



**Family and Student  
Handbook  
2018-2019**

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## **0000 Disclaimer**

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The Family Handbook is for the convenience of parents, students, and teachers of St. Andrew's Episcopal Academy. Its contents are based on policies established by the Board of Trustees and by the School's Administration. Every effort is made to keep calendar dates and policies as listed. The Handbook is intended to serve as a guide to help students and their families come to know St. Andrew's Episcopal Academy's programs and opportunities as well as to set forth expectations and agreements. Take the time to familiarize yourself with the contents.

The Handbook will answer many questions you may have about academics, discipline, school rules, safety, athletics, and other topics. No set of rules or guidelines can cover every conceivable situation that might arise at a school. The rules, policies and procedures set forth in this Handbook are intended to apply under normal circumstances. However, from time to time, there may be situations that require immediate or nonstandard responses. This Handbook does not limit the authority of St. Andrew's Episcopal Academy to deviate from the normal rules and procedures set forth in this Handbook, and to deal with individual circumstances as they arise in the manner deemed most appropriate by the Academy taking into consideration the best interests of St. Andrew's, its faculty, employees, students or overall school community. The policies may also be revised or updated periodically, even during the school year. Families will be advised of any changes as they are made either electronically (email) or by mail. The school website will have the most up to date version posted. Any student or parent with a question about any Handbook policy or statement should feel free to speak with the Head of Schools. The Head of Schools has the ultimate authority in all school operating decisions.

### **NON-DISCRIMINATION STATEMENT**

St. Andrew's Episcopal Academy does not discriminate on the basis of race, ethnicity, national origin or gender.

## **0001 St. Andrew: The Apostle Who Shared Christ Personally**

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St. Andrew's Episcopal Academy is named after Andrew the Fisherman, one of Christ's twelve apostles. Andrew, whose name means "manliness," was like many of the rough and hardy fishermen of his time. Andrew and his brother Peter worked together reaping a harvest from the sea. The great day came when Jesus called Andrew from catching fish in the Sea of Galilee to be a fisher of men in the turbulent sea of the world. Accordingly, the disciples left all and followed Him. Having been called by Christ, Andrew immediately set out to win others for Him, working to establish and extend the Christian Church. The stained-glass artwork in St. Andrew's Episcopal Church depicts St. Andrew and the apostles with Jesus in the sea. The qualities that Andrew displays are worth noting: approachability, faithfulness, humbleness, kindness, thoughtfulness, obedience, and sincerity. He is committed to bringing others to the Lord. Andrew provides us an example to follow: he serves as a model disciple in showing us that we are saved to save others.

## **ACADEMY HYMN**

Our academy hymn is "I feel the Winds of God today" and is sung to the tune of Kingsfold. The hymn was instituted in the fall of 2015. The hymn strongly reflects the life of our patron saint, Andrew, who was a sailor and fisherman on the Sea of Galilee before he was called and then sent out as an Apostle by Jesus. The hymn is about how we are sent out into the world in the name of Jesus Christ and we draw strength from him to do the particular life's work that we have been called to do. St. Andrew's Church altar window paints a visual picture of the hymn's imagery because in the stained glass one of the boats depicts the red cross of Christ on the white sail expressing "the bloom red flag" in the hymn. St. Andrew's is an Academy on the water and as a Christian school we are thankful to Almighty God who gave us the seas and created all things.

### I feel the Winds of God Today

by Jessie Adams

I feel the winds of God today; today my  
sail I lift,  
Though heavy, oft with drenching spray, and torn with many a rift;  
If hope but light the water's crest, and Christ my bark  
will use, I'll seek the seas at His behest, and brave  
another cruise.

It is the wind of God that dries my vain regretful tears,  
Until with braver thoughts shall rise the purer,  
brighter years; If cast on shores of selfish ease or  
pleasure I should be;  
Lord, let me feel Thy freshening breeze, and I'll put back to sea.

If ever I forget Thy love and how that love was shown,  
Lift high the blood red flag above; it bears Thy  
name alone. Great pilot of my onward way, Thou  
wilt not let me drift;  
I feel the winds of God today, today my sail I lift.

## **0002 History**

St. Andrew's Episcopal Church opened the school in the fall of 1970. Over the years, grade levels were added to the original school resulting in a Pre-K through grade 8 program of almost 40 years. In 2014, the Board of Trustees approved the opening of a high school, and in May 2015, St. Andrew's Episcopal Academy graduated its first senior class! In 2015, with the support of Bishop of the Diocese of Central Florida, the school expanded through multiple blended online and partnership programs, to create a dynamic downtown school serving the needs of the families in our area. We welcome children from all walks of life, regardless of race, creed, color, ethnic origin, or gender to experience St. Andrew's at anytime from anywhere!

### **0003 Philosophy**

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The Academy is dedicated to the philosophy of academic excellence in a Christian environment for children from two years of age through grade twelve. In addition to emphasizing a college preparatory curriculum, essential skills, and experiential learning, faculty and staff employ a variety of teaching methods to foster a lifelong love of learning. The faculty and staff of St. Andrew's dedicate themselves to meeting the intellectual, spiritual moral, social, emotional and physical needs of each child in partnership with Academy families.

### **0004 Mission Statement**

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St. Andrew's Episcopal Academy is committed to achieving the highest standards in education. Living the Episcopal School tradition, we emphasize a rigorous curriculum and develop students with a passion for lifelong learning and intellectual curiosity.

Our students are immersed in an atmosphere of ethical behavior, social conscience, caring and integrity. We challenge the whole student—emotionally, intellectually, spiritually, socially and physically. Our graduates are prepared to lead lives that make a positive difference in their community and the world at large.

### **0005 School Symbols**

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#### **SCHOOL VISION**

To *prepare* all students for college and careers in a global economy, to *inspire* each one to make a difference, and to *empower* them to become leaders dedicated to the betterment of mankind.

#### **SCHOOL CREST**

The Crest with St. Andrew's cross symbolizes our namesake. The acorn, book, candle, and lion represent our student's growth, lifelong learning, spirituality and physical wellbeing. The established date within the banner reinforces our history and commitment to our community.



#### **SCHOOL MASCOT**

"The Lion"



#### **SCHOOL COLORS**

Hunter Green and Navy Blue

## **0006 Accreditation & Memberships**

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St. Andrew's Episcopal Academy is accredited K-12 by AdvancED/Southern Association of Colleges and Schools (SACS). In addition, the Florida Council of Independent Schools (FCIS) and the Florida Kindergarten Council (FKC) accredit St. Andrew's Episcopal Academy. The Academy also holds membership in the National Association of Episcopal Schools (NAES), the Central Florida Episcopal Schools Association (CFESA) and the National Association of Independent Schools (NAIS).

## **0007 Admissions Policy**

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Per Board Policy 3001, St. Andrew's Episcopal Academy welcomes students of any race, sex, color, religion, national origin or ancestry to all the rights, privileges, programs and activities generally accorded or made available to students at the Academy.

The admissions process is designed to provide the Academy with information to facilitate appropriate placement for each student. For proper academic placement, NWEA's Measure of Academic Progress (MAP) testing is utilized.

Recent report cards, standardized test scores, previous records, and/or student interviews will also be requested to assist in student placement.

