents of primary age students should spend 10-20 minutes per night reading to or with your child. At the intermediate level, 20-30 minutes per night should be allotted for independent reading.

Specific homework guidelines for the middle school level

The "10-minute rule" per grade guideline continues at grades 6-8 providing for completion of teacher-assigned homework, but also time to convert class notes and textbook readings into study aides and test preparation materials. Example—sixth grade=60 minutes, seventh grade=70 minutes, eighth grade=80 minutes.

Establish a study schedule to complete all assignments at the same time every night while studying in chunks of time 15-20 minutes in length with 2-5 min. breaks.

When no homework is assigned, students should review class notes and reading assignments. Take advantage of after school review sessions with teachers for extra assistance.

Can homework be modified for special education students?

Students with 504 Plans and IEP's may receive modified homework assignments based on their plan. The individual abilities and needs of these students dictate the amount and structure of their homework assignments. If such modifications are necessary, the classroom teacher(s) and the special education teacher will consult with one another to determine appropriate homework modifications.

"HOMWORK CARDS" may be issued to students in 1st grade through 5th grade if homework is incomplete or missing. This is a notice that an assignment is past due and must be completed. Each card needs to be signed by a parent and returned with the assignment the next school day.

Homework cards will not be issued in 6th, 7th & 8th grade in order to promote student responsibility. All homework must be handed in on the due date or the day after returning from an absence. Homework not handed in on time, neatly done and complete, will receive a zero grade in these grades. (DETENTIONS MAY BE ISSUED AT ANY TIME TO MAKE UP MISSING ASSIGNMENTS)

In our continual efforts to encourage responsibility, students are required to individually present their finished homework to teachers on time. We CANNOT accept homework FAXED to the office.

GRADING AND MARKING STANDARDS

Grades for all subjects are averaged in - so that each class is taken seriously. Special classes such as Art, music, computer, & physical education are important components and should also be taken seriously. This is an important part of the holistic education of our children.

If a student does not have his/her assignment on the due date, the following procedure will be followed:

- The teacher will deduct 10 points on the first day.
- The teacher will deduct an additional 10 points on the second day.
- If the student has not turned the assignment in by the third day, the parent will be contacted and the student will make up the assignment during after-school detention, lunch detention or during free time (primary grades). The student will receive 75% credit for the assignment.
- If the student is receiving remedial services or services based on a 504 Plan or an IEP, the Child Study Team will receive copies of notifications of missing work.
- If a student receives more than 3 (three) missing homework notifications, they will be assigned a lunch detention, after school detention or loss of free time (primary grades.)

- > If late assignments become habitual (the student has served three homework-related detentions), a parent-teacher conference will be held to discuss implementation of a plan to increase the student's compliance with the homework policy.

The Passing average is 75%, however, anyone who receives a final average lower than 75% in the four major academic subjects of English, Mathematics, Social Studies and Science will repeat the grade. Anyone needing to repeat Grade 8 will do so at another school setting. The 75% rule only applies if the student has earned at least a score of 65 on any final exam. Any grade below 65 is automatic failure and promotions and interpretations of this policy are at the sole discretion of the principal, whose decision will be final.

Student achievement is assessed in the following areas:

Unit and Chapter Tests Performance on Projects Class Participation
 Weekly Tests and Quizzes Classwork/Homework Completion

*All these areas are considered when preparing the quarterly marks for a student.

Passing marks for each Grade Level are as follows:

Kindergarten, Grade 1	G-S	(Reading & Math)
Grades 2-8	75%	

Kindergarten & Grades 1

		<u>Comments</u>
G	- Exceeds Requirements	4 - Outstanding
S	- Satisfactory Development	3 - Satisfactory
I	- Improving	2 - Developing
N	- Needs Improvement	1 - Needs Improvement
N/A	- Not Applicable	

Grades 2, 3, 4, 5, 6, 7 & 8

<u>Achievement</u>		<u>Comments</u>
Superior	A-(93-100)	5 - Outstanding
Above Average	B-(88-92)	4 - Very Good
Average	C-(80-87)	3 - Satisfactory
Below Average	D-(75-79)	2 - Developing
Failing	F-(74-Below)	1 - Needs Improvement

Students need to maintain a passing average to participate in all school sponsored extra curricular activities. (sports, clubs, etc.). Students attaining averages of 93% - 100% will receive recognition for First Honors. Students attaining averages of 88% - 92% will receive recognition for Second Honors.