Those applying for admission to the Academy are treated in an equitable manner, and each applicant for admission is carefully considered. Applying and/or being placed in the waiting pool does not guarantee admission. For those students who have qualified for admission, enrollment is contingent upon space available and/or our ability to provide the appropriate services to meet the educational needs of the applicant.

Although submitting the online application, completing the enrollment packet, and paying the registration fee will hold a place for a student, the decision for acceptance of a new student or readmission of a returning student rests solely with the Head of Schools and is contingent upon successful completion of all admission procedures as identified in the Admissions process section of this handbook.

Per Board Policy 3008, please note that classroom placement for each school year is the decision of the administration. The following criteria are used for placement: academic performance; boy/girl ratio; social compatibility, teacher loads, teacher area of expertise and/or experience, in addition to other factors. The decision is made so that each child is placed where we can best meet individual needs. The decisions made by administration are final.

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Some grade levels have additional requirements for admission:

- PreK-2: Applicants must be two (2) years old or older by September 1<sup>st</sup> of the current school year. We reserve the right to make

exceptions for students that are born within 10 days of that date. The child must exhibit developmental maturity and readiness to participate in class activities and routines. The parent must be ready and willing to partner with the school on toilet-training activities. *\*It may be necessary to repeat the PreK-2 class in order to be able to move to the next level. This decision will be made by the Head of Schools in consultation with the teacher and with the parents.*

- PreK-3: Applicants must be three (3) years old or older by September 1<sup>st</sup> of the current school year. The child must exhibit developmental maturity and readiness to participate in all class activities and routines. The child must also be toilet-trained. *\*It may be necessary to repeat the PreK-3 class in order to be able to move to the next level. This decision will be made by Head of Schools in consultation with the teacher and the parents.*
- PreK-4: Applicants must be four (4) years old or older by September 1<sup>st</sup> of the current school year. *\*It may be necessary to repeat the PreK-4 class in order to be able to move to the next level. This decision will be made by the Head of Schools in Consultation with the teacher and the parents.*
- Kindergarten: Applicants must be five (5) years old or older by September 1<sup>st</sup> of the current school year.
- Grade One: Applicants must be six (6) years old or older by September 1<sup>st</sup> of the current school year.

In all cases, the Head of Schools has the final decision regarding extenuating admissions.

## **ADMISSIONS PROCESS**

- **Inquiry**

The admission process begins at the point of inquiry from a family by means of the online inquiry form found on the Academy's website or a phone call to the Admissions Office. Please allow 24 hours for phone calls to be returned.

- **Campus Visit**

To schedule an initial, informational visit, or an individual tour, please contact the Admissions Department. At this time, school philosophy and curriculum will be discussed. Families will learn more about the school's educational program and have an opportunity to talk specifically about the unique talents and interests of their child. During the visit, families will tour the campus and facilities, and may observe faculty and students in session if the visit takes place during a regular school day.

- **Apply**

Applying is easy using our online application. All families must apply online as it simplifies submission and provides parents a tool for tracking online the status of the admission after their application has been submitted. A non-refundable fee of \$50 (\$25 application fee + \$25 placement testing fee) must be submitted with each application. Applications are accepted and reviewed on an on-going basis as availability permits. If you need assistance with the online



application system, please contact our Admissions Department at 772-461-7689.

- **Student Shadowing**

“Shadowing” allows a student to spend the day with future classmates from their current grade level. Shadowing students should follow dress code to the best of their ability and a lunch will be provided. A shadowing form must be completed prior to dropping your child off at the Academy.

- **Placement Testing**

All applicants are required to complete an entrance exam/screening. Testing will be scheduled with the Admissions Department. Please share with prospective students that this exam is not something they can ‘fail’ so they should do their best to help us find the appropriate academic placement for them if they are accepted as students.

- **Interview**

Prospective students and their family are required to meet with the appropriate Head of Lower/Upper School before a recommendation for acceptance is forwarded to the Head of Schools.

- **Acceptance**

Acceptance is based upon the evaluation of the student’s placement test, academic transcript, overall school record and available space. Once the admissions file is complete and evaluated, parents of accepted students will receive an offer of admissions/enrollment contract for their child. If space is not available at that grade level, then the student’s name is placed in a waiting pool.

For additional information regarding the waiting pool admission policies, please contact the Admissions Department at 772-461-7689.

## **0008 Advisory/Leadership Program**

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### **Advisory/Leadership Program**

The Advisory/Leadership Program compliments what takes place in the classroom. It demonstrates the Academy’s and the faculty’s dedication in proactively supporting the individual student in all things “classroom” as well as the student’s physical and emotional needs in order to realize the “expectations” of each and every student. The Academy has an advisory program for all students. Advisory programs are predicated on the belief that every young person should have at least one adult at school to act as the student’s advocate. Meeting on a regular basis, advisors develop a supportive relationship with their small group of advisees. The advisors act on their advisees’ behalf to enhance school and community experiences needed for the student to succeed. The advisor will be the primary liaison for student and family communication.

The goal of the program is to positively impact each student in the following areas.

- Grades & Academic Performance
- Organizational skills
- Goal planning
- Classroom behavior

- College Prep
- Leadership Classes (9<sup>th</sup>-12<sup>th</sup> grade)

At mid-quarter and at the end of each quarter, the teachers will

- Identify the students with
  - C's or below in any classes
  - Significant behavior concerns
  - If needed, a conference will be requested to create a student success plan for your child.

The Academic Advisor-student pair may do one or more of the following:

- Write and sign a contract explaining the responsibilities of the teacher and student
- Meet one (1) time a week
- Identify academic goals for the student
- Strategize to achieve the goals
- Monitor the student's progress
- Seek solutions for possible problems the student is having
- Determine the purpose of the student's academic progress

The student may:

- Set academic goals for self
- Maintain a daily academic journal in compliance with its purpose
- Make every effort to fulfill the purpose of this program
- Make every effort to achieve his/her goals

## **1000 Arrival and Dismissal**

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Per Board Policy 3006, no student shall be released to anyone who is not authorized, as outlined in the Academy policies. All parents are required to maintain updated and accurate contact information at all times.

Per Board Policy 3007, no student shall be dismissed or leave school grounds without the consent of the student's parent or guardian or for any reason that is not stated in the Academy policies or included in the student's program of study.

### **PreK-2 - 6<sup>th</sup> grade**

Students may be dropped off at complimentary "Morning Care" between 7:00am - 7:45am in Parish Hall on Monday, Tuesday, Thursday and Friday and from 7:00am-7:30am on Wednesday. After 7:30am, students may be dropped off in the car line in the south parking lot and go to Parish Hall for Morning Care. Students that arrive at 7:45am may go directly to their classrooms. Parents that arrive between 7:45am-7:55am may escort their children to class. Students that arrive after 7:55am will be marked tardy and must sign in through the main office. They will be escorted to their classroom so that the students and teachers can begin the school day. Parents may take their students directly to the classroom at 7:30am on Wednesday's. Your individual child's needs are important to us. While morning drop-off is not a time to conduct lengthy conversations regarding your child, please feel free to use this time to schedule a conference with a teacher for any discussion needs.

From 2:50pm-3:10pm, students will be dismissed from their classrooms to their cars waiting in the south parking lot. At 3:10pm, any remaining students will be signed in to our Extended Day program. Parents will not be permitted in classrooms prior to 3:00pm to pick students up. Students in PreK-4 must be signed-in and signed-out of the front office each day. On Tuesday's and Thursday's, 6<sup>th</sup> grade students will be dismissed at 3:15pm.

For your child's safety, proper safety restraints and/or seatbelts must be used at all times.



### **7<sup>th</sup>-12<sup>th</sup> grade**

#### **Arrival**

Between 7:00am - 7:40am, all students may be dropped off at Morning Care, which is located at the Lower School in Parish Hall. Upper School drop-off will be from 7:40am - 7:50am in the field parking lot, North of the Upper School. Please follow proper drop-off procedures (see attached procedures).

Morning prayer, reflection and announcements begin promptly at 7:55am. It is imperative that students are on time to ensure they do not miss information provided. If your child is going to be late for any reason, please contact the Upper School front office. It is your child's responsibility to get any information that has been shared during this time. Students are late if they have not arrived by 7:55am. Parents will have to park and sign-in late students from the west entrance (front of school) (please see Tardy and Attendance policy).

#### **Dismissal**

Students being picked up by parents must wait in the Cyber Café. Pick up times are between 3:15pm-3:25pm for students in 7<sup>th</sup> -12<sup>th</sup> grade. All students will enter for arrival from the east entrance (rear of school), and all students will be dismissed from the east exit (rear of school). Students working on homework or classwork will be allowed to work with teachers at the Upper School until 4:00pm. Arrangements to work with a specific teacher must be arranged in advance. Any students remaining at that time will be signed into the Extended Day program at the Lower School and families will be billed accordingly. If you are picking a student up between 3:25pm-4:00pm, please park and enter the building from the Upper School west entrance (front of building). Student drivers will be assigned a parking spot number after paperwork and fee has been submitted and approved and parking decal issued. Student parking policy must be followed at all times (see

Section 1029 for Upper School Student Parking Policy). For safety reasons, student drivers are only authorized to park in the Upper School parking lot at all times.



### **1001 Attendance Policy**

St. Andrew's Episcopal Academy believes that the classroom experience cannot be duplicated and therefore it is encouraged for every student to be at school every day, on time and prepared, except in the case of illnesses with medical documentation, chronic or extended documented illnesses, documented court dates, family emergencies, religious holidays or a school sponsored event.

Per Board Policies 3004 and 3005 and under the compulsory attendance laws of the State of Florida and St. Lucie County, parents are responsible for their child's attendance at school. St. Andrew's students are expected to attend each school day and are required to attend weekly chapel and special programs. Attendance is taken daily and by period (7<sup>th</sup>-12<sup>th</sup> grade) at the Academy. A full school calendar can be found on the school website.

To participate in extra-curricular activities after school, including all sports, students must attend school for regularly scheduled classes (minimum requirement must be met).

### **ABSENCES**

Optimum learning occurs when students are in class regularly and can receive the maximum amount of instruction from the teacher. Absences of more than ten (10) days per semester will place the student's quarterly and semester grades and promotion and ability to reenroll in jeopardy. The decision of the Head of Schools is final in this matter. Although we encourage families to call the school by 8:30am regarding absences, written notification to the Academy must follow. Failure to report, explain and document the absence in a timely manner will result in an unexcused absence. These excused absences must be documented in the school's file.

### **Excused Absences**

- Personal illness
- Family emergency
- Death in family
- Religious holidays
- School-sponsored events
- Absences due to an approved trip (personal or school)

### **Make-Up Work for Excused Absences**

Students assume full responsibility for making proper arrangements for make-up work.

- All make-up work, including quizzes and tests, must be completed following the guideline of one day per absence, unless other arrangements are made with the teacher in advance.
- Work assigned before the absence is due when the student returns to school.
- A student who is absent on the day of a pre-announced test will be required to make-up the test on the day he or she returns.
- Students should make arrangements to make-up any missed quizzes and/or tests before or after school.

### **Make-Up Work for Pre-Arranged Absences**

St. Andrew's expects that students and parents will plan trips during school vacations. If a family chooses to have the student miss school for a trip, a completed pre-arranged form, available in the front office, must be submitted for approval by administration, and must be signed by the student's teacher(s) at least 24 hours prior to the absence. All work missed is due the day of the return unless prior arrangements have been made with the teacher(s).

### **Unexcused/Excessive Absences:**

Unexcused absences occur either from excessive absences or from a student cutting class. A student who cuts class or is excessively absent may not be permitted to make-up work and disciplinary action or a parent conference may be required. Any student who skips school and has driving privileges will have driving privileges suspended or revoked. Attendance in all assigned classes, chapel services, assemblies, programs (including special programs listed on school calendar) is required. Unexcused absences may be given an alternative assignment or incur academic penalties.

### **Leaving Campus During the School Day:**

An attempt should be made to schedule medical appointments after school hours to minimize class disruption during the school day. If a student must leave during the day for an appointment, please communicate with your child's teacher(s) and front office in advance, indicating what time the student will be leaving school. For your child's safety, parents are to meet students in the office and sign them out before leaving the Academy.

Parents of students who drive to school should notify the teacher(s) and

front office in advance, authorizing them to leave for the appointment if they are going to miss any academic time. For your child's safety, please be prepared to receive a confirmation phone call from the front office regarding the request.

### **Out-of-School Suspensions:**

Out-of-school suspensions are recorded as such, and are absences. If pre-arranged and students are permitted to make-up work, they will be responsible for all assignments, tests, quizzes and other assessments upon return. If turned in within the approved timelines, full credit may be received for completed work.

### **Tardiness:**

Punctuality is imperative for school. Being tardy for school takes away the academic momentum from the classroom. Students who arrive late are marked tardy. Students arriving tardy must be escorted by a parent to the office to sign in. Persistent tardiness will result in a parent conference and/or disciplinary action. If a student driver is tardy more than 3 times in any term, driving privileges may be suspended or revoked. Three unexcused tardies in any term equals one absence.

### **Attendance Probation:**

A student that does not meet the attendance requirement for the semester will be placed on attendance probation. Students on attendance probation are subject to extracurricular limitations (field trips, athletic events, etc.) as determined by the Head of Upper/Lower School and will be reevaluated at the end of the quarter to determine eligibility for the following school year.

### **1002 Birthday Celebrations and Party Invitations**

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The Academy believes that a birthday is a special time, a day when each child gets to feel special. It is important for every child's life to be celebrated. Even teachers like to share in a little celebration of our special day! Because not all families can afford the time off work, or have the finances to do extravagant things, we ask parents to keep it simple and to confirm plans with the student's teacher before celebrating. All celebrations (Kindergarten-12<sup>th</sup> grade) are to take place during lunch. When bringing in food, because of the possible dietary restrictions of some classmates and an increasing number of children being diagnosed with severe allergies such as peanuts or gluten, parents should verify with teachers before bringing in treats. Cupcakes, cookies, fruit, healthy options, or other single serving treats make it easier for the teachers to serve and clean-up. Again, make sure all celebrations are planned with the teachers who know the students best. Party invitations for the WHOLE CLASS may be distributed at school. Otherwise, invitations are to be sent THROUGH THE MAIL to prevent those who do not receive an invitation from being embarrassed and/or having their feelings hurt while at school. The students attending the party should be kind and not discuss the party at school if some classmates are not invited. When hosting parties outside of school, please consider how your child would feel if he/she is the one not invited.