ACADEMIC PROGRESS REPORTS

At mid-marking period progress reports will be available on the Parent Portal for each student in **Grades 1 through 8**. Please note that, at times, there may be students who do well during the first part of the marking period and then fall behind. This deficiency may not have been noted. Please check your child's work on a weekly basis so that both you and your child know clearly where they stand academically.

ALL GRADES AND PROGRESS REPORTS ARE NOW AVAILABLE ON THE PARENT PORTAL.

PARENTS' NIGHT MEETINGS

Back-to-School Night is in September. Dates for this important functions are given in advance. Check the school calendar.

SCHOOL PROPERTY

St. Andrew's Country Day School facilities, materials, and equipment are for the use and benefit of all students. Textbooks and other instructional materials are loaned to the students, but remain the property of the school. Students are expected to return school property in good condition. Parents will be responsible for replacing or repairing school property, including textbooks, that are lost or damaged. Vandalism, defacing of school property and destructive behavior will not be tolerated.

SEARCH AND SEIZURE

School Officials are free to enter a student's locker, backpack or desk at any time to search for questionable items. (Hageny, School Law, 8.78.1). Searches can be unannounced and selective, and carried out even if there is no report of wrong-doing.

SUBSTANCE ABUSE

Drugs and alcohol are harmful to a student physically, mentally and socially. The school personnel, along with the parents, WILL accept the responsibility of working with students who are involved in substance abuse and WILL treat each one with personal respect.

The following procedures will be followed in handling drug/alcohol related incidents:

The student will be suspended immediately and a conference with the student, parent(s), Principal and Pastor will be arranged. The student will be placed on probation. A second serious offense while on probation will result in expulsion of the student.

WEAPONS POLICY

We maintain a zero tolerance to violence/violent acts and weapon possession in our school in conjunction with United States Government Guidelines, indicating that schools-including a 100 foot perimeter outside the boundaries of said schools - are to be gun free, drug free areas.

Guns, knives or any similar or related objects that may be used to do bodily injury (whether intended or unintended) are prohibited on or around the properties of St. Andrew's Country Day School or Saint Andrew's Church.

Violation of this Policy will result in expulsion, suspension or other appropriate sanction, solely at the discretion of the Pastor, or Principal of St. Andrew's Country Day School. In addition, any violation of this Policy may result in the submission of a complaint or report to the Town of Tonawanda Police Department.

PHYSICAL EDUCATION UNIFORM POLICY

- Pre-K - K - Sneakers
 - 1-2 - Change into shorts, T-shirts, sneakers.
 - 3-8 - St. Andrew's gym uniform, shorts, t- shirts, sneakers.
- No Jewelry/Wrist Bands
No Hard Hair Clips or Hair Bands
No Platform Sneakers

EXCUSES FOR PHYSICAL EDUCATION CLASSES

It is New York State Law that all students participate in Physical Education classes.

A child must have a signed note from a parent /doctor in order to be excused from physical education classes.

Students continually unprepared for gym class will be addressed on an individual basis. Penalties may include, but are not limited to, participation in extra curricular activities, detention, and / or parent conference.

A child MUST have a doctor's MEDICAL NOTE for all serious injuries/ailments - stating limitations and when the student may return to Physical Education participation.

SPORTS PROGRAM

Organized and competitive sports are offered to all students. The Sports Committee has developed a program to insure effective athletic training for the students which complements our Physical Education Program. Parents are requested to take a responsible part in sharing some of the work, e.g. acting as monitors, time-keepers, coaches and etc.