### **1003 Support and Enrichment Programs**

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Using the latest brain research, teachers integrate differentiated learning strategies throughout the instruction. Faculty members receive professional development on the best ways to address the individual differences of students and to develop appropriate learning experiences for students with differing learning styles.

Students are provided with the resources and opportunities to be successful lifelong learners.

St. Andrew's Episcopal Academy has qualified, certified staff who will be working directly with the students on an as-needed basis. These classes may be reflected as "Student Support Services" for enrichment or remedial studies on individual academic plans and schedules. \*These services are in addition to the regular school program and may require an additional fee.

### **1004 School Calendar**

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Please visit [staacademy.org](http://staacademy.org) to view the updated calendar. It is suggested that you check this calendar on a weekly basis for updates.

### **1005 Christian Education and Chapel**

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This school community strives to provide a safe and accepting environment for families of all faiths and beliefs. Through the education and worship experience of the Academy, each student will gain the knowledge of what Christians believe and practice in the Episcopal tradition. All students receive instruction and a working understanding of the Bible, the teachings of Jesus, and the history of the Church and how it all applies to everyday life. Weekly chapel services are held in order to praise God through song, prayer, and teaching. Attendance and respected participation is required for all students. Active participation includes receiving Communion or a blessing, standing at appropriate times, singing, and reciting responsive readings.

Families are invited to participate. During these worship times, students are given the opportunity to hear a message from the Chaplain, Rector, a visiting minister, the Head of Schools or a faculty member. Students are encouraged to participate in the services through music, leading in prayer or in reading of biblical texts. St. Andrew's celebrates Communion in the Episcopal tradition. All baptized Christians are invited and encouraged to participate. Students who have not been baptized are encouraged to come forward to receive a blessing. Please make sure your child and their teacher(s) are aware of your preferences regarding his/her participation in receiving of Communion.

### **1006 Coffee with the Head of Schools**

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This forum is an open conversation and coffee informational meeting led by the Head of Schools or other staff members in partnership with the PTO and is held every month on campus. All parents are invited and encouraged to attend. The purpose of these meetings is to share Academy business and

upcoming events. This is not the time or platform to discuss individual concerns. These meetings should be scheduled in advance with the Head of Upper or Head of Lower School. As always, classroom issues should be brought to the attention of the classroom teacher immediately.

## **1007 Conferences**

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Parents are encouraged to schedule conferences at least two times each year. Please refer to school calendar for pre-scheduled dates. Parents may request a conference at any other time during the school year to discuss student progress and coursework. To schedule a conference, please contact the teacher via email or school telephone to make arrangements. It is required to give the teacher at least 24 hours notice to prepare for conferences unless there is an emergency.

To protect the privacy of all students and to maintain an academic focus, visiting classes is not permitted at the Academy during the school day, without prior approval. If you need to visit your child's classroom outside of the regularly scheduled classroom events or activities for parents, please contact the classroom teacher(s).

### **Communication with Teachers**

Teachers are professionals, striving to educate your children, please communicate with them as such. The expectation is that they will communicate with you in a professional, ethical manner at all times. If you have concerns regarding your child's teacher or any staff member, please contact the Head of Lower or Upper School directly, and a facilitated conference will take place.

## **1008 Confiscated Items**

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Students should only bring to school items necessary for education. Electronic devices other than the school provided devices, other toys, etc., are not permitted during the school day unless specified in the Acceptable Use Policy (see in addendum) and the teacher will collect these items. Continued violation of Academy policy may result in a conference with the Head of the Division.

### **MOBILE CELL PHONE POLICY**

Per Board Policy 3022, cell phone use is permitted by high school students during the school day at designated times as described in the Acceptable Use Policy. Lower School and Middle School students may not access or use a cell phone or Smart Watch for communication during the school day but may carry a cell phone in their backpacks for emergency or after school use only during school hours, as long as it is turned off. Any violation of this policy will result in the collection of electronic devices. Parents, please do not put your child in a difficult position by texting or calling them during school hours. If you need your child's attention or to deliver a message, please contact the main office and we will deliver that message or have the child call you from a school phone. St. Andrew's Episcopal Academy recognizes and encourages the usefulness of cell phones and other devices as a means of supplementing educational instruction under staff supervision. These are the specific policies by user level:



### **User: Grades K-5**

Cell phones must be turned off and be put away from 7:45a.m.-3:15p.m. Under unique circumstances or learning situations, administrators may give permission to students or teachers for phone use. Students may not have cell phones out during Extended Day.

### **User: Grades 6-8**

Cell phones must be turned off and be put away from 7:45a.m.-3:15p.m. Under unique circumstances or learning situations, administrators may give permission to students or teachers for phone use. Cell phones may be collected before the start of school and returned at the end of the day. Students may not have cell phones out during Extended Day.

### **User: Grades 9-12**

Cell phones must be turned off during class, chapel, and other planned group activities and can only be turned on in the classroom with the teacher's consent. Students may use their cell phones during lunch to place/receive phone calls or send/receive appropriate text messages. For the safety of your child, a high school student that needs to use their cell phone at any other point during the day, should ask an adult for permission.

If a student is found to have used a cellular phone without authorization or have used the device inappropriately he/she may be subject to disciplinary action.

**1<sup>st</sup> offense:** Phone will be confiscated by the staff member and may be given to administrator. Parent/guardian will be contacted and phone/device will be returned at the end of the school day or the next time parent is able to retrieve the device/phone in person.

**2<sup>nd</sup> offense:** Phone will be confiscated by the staff member and given to administrator. Parent/guardian will be contacted and student will receive detention outside regularly scheduled school hours.

**3<sup>rd</sup> offense:** Loss of campus phone privileges for the school term and/or semester.

However, administration reserves the right to set additional appropriate consequences based on severity of violation. Non-approved use of technology, including all cell phones will be dealt with according to the Acceptable Use Policy (see addendum), including but not limited to expulsion from school or programs. The Academy is not responsible for any lost or damaged electronic devices and parents assume all liability for lost, stolen or damaged personal items. The parent also assumes all responsibility for any misuse of the phones and electronic devices by students, including visiting inappropriate sites, texting, cyber-bullying, or other misconduct as determined by the Head of School and/or designee administrator. Violation of the Acceptable Use Policy, may result in removal from school and/or programs.

### **SEARCH AND SEIZURE**

Per Board Policy 3021, to maintain order and discipline in the school and to protect

the safety and welfare of students and school personnel, school authorities may search a student, student use areas, student lockers or student automobiles under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search. A student's failure to permit searches and seizures as provided in this policy will be considered grounds for up to and including withdrawal from the Academy.

I. PERSONAL SEARCHES

A student's person and/or personal effects (e.g., purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a pat down search of a student's person is conducted it will be conducted in private by a school official of the same sex and with an adult witness present, when feasible.

II. LOCKER SEARCHES

Student lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers. Periodic general inspections of lockers may be conducted by school authorities for any reason at any time without notice, without student consent, and without a search warrant.

III. Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property. The interiors of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

IV. SEIZURE OF ILLEGAL MATERIALS

If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

In all cases, disciplinary action will be taken. The decision of the Head of Schools is final.

## **1009 Curriculum**

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A complete curriculum guide is available for reference on the SAEA website. At any time, please feel free to schedule an appointment with the Class Advisor to discuss curriculum and academic programs.

## **1010 Discipline/Behavioral Expectations**

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Per Board Policy 3018, all Lower and Upper School students are expected to respect themselves, their peers, the environment, and all members of the St. Andrew's community. The Academy's policy is designed to help children grow and achieve personal responsibility for making positive

behavioral choices. The Academy's discipline program is centered around positive reinforcement and common campus expectations.

The majority of the decisions relating to the academic preparation for the upcoming school year will be taken under review by the leadership team in the summer months. Many weeks are spent doing research with extreme due diligence, with the Head of Schools deeming as final.

We do encourage parents to ask questions in an appropriate discussion platform. We appreciate feedback. However, once a decision is made on what is best for the Academy and its students, it is final. Academy time and staff manpower spent continuously fielding inquiries where decisions have already been made are detrimental and take away from the everyday operations of the Academy and will not be permitted. If a parent continues to pursue an issue that the Head of Schools has already decided on, a written or verbal warning will be issued, and the family may be dismissed from the Academy while still being financially obligated.

Gossip, in any form, is hurtful, disruptive and damaging and will not be tolerated by the Academy, whether it is done by a student or parent. Negative gossip in any form goes against our values and we reserve the right to issue a verbal or written warning and it may result in dismissal from the Academy. As your contract states, you will remain financially obligated.

### **CONDUCT RULES AND REGULATIONS**

The disciplinary policies and procedures set forth in this handbook provide guidelines that the Academy may, in its discretion, employ in regulating student conduct. They do not however limit the Academy's right to freely and fully exercise any and all disciplinary measures, with or without prior notice or warning, including expulsion from school in the sole discretion of the Head of Schools.

St. Andrew's Episcopal Academy reserves the right to make changes to this system at any time.

### **BEHAVIOR PROBATION**

A student that does not meet the behavior requirements for the quarter will be placed on behavior probation. Students on behavior probation are subject to extracurricular limitations (field trips, athletic events, etc.) as determined by the Head of Upper or Lower School and will be reevaluated at the end of the quarter to determine if any further steps should be taken.

### **BULLYING AND HARASSMENT**

Bullying and harassment are clearly defined behaviors and are different than conflict. Per Board Policy 3020, the Academy will not tolerate any form of harassment, bullying, intimidation, or exclusion. Bullying is a consistent, one-sided, repetitive, improper behavior, whether in person or online. Harassment that interferes with an individual's work or learning performance, or creates an intimidating, hostile, and offensive work or learning environment will not be tolerated.

Any child who feels they have an issue at school should immediately report the issue to a school administrator. Additionally, any parent who feels his or her child is a target of bullying or harassment should also immediately contact the Academy Administration. In the event of an incident, parents of the students involved may be notified. All accusations will be taken seriously and will be investigated.

Appropriate action may include conferences, counseling, suspension of privileges, an investigation by law enforcement, and/or dismissal from St. Andrew's Episcopal Academy or programs at the discretion of the Head of Schools.

### **CARE OF SCHOOL PROPERTY**

Students are responsible for the proper care of all books, calculators, supplies, equipment (including computer/software and other computer equipment) and furniture supplied by the school.

Damage or unauthorized use of software on the computer system may result in students being asked to pay for the cost of correcting the system.

Students shall not mark school furniture, walls, ceilings, floors or equipment with a pen, pencil, paint, or any other instrument.

Students shall not tamper with fire alarms, fire extinguishers or any electrical systems.

Students who deface property, break windows or do other damage to school property or equipment will be required to pay for the damage incurred and will be disciplined according to the disciplinary code.

Anyone who willfully destroys school property through vandalism, arson, larceny or who creates a hazard to the safety of our students will be referred to the proper law enforcement agency and other disciplinary action may be taken as determined by the Head of Schools.

### **CODE OF CONDUCT**

Academy students are to conduct themselves as young ladies and gentlemen at all times on and off campus and at all school- sponsored events. The behavior of students should reflect a Christian ideal and standards of good citizenship expected by all members of society. Respect for self, school staff, community members, and school property is essential to our community life at St. Andrew's. Students shall respect delegated authority and the rights of others. High personal standards of courtesy, decency, morality, acceptable language, honesty, and wholesome relationships with others are required. This behavior is expected to be displayed both to and from school, during the academic day, at all athletic events, at all other school-sponsored functions, and in the community at large. Theft, possession, use, distribution of drugs, synthetic drugs, drug paraphernalia, alcohol, bullying, truancy, cutting class, tobacco on school property, fighting, disrespect toward teachers, willful disobedience, harassment, obscenity, publication and/or

distribution of inappropriate material, defacing school property, vandalism, and academic dishonesty are considered serious school offenses. These offenses will result in prompt disciplinary action, including suspension or possible expulsion. Other acts of misconduct within the classroom, such as dress code violations or excessive talking, are disruptive and interfere with the academic climate of the classroom and will not be tolerated.

### **DISCIPLINE PROCEDURES**

Per Board Policy 3023, each student and family is encouraged to participate fully in the spiritual, athletic, academic, and social life of the SAEA community. The Academy will treat all students with compassion and encourage them to conduct themselves with dignity, integrity, and respect for others. SAEA administration reserves the right to address an action on or off campus that reflects poorly on the school's mission without a parent/guardian present.

### **DUE PROCESS AS IT APPLIES TO ACADEMIC OR BEHAVIORAL MISCONDUCT**

The SAEA disciplinary procedures are designed to assure that students accused of wrongdoing will be treated fairly through the procedures defined below.

#### **Due Process for Academics**

If students do not meet a certain academic standard, they may fail a course or be in jeopardy of promotion. The course itself is the due process for examining the student's academic growth. Course expectations will be presented to the students clearly and students will be evaluated in accordance based on the specified criteria. Students and parents have ongoing access to grades online and may monitor progress throughout the term. As part of the process, a parent/guardian may request teacher conferences as needed.

#### **Due Process for Suspension**

Students that have been accused of serious misconduct that, in the opinion of the Head of Schools would require suspension from school, shall be afforded the following due process procedures. The decision of the Head of Schools is final.

Only the Head of Schools may suspend a student from school. Suspension is the temporary removal of a student from the regular school program for a period of 1-10 days. The Head of Schools takes this action after taking other alternatives into consideration.

- Student conduct will be reviewed by administration.
- Student will be presented to administration by the person(s) having knowledge of the alleged behavior or infraction.
- Administration will gather the facts as presented by the accusing person(s), the accused student, and any witnesses that may have knowledge of the incident(s).
- The Head of Schools will determine if there is sufficient reason to suspend a student.
- The Head of Schools may suspend a student immediately if the student has committed a breach of conduct or violation of behavior probation which poses an immediate danger to students or staff members or if the violation is one of physical assault or one of which has an immediate disruptive effect

upon the orderly conduct of the school. If a student is suspended immediately, he/she may provide an oral or written explanation to administration.

- Suspension may be shortened if and when the Head of Schools is assured that the student is willing to conform to the regulations of the school.