Those participating in sports must work to their academic potential. If the teachers agree that the student is not working to his/her ability, the student will be taken off the team until improvement is shown. (See Sports Handbook)

SPORTSMANSHIP

Sportsmanship is defined as that quality of responsible behavior characterized by a spirit of generosity and a genuine concern for an opponent. Within the framework of the school athletic program, the responsibility for good sportsmanship is vested in all those associated with the program.

The purpose of athletics is to promote the physical, mental, moral, social and emotional well-being of the individual players.

Remember that an athletic contest is ONLY a game - not a matter of life or death for player, team, official, spectator, parish, community, state or nation.

RESPONSIBILITIES OF THE ATHLETE

The athlete must understand that being a member of a school team is a privilege and involves responsibilities. The athlete shall:

1. Always act in a Christian way exhibiting good sportsmanship both on and off the court.
2. Follow all rules and regulations set down by both the school and the coach.
3. Attend all practices and contests. If unable to attend, notify the coach in advance.
4. Treat opponents with respect at all times.
5. Take care of school property, equipment, uniforms and supplies.
6. Work hard and strive to do the best s/he is capable of doing.

7. Allow for team members to get equal time to participate.
8. Maintain academic standing by completing all class work satisfactorily.
9. Understand all rules and etiquette related to their sport.

Student color coded folders are required from grades 3-8.

Folder:	Red	-	Social Studies
	Yellow	-	ELA
	Purple	-	Foreign Language
	Green	-	Math
	Blue	-	Science
	Orange	-	Specials

We are here to help!

- If you're wondering about something....
- Need something clarified....
- Want to share observations and concerns....
- Need advice....
- Want to air out feelings and insights politely...

Feel free to contact:

<u>Secretary</u>	If you are missing any communications, forms or are in need of general information.
<u>Teacher</u>	If it concerns your child and his/her class work or behavior.
<u>Business Manager</u>	If it concerns any financial matters such as tuition payments or problems making your payments.
<u>Administration</u>	If it concerns your child, school activities, extra tests, evaluations, general school concerns.

GENERAL SUGGESTIONS TO PARENTS

1. If an emergency arises, call the office.
2. Please help to keep your child organized and ready for school (such as lunch, money, books, homework and knowledge of their mode of transportation).
Children will not be allowed to call home for forgotten items.
3. Your child is not to bring dangerous or distracting articles to school, such as toys, radios, jewelry, pagers, cell phones, game boys.
4. Place names on all articles of outer clothing - coats, gloves, hats, caps, sweaters, raincoats, etc..
5. Instruct your child never to converse with a stranger, never to accept a gift from a stranger, and never to get into a car with a stranger.
6. Make sure your child has plenty of sleep each night for him/her to do schoolwork.
7. Make sure your child eats a good breakfast and arrives at school **ON TIME**.
8. If there is something that you want to know about school, if something has happened at school that worries you or your child, if there is a misunderstanding, or if you need more information for any reason, contact your child's teacher.
9. Because early morning and dismissal tends to be a very busy time for teachers, do not expect to conference at the door before school begins or at dismissal time.
10. If you wish to confer with a teacher regarding your child's progress, please call the school office or write a note to the teacher. Your child's teacher will contact you and set up an appointment. You should not take his/her class time to discuss an individual problem or call a teacher at home.
11. Visit your school. You, as a parent, are not only welcome at school, you are urged to visit. It is important that you attend the various meetings.

St. Andrew's Country Day School-Wide Discipline Plan

Introduction

In support of our school climate initiative and in an effort to become more consistent and proactive in our approach in developing positive behaviors in our students, outlined below are some of the expectations and strategies we have in place for the 2011-2012 school year. It is a school-wide effort to organize adults and students in creating a social-culture in our school that encourages positive behavior and interactions

while discouraging problem behaviors. Once established, the social-culture will lead to a safer environment where students can achieve academically and build positive relationships with each other and adults.