### **Due Process for Expulsion**

The Head of Schools has the authority to expel a student from the school. Expulsion is the most serious disciplinary measure that can be taken. In addition to the Due Process Procedures for Suspension from School, the following additional procedures are followed prior to expelling a student.

- The Head of Schools shall review the documentation, statements or other testimony. The decision to recommend expulsion of a student should be made only after it has been determined that the student has substantially interfered with good order in the school.
- Once a decision is made for expulsion of a student, the Head of Schools will immediately contact the parent(s) or guardian(s) to inform them that the student is being expelled and the reason for the action.
- Any student who enters or remains on campus, at any school function or extracurricular/co-curricular program, while expelled from school is subject to further disciplinary action or arrest for trespassing.

### **Behavioral Expectations for the Early Childhood Department**

#### **STUDENT PLEDGE**

Today is a new day!

I will act in a safe and healthy way.

I will respect the rights of others.

I will treat all property with respect.

I will take responsibility for my learning.

Today I will be the best I can be.

#### **Classroom Expectations:**

Happy Choices

1. Listen with elephant ears (looking with your eyes and listening with your ears)
2. Walk slowly and safely like a turtle
3. Speak softly like a mouse (use an inside voice)
4. Be as sweet as candy (polite hands, feet, and words)
5. Clean your mess (play and put away)

#### **Incentives:**

- \* Positive Praise
- \* Recognition on behavior management system
- \* Individual student reward (treasure box)
- \* Happy choices chart

#### **Developmentally Appropriate Consequences:**

**1<sup>st</sup> Time:** Give a verbal reminder of expectation(s). Reteach proper behavior expectation(s). **2<sup>nd</sup> Time:** Give a verbal reminder of expectation(s). Reteach proper behavior expectation(s). **3<sup>rd</sup> Time:** Verbal reminder and child will be asked

to stop and reflect on their behavior in a quiet area.

**4<sup>th</sup> Time:** Child needs to reflect on making better choices in a co-teacher's classroom. A daily behavior monitoring system will be marked and documented. Once ready, the student may return to class and try again.

**\*\* If a physical behavior is severe and/or persistent, administration and/or parent will be notified immediately and a parent may be required to remove the child from school for the day.**

### **BITING POLICY**

Biting is a natural developmental stage that many children go through. It is usually a temporary condition that is most common between thirteen and twenty-four months of age. Toddlers bite other toddlers for many different reasons. A child might be teething or overly tired and frustrated. He or she might be experimenting or trying to get the attention of the teacher or his peers. Toddlers have poor verbal skills and are impulsive without a lot of self-control. Sometimes biting occurs for no apparent reason. The teacher will encourage the children to "use their words" if they become angry or frustrated. The safety of the children at the school is our primary concern.

#### **The following steps will be taken if a biting incident occurs:**

- \* The biting will be interrupted with a "No...we don't bite people!"
- \* The bitten child will be comforted.
- \* Staff will remove the biter from the situation. The biter will be given something to do that is satisfying.
- \* The wound of the bitten child shall be assessed and cleansed with soap and water and ice applied.
- \* The parents of both children will be notified of the biting incident. Appropriate forms will be filled out (Incident Report). Confidentiality regarding all children involved will be maintained as is possible.

#### **If biting continues:**

Teacher's will:

- \* Chart every occurrence, and indicate location, time, participants, behaviors, staff present, and circumstances.
- \* Let all parents know that there is a problem and the procedures that will be followed to deal with it.
- \* Be mindful of children who indicate a tendency to bite: Head off biting situations before they occur.
- \* Teach non-biting responses to situations and reinforce appropriate behavior.
- \* Work together as partners with the parents of both biting children and frequent victims to keep all informed and develop a joint strategy for change.
- \* Hold a conference with the parents of the biting child to develop a written plan of action.
- \* Consider early transition of a child "stuck" in a biting behavior pattern for a change of environment, if developmentally appropriate.

**\* If an occurrence happens more than 2 times in one day the parent/guardian will be called to pick up the biting child. The child may return the following class day.**

- \* If it is deemed in the best interest of the child and the other children, the child may be withdrawn from school for the duration of the biting stage. Written warning will be given to the parents before this action will be taken.**

### **TOILET TRAINING POLICY**

- \*PreK-2 potty training will be part of the daily schedule. Parents must provide diapers and wipes, and a change of clothing.
- \* PreK-3, reminders will be given to students throughout the day however; students need to be fully potty trained before entering the program.
- \* PreK-4 students need to be independent and completely potty trained.

**If frequent accidents continue to occur the child will be asked to withdraw from the school.**

### **CRYING POLICY**

A transitional period is to be expected when beginning school for the first time or returning to school after a break.

However, after 15-20 minutes of continuous crying/screaming with teacher consoling and redirecting, the child will be asked to leave school for the day. This type of behavior is very disruptive to a classroom environment. The child may return the next day.

**If excessive crying/screaming persists the child may be asked to withdraw from the school.**

### **Behavioral Expectations for Kindergarten-12<sup>th</sup> grade**

#### **Grades K-5**

**We Are:**

**Respectful**

**Observant of Safety Rules**

**Always Responsible**

**Ready to Learn**

#### **Grades 6-12**

**We Are:**

**L - Leadership through learning**

**I - Inspire through actions**

**O -Ownership of self**

**N -Noble traits that empower others**

**S - Service as stewardship**

### **Student Pledge**

Today is a new day!

I will act in a safe and healthy way.

I will respect the rights of others

I will treat all property with respect.

I will take responsibility for my learning.

Today I will be the best I can be.



### **Classroom Attention:**

- Give me five!
  1. Eyes on speaker
  2. Quiet
  3. Be still
  4. Hands free (put things down)
  5. Listen
- Clap out a pattern – students repeat
- Ring quiet bell or windchime
- Count backwards from 5 to 0
- Stretch and take a breath
- Attention songs and movements

### **Incentives:**

- Praise
- Recognition on behavior management system
- Individual student reward
- Whole class reward

### **Behavior Consequences:**

**1<sup>st</sup> time:** Give a verbal reminder of expectation(s). Reteach proper behavior expectation(s).

**2<sup>nd</sup> time:** Student will take a seat in an alternative place in the classroom. Students may reflect on their actions, the cause of the problem, and how to solve it. A visual reminder will be given to students. Reteach proper behavior expectation(s).

### **Reflection Strategies:**

- Take a deep breath.
- Write down how you feel about the incident.
- When you feel ready to return to your seat, take another deep breath.
- If you are not ready, please read a book quietly until you are ready.

**3<sup>rd</sup> time:** Present visual reminder for student to stop what he/she is doing and reflect on better choices. A daily behavior monitoring system will be marked, and students may be asked to take a cool-down moment in a co-teacher's classroom. Once ready, the student may return. Parents will be contacted and documentation will be recorded for administrative review.

\*If a behavior is severe and/or persistent (hitting, actions of malicious intent, foul language, racial slurs, inappropriate gesturing, etc.), administration will be notified immediately.

Depending on severity of negative behavior, possible suspension or expulsion will be determined by the Head of Schools.

Please note that all student behaviors and consequences are recorded for communication with parents. Behavior may be viewed at any time under Student Information in ParentsWeb.

Consequences of each disciplinary infraction include, but are not limited to, parent contact, community service, detentions, suspensions, and expulsions. Please note ALL behaviors and consequences are recorded and may be viewed by parents in the parent portal under Student Information.