Having assessed data and existing practices within our school setting, the School Climate Committee has created a unique action plan for student behavior.

Teaching and acknowledging the positive behaviors we want to see is at the heart of our plan. Therefore, we support students and make every effort to:

- **Define** - Clearly and concisely define the behavioral expectations.
- **Teach** - Provide explicit teaching of our behavioral expectations
- **Remind** - Reinforce and provide daily reminders through direct supervision.
- **Celebrate** - Provide consistent acknowledgement of the expected behaviors.
- **Correct** - Encourage self-discipline by consistently correcting students who demonstrate problem behaviors, and make use of natural, logical consequence in teaching them positive alternatives.

The following provides specific goals, behavioral expectations, teacher and administrative responsibilities, strategies for recognizing students engaged in self-discipline, as well as procedures for handling students who choose not to follow our school expectations and specific routines as needed.

School Climate Vision Statement

The actions of staff and students at St. Andrew's Country Day School will foster a safe, caring, learning environment that nurtures responsible and Christian behavior and appreciates the diversity in all learners, with a focus on:

- Practicing good listening.
- Demonstrating self-control and self-discipline, especially during stress situations.
- Being fair and respecting others and their feelings.
- Acting in a responsible way.
- Resolving conflicts in a peaceful way
- Connecting our actions and our service to others as good Christians for the well being of our school and the outside community

Responsibilities:

- School staff will utilize a proactive, school-wide support model that facilitates the creation of a calm, orderly, safe learning community;
- Students will learn the "Way to BEE" Pledge and demonstrate their understanding by their actions in all areas of the school.
- Teachers will teach, model and practice each of the school expectations with students in classrooms and other areas of the school.
- Administration will work with students and support classroom teachers in reinforcing positive behavior based on the expectations.

- Administration will follow procedures for handling infractions if students fail to follow school expectations.
- Administration will work with the school staff to settle problems safely, respectfully and responsibly.
- Parents are encouraged to support the actions of the school and further explain and reinforce concepts at home.

School-Wide Expectations

St. Andrew's Country Day School "Way to BEE" Pledge is a guide for our school. Everyone is to live by these expectations:

Be Safe.
Be Caring.
Be Responsible.
Be Respectful.

The pledge is the basis of appropriate behavior in all areas of our school, on the bus and on field trips. Respect and responsibility are at the heart of this code.

Students are expected to:

- **Respect** - Show consideration and respect to fellow students and all adults in the building and on school property. Respect school property and the property of others. Follow the "Golden Rule," treat others the way you want to be treated.
- **Responsibility** - Conduct yourself in responsible, orderly and safe manner. Use good judgment and "do the right thing."
- **Safe** - Follow safety rules, keeping themselves and others free from harm and danger. This will maintain a safe haven for all students to learn.
- **Caring** - Be kind, thoughtful and helpful to others through actions and examples.

Tools to develop Self-Discipline and Build Community

If students are going to be disciplined for their actions we need to not only teach them what is a responsible choice but also help them develop self-control. Teachers are encouraged to utilize practices throughout the school day to teach self-control and reinforce students who are managing themselves. In similar fashion, students also need to form connections with others and feel they are making a positive contribution to the class and the school. Creating a community of both kindness and learning is essential.

To this end, teachers are encouraged to use regular classroom meetings as a vehicle to allow students to reflect, discuss issues, and make decisions about how they want their class to be. The value of community building experiences such as class meetings is that they can actively cultivate respectful, supportive relationships: emphasize common purposes and ideals; provide regular opportunities for

service and cooperation; and most importantly provide developmentally appropriate opportunities for autonomy and influence.

Regardless of the system we use to support positive behaviors in our students, it is essential that expectations are taught explicitly to students. Teachers are strongly encouraged to solicit the help of students in their classrooms to establish class norms and create rules (the class meeting is a great forum in which to do this.) Rules are written in the positive tense, using "Do" not "Don't".

Once classroom rules are developed the work is not done. Teachers need to help their students practice these rules or any other procedures that lead to safe and orderly classroom environment. Likewise, we need to teach our school-wide expectations and behavioral skills directly to students. The bottom line, students need to know exactly what is expected of them and how they are to behave.

"Way to BEE" Focus

Though ALL aspects of the "Way to BEE" Pledge should be taught, modeled and reinforced, this year we will continue to focus on the principle of respect in the cafeteria, appropriate behavior in the hallways, stairwells, and also in the bathrooms.

In teaching our students to demonstrate greater respect as well as create a more orderly school environment, the following building wide goals have been established:

1. The students will be expected to follow the *Hive Five* while in the cafeteria.
 - Stay in Line
 - Use inside voices
 - Clean up your area
 - Stay seated
 - Use good manners
2. The students will walk quietly, to the right, in a single file and respect the personal space of others.

Reinforcement System

Honey Grams (Grades PK-4)

It is important that we all use some level of consistent, positive reinforcement to celebrate students' success with our "Way to BEE" Pledge. All staff members who observe students Pre-K - 4th following our pledge can issue Honey Grams. All students should be receiving Honey Gram for demonstrating good behavior or on a targeted behavioral skill being taught. Students can earn them in all areas of school (i.e. classroom, cafeteria, hallway, etc.) from any staff member.

Students should be instructed to put their names on their Honey Grams and place them in the special bucket in each classroom. Each week, in various ways throughout the year, students' names will be drawn from Homeroom buckets for prizes as a school wide incentive program. Classroom teachers are welcome to use Honey Grams as rewards in their classrooms.

All staff needs to make a commitment to distribute Honey Grams to All students demonstrating positive behaviors. As you reinforce positive behavior, please acknowledge the behavior before giving a student a Honey Gram. Remember, the goal is not to just randomly hand out tickets but to verbally reinforce and define the positive action of the students. Staff should never say, "If you do _____, I will give you a Honey Gram," or take tickets away once they are earned. Remember, the focus is not the Honey Gram, it is the positive behavior.

Other Ways of Recognizing Character and Citizenship

Ways we can celebrate students who are following our school expectation and demonstrating good character and citizenship.

◆ Principal's Award

Students in grades Pre-Kindergarten - 8th can earn the Principal's Award. Each February and June students are given the opportunity to nominate other students for the award. The goal is to have one student from each class recognized for the first half of the year and then at the end of the school year. Students are eligible for this award only once in their years at St. Andrew's Country Day School.

A Principal Award Winner:

- Follows the "The Way to BEE" Pledge
- Is **respectful** - to themselves, others and school property. "Treats others the way they would want to be treated"
- Is **responsible** - can be counted on to make good choices and "do the right thing."
- Is **ready** each day - attends school, is prepared to work with all required material, student planner, homework assignments and a strong desire to learn.
- Is **considerate** and caring of others.
- Practices safe behavior.
- Tries their best.
- Has a **positive**, "I can" attitude.
- Is **perseverant** - completes what they start and never gives up.

◆ Way to BEE Award

Any member of our school community who follows our "Way to BEE" Pledge is eligible to receive a **Way to BEE Award**. Teachers might nominate a student who has worked hard to overcome an obstacle and are now finding greater success in school because of it. Also "Way to BEE" award winners could be a student or staff member showing a positive attitude and / or promoting positive character traits that make our school a great place to learn. This award will be given monthly along with the assigned Character Award as listed below:

September	FAITH
October	RESPONSIBILITY
November	WISDOM
December	HOPE
January	SELF CONTROL
February	RESPECT
March	KINDNESS
April	LOVE
May	PATIENCE
June	JUSTICE

Data Collection

Unfortunately, even when teaching children our expectations, offering pre-correction or reminders for the expected behaviors, and utilizing our positive reinforcement system, some children will still make poor choices. The School Climate Committee recognizes that there are times when corrective action must be taken when students have disobeyed the rules.