LEVEL 1

Warning and Parent Contact

LEVEL 2

Detention and Parent Contact

LEVEL 3

Detention, Parent Contact, and/or loss of privileges, and/or community service

LEVEL 4

1 day In-School or Out-of-School Suspension or anything listed above, Parent Contact, and/or loss of privileges

LEVEL 5

In-School Suspension or Out-of-School Suspension, Parent Contact, and/or loss of privileges, and/or 5 extra hours Community Service

LEVEL 6

1-5 days of Out of School Suspension, Parent Contact, and/or loss of privileges, and/or Community Service

LEVEL 7

Immediate suspension with review for expulsion and/or probation, and/or Community Service (based on review)

***Disciplinary Infractions:***

Minor Infractions	1
Dress Code Violation	2
Offensive Language	2
Inappropriate displays of affection	2
Willful disobedience	2
Cutting Class Unauthorized Area	3-6
Harassment/Threatening/Bullying/Unwanted Contact	4-7
Repeated misconduct or offenses of any of the above	4-7
Violations of Handbook Policy	4-7
Fighting/Physical Aggression (one-sided)	4-7
Smoking, smokeless tobacco, or related paraphernalia	6-7
Stealing	6-7
Vandalism	6-7
Possession/distribution of pornography	7
Possession/distribution/use of alcohol	7
Possession/distribution/use of illicit drugs or	7
Illegal use of prescription drugs	
Possession/distribution/use of	
firearm or other weapon	7
Cell Phone, text messaging, inappropriate use of device	See Policy

While these disciplinary levels set standards for us as a school we are always guided in our application of discipline by the Christian virtues of grace and mercy. The school administration may use its discretion in applying consequences as circumstances warrant. While this is the primary guide for disciplinary action in

the Upper School, it does not cover all discipline as other actions and consequences may apply to particular situations. The Head of Schools has final say in all matters of student discipline.

## **1012 Dress Code**

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### **Miscellaneous:**

All students are required to keep hair out of their eyes and off their faces. Distracting make-up, nail polish, hair color, and unusual hairstyles, are not permitted. Students are expected to dress in a manner consistent with a college preparatory school. Hair color must be restricted to natural colors, no exceptions.

### **Accessories:**

Jewelry may not be a distraction, nor should it pose a safety issue. Students should display good judgment, with guidance from their parents, regarding jewelry selections worn to school.

- o Piercings should be limited to ears. Gauges, large hoop earrings, body piercings, and other such items are not permitted.

### **Cold Weather Attire:**

Students may wear only school sweaters, jackets, sweatshirts, hoodies etc., and girls may wear navy, black, or white leggings or stockings under uniform items. Non- school outerwear or other clothing is not permitted. Parents will be asked to bring appropriate clothing if students are out of dress code.

### **Athletic Uniforms:**

Students on the St. Andrew's Episcopal Academy athletic teams may wear team uniform shirts or jerseys to school on game days when approved by administration.

### **Scout Uniforms:**

Students who belong to a Scout troop are permitted to wear Scout uniforms on days they engage in scouting activities after school.

### **Spirit Day:**

Students may wear any St. Andrew's t-shirts (available for purchase in the Academy store) with blue denim, school-appropriate (no rips or holes) jeans or jean shorts every Friday.

### **Uniform Store:**

Most uniform items are available for purchase in the school store, which is located in the Lower School office.

## **1012 Extended Day**

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The Extended Day program is a service provided exclusively for the students of St. Andrew's Episcopal Academy. Students may attend the program only on the days they attend school. Extended Day hours are 7:00-7:45am and 3:15pm-6:00pm. Morning care is provided in the Parish Hall, free of charge, from 7:00am to 7:45am. When students are picked up from

Extended Day, parents must sign out their child(ren). If a parent finds it necessary to contact the Extended Day Coordinator between 3:15pm and 6:00pm, they should call the Academy at 772-461-7689.

All St. Andrew's students may participate in the Extended Day Program at the rate of \$10.00 per day and/or \$15 per day on Early Dismissal Days. Please provide an afternoon snack or provide money for your child to use the vending machine in the Parish Hall. Upper School students that are not picked up by 3:05pm will remain in Cyber Café for mandatory quiet, study time. At 3:30pm, these students will be escorted to the Lower School and signed into our Extended Day program. However, students may pre-arrange with their teacher(s) to remain at the Upper School for additional study help until 4:00pm.

Extended Day is billed monthly for the previous month and is due and payable upon receipt of the bill. Families with delinquent accounts will not be permitted to continue participating in this program until the account is paid up to date. Extended Day is not responsible for loss or damage to personal items, student belongings, etc.

Any violation of policy may cause a probationary period or removal from Extended Day program.

Late Pick Up:

Extended Day ends at 6:00pm. Parents who do not pick up students by 6:00pm will be

billed as follows:

- First ten minutes or any portion of ten minutes: \$5.00
- Each minute after the first ten minutes: \$1.00

## **1013 Field Day**

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Field Day is held annually in the spring.

## **1014 Field Trips**

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Field trips are scheduled throughout the year for students to reinforce or support extended study of material covered in class. Transportation and group assignments are determined prior to leaving school. If you are chaperoning on behalf of the Academy, your sole responsibility must be on the students that have been assigned to you by the teacher(s). Please understand that field trips are a special event for the student; therefore, siblings may not accompany chaperones. Field trips are privileges, not rights or expectations. Student participation may be revoked if behavior has been inappropriate or could lead to an unsafe environment for other students.

Permission forms should be completed and on file by the designated day prior to the field trip. Students will not be allowed to go on a field trip without a permission slip that has been signed by the parent or guardian. Verbal permission, in person or over the phone, will not be accepted.

### Transportation:

When the field trip destination is a distance too far from the Academy for walking, transportation may be provided. When charter buses or our bus is used for transportation purposes, it is the expectation that all students and/or chaperones ride in those buses to get the full field trip experience. At times, parents are asked to drive a group of students in their personal vehicle. Students are required to wear seatbelts at all times. Parents who volunteer to drive are expected to have their driver's license, and contact phone number and a copy of their registration and car insurance with them and on file in the office, prior to transporting students. Parents must complete the chaperone process, which includes taking the Safeguarding God's Children course, in advance. You may register for this in the Lower School front office.

### All Drivers and Chaperones:

- Must complete the "Safeguarding God's Children" course.
- Must have a valid driver's license, 100/300 insurance, a clean driving record and may be asked to be fingerprinted at their own cost.
- Must monitor student behavior.
- Should not let any student leave the group under any circumstances.
- Should enforce Academy expectations, as well as rules outlined for the field trip
- Must dress appropriately.
- Each car will have the cellphone numbers of other drivers.
- Follow teacher's requests and report all student concerns to Academy staff.
- Must not text while driving.
- Must not use a cell phone while driving, unless it can be used as a hands-free device.
- Must not smoke in the presence of students.
- Must not drink alcohol at any time when chaperoning students.
- Must have everyone in the car use appropriate safety equipment, such as safety belts and booster seats.
- Must go directly to and from the destination listed on the permission slip.