At all times, staff **MUST** try to manage the situation through regular classroom management practice, ~~re-teaching and modeling appropriate behavior.~~

The goal is to focus students on our positive expectations and teach students replacement behaviors. Considering that consistency and fairness is central to the implementation of a successful behavior plan, the Committee has created a policy for dealing with students who interrupt the learning process by violating our "Way to BEE" Pledge.

- ◆ A **MINOR** infraction is committed by students, when they have flagrantly disrupted the learning process and/or disregarded the "Way to BEE" Pledge. A teacher in Grades 1-5 will issue a "Stinger" slip to the student, to be filled in with the infraction. A copy is sent to the office and the parent signs the Homeroom Teacher copy.
- ◆ The following sequential consequences will occur:
 - Stinger #1, 2 and 3 - copy sent home for parent signature
 - Stinger #4 - Administration follow-up
 - Stinger #5 - PARENT CONFERENCE
 - Stinger #6 and beyond - Administration

The Administration works with the teachers and staff to rectify any continual problems on an individual basis. Consequences for repeated misbehaviors could include detention, loss of privileges, weekly evaluations or behavioral contracts, community service, in-school suspension or out-of-school suspension.

- ◆ A **MAJOR infraction** involves prohibited behaviors which are totally unacceptable and strictly forbidden. When prohibited behaviors occur, the principal, parents and faculty will be expected to resolve the situation in a firm, fair and consistent manner.

These behaviors will be brought to the immediate attention of the parents and could result in suspension or expulsion, at the discretion of the principal.

1. Possession of a controlled substance such as drugs / alcohol.
2. Vandalism or willful destruction of school or personal property.
3. Fighting among students or a threat of violence (verbal / written).
4. Possession of firearms, or other weapons and objects that could endanger the safety of students and staff.
5. Physical, verbal or sexual harassment / bullying of another student or staff person, including using electronic devices, such as the Internet for cyber bullying and sexting.
6. Truancy, leaving school grounds, or skipping class without permission.
7. Improper behavior with use of the Internet which impacts the school climate
8. Stealing, cheating, plagiarism or forgery.
9. Consistent and flagrant violation of school rules.
10. Any other behaviors deemed serious by the school administration and faculty.

Major infractions will be brought to the immediate attention of the principal. The supervising staff member will use a Disciplinary Referral to identify and describe the circumstances surrounding the event. Before meeting with the student(s) involved, the principal will confer with the staff member in order to ascertain the situation.

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

1. Upon the issuance of the Disciplinary Referral, the principal will meet with the student, call the parents and mail the conduct referral to the students' parents and issue a consequence, if deemed appropriate.

2. Depending on the severity and circumstances of the misbehavior, as well as consideration of the students' overall conduct record, the following consequences (from least to most restrictive) may be imposed:

- Behavior specific assignment
- Loss of special privileges
- Conference with parent, student, teacher and principal
- Possible request for counseling
- After-school detention
- Suspension
- Expulsion

3. The principal will inform the supervising staff member of action taken, unless the principal deems confidentiality to be in the best interest of the student(s) involved.

The goal of this entire program involves observing a decrease in problem behavior from the students at St. Andrew's Country Day School. This will ultimately lead to more quality learning and teaching time. Data will be collected from areas of focus along with the demerits and disciplinary referrals.

PARENT CONTRACT

I accept the content of the Parent Student Handbook. I will insist that my child/children conduct themselves in a responsible manner conducive to learning. I understand that irresponsible behavior will warrant disciplinary action, which may result in suspension or expulsion. I will keep communication open between home and school in order to serve the needs of my child/children. I have read and agree to be governed by this handbook.

Parent Signature

Date

STUDENT CONTRACT

I understand the school policies and will take full responsibility for my actions. I am aware that certain irresponsible actions on my part will warrant my parents' presence at school for disciplinary action, which could lead to suspension or expulsion. I will put forth consistent effort to do my best according to my God-given ability and to conduct myself always in a manner that will be conducive to progress—my own and that of my fellow students. I know the content of this handbook and agree to be governed by them.

Student Signature

Date