## **1015 Fire Drills, Disaster Drills, Lockdowns and Emergencies**

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Students learn about the Academy's emergency procedures and evacuation routes to be followed in the event of a bomb threat, fire, or tornado. Perfect silence on the part of each student and Academy guests is expected during each of these drills. Fire drills are held regularly.

Evacuation routes are posted in every classroom. When the fire alarm sounds, students should exit quickly and quietly, according to the teacher's instructions.

When emergency conditions have been declared in St. Lucie County, such as severe weather (i.e., hurricanes, tornadoes, and/or flooding), school may be closed. St.

Andrew's Episcopal Academy will follow the action of the St. Lucie County Public Schools. Listen for announcements on local radio and television stations. The Academy will also attempt to contact all of our families by sending a text alert through RenWeb's Parent Alert system. There may be

times when the Academy chooses to open or close even if the public schools are open. You will be notified accordingly. During an emergency situation, students will not be released.

## **1016 Development Office, Advancement, Event Participation & Fundraising**

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As is the nature of any privately funded educational institution, all funding needed to provide a quality program cannot come from tuition alone. Various financial programs are needed to aid the school in different and distinctive ways. When your family became a part of our independent school community, you began a partnership with the Academy to lay a foundation of lifelong learning for your child, a partnership that needs significant commitment from both sides.

The investment you make in your child's future goes beyond tuition dollars. Our tuition is far lower than the cost of educating each student and done so by design. Your time, talent and treasure are also necessary components of a St. Andrew's education. Each year we welcome families who are new to the independent school experience. As with all private and independent schools, it is an expectation that our families will immerse themselves in the crucial role of ensuring the sustainability of the unique educational opportunities that St. Andrew's provides.

Our fundraising efforts include donations to our Annual Fund that addresses the needs of the current school year. Our Planned Giving program offers donors the ability to leave a legacy for St. Andrew's future. Gifts of appreciated stock are another way to ensure the continued excellence of a St. Andrew's education. Additionally, we hold signature events and your participation as a sponsor, donor and volunteer are vitally importance to their success.

St. Andrew's is a 501c3 non-profit and donations are tax deductible. The world class educational experience that students receive at St. Andrew's Episcopal Academy would not be possible without the support of St. Andrew's families and our community.

## **1017 Health Examinations and Immunization Records**

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According to Florida law, parents are required to submit a Health Examination signed by a physician and a current immunization form.

A State Immunization Form or a Certificate of Waiver is required for all students enrolled at St. Andrew's. Immunizations must be kept current, as required by Florida State law, and a Certificate of Immunization, signed by a physician, must be kept on file as part of each student's cumulative record.

According to the Florida Administrative Code, the County Health Unit Director audits all schools annually. St. Andrew's has adopted the same policy as outlined by the St. Lucie County School Board. This policy allows no more than 30 school days from the student's first day of school to obtain the needed physical examination and immunization certification. Students who do not comply with this law within that 30-day period after enrollment, are not permitted to attend school until their completed forms have been returned to the Academy.

## **1018 Homework**

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Homework is an extension of the school day. It is used to reinforce the learning process while developing good study habits for future success. Parents should make the time scheduled for homework a "family learning time" as they encourage student through modeling appropriate behavior and sharing a common bonding experience. Teachers are encouraged to coordinate activities so that a student can participate in extra- curricular activities and still have time to complete assigned homework. Homework time will vary from grade to grade and from one subject area to another. Please refrain from comparisons as there are no set rules.

## **1019 Insurance/Medical Information**

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Per Board Policy 3014, each parent should provide primary major medical health care insurance for their child. The Academy carries s u p p l e m e n t a l accident insurance for every student while on Academy premises, when school is in session, and while participating in or attending any Academy-sponsored activity on or off premises. This coverage is supplemental only, and should be considered secondary to the parents' insurance coverage.

### **Illness at School: (Please follow Attendance Policy.)**

We ask all parents to begin our campus control of illness by being proactive. Please keep your child home if you are concerned about his or her condition that day. It is our goal to prevent the spread of communicable diseases within the environment of St. Andrew's Episcopal Academy.

The diagnosis of a contagious disease within the family of any St. Andrew's student should be reported to the Academy office immediately. Children should be kept at home if symptoms of influenza, sore throat, or stomach disorder are apparent.

Children with a fever or a contagious condition may not attend school. Children should be fever-free and symptom free for 24 hours before returning.

If a child becomes ill at school, a parent will be called to pick up his or her child. Therefore, students who have fevers, are vomiting, or have a nasal discharge will be sent home. The office staff supervises students not feeling well until a parent *or* someone listed in the "Emergency and Medical Information" on your enrollment contract.

Per Board Policy 3015, in cases of illness or accident requiring a doctor, the Academy will notify the parent. An Emergency and Medical Information form MUST be on file in the office for each student. If the parent or the person designated to be called in an emergency cannot be reached, the student will be taken to the emergency room at Lawnwood Regional Medical Center.

Please make sure the school has a record of ANY medical condition your child has, ESPECIALLY IF staff need training or awareness orientation to your child's condition.

**Medicine at School:**

Per Board Policy 3016, parents are asked to notify the Academy office whenever a student begins, stops or changes a prescription medication. Parents are urged to schedule the dispensing of medicine at times other than during school hours. If there is a need to administer medication at school, the Academy office personnel will do so, if appropriate, using the guidelines below.

**Over-the-Counter Medication:**

Faculty/staff members are NOT permitted to administer ANY over-the-counter medications, including vitamins and cough drops. When a parent feels it is important to have over-the-counter medications administered, the parent is encouraged to administer at home. If necessary, the parent can arrange to come to the Academy office and the child will then be called to the office so that the parent can administer the medication. Upper School parents may contact Upper School for release form. Students may NOT carry over-the-counter medications in their bags, etc. on campus.

**Prescription Medication:**

Academy office personnel will only administer prescribed medications according to the following policy:

- The Physician's Authorization for Prescribed Medication and the Parent's Permission Forms must accompany the medication. This form is available in the Academy office.
- Parents must personally hand the medication to a member of the office staff or the Morning Care Supervisor in the **original prescription container**, on which the Pharmacist has designated the child's name, doctor, dosage, and prescription number.
- Per Board Policy 3017, all medication, except asthma inhalers or other prescribed emergency providing medication such as epipens, inhalers, diabetic, etc. will remain in the Academy office. Medication not administered by the expiration date on the form is to be picked up from the school by the parent. Students who keep their own asthma inhalers must have the proper forms on file in the office from their doctor indicating that they can use it unassisted. This should also be noted in ParentsWeb by the parent. These students will also be required to assume responsibility for their inhalers, making sure that no other student has access to them.

Medicine will be disposed of when left for an extended period of time and/or at the end of the school year if the parent has not come to pick it up.



- Office staff must be notified in advance of any medications which will require special medical training to dispense.
- Students who are on a regular medication schedule during school days must maintain that schedule during field trips and Academy events that take place on a weekend unless the physician consults in advance with the Head of School.
- It is the parent's responsibility to communicate with the child's teacher in advance as to who will be bringing and dispensing the medication.

**Communicable Diseases:**

The Academy will follow the direction of the Health Department regarding all communicable diseases.

**Head Lice:**

Infestations of head lice occur from time to time. Hosting head lice has nothing to do with cleanliness, as lice can occur in the cleanest of homes. If a child has lice, the Academy must be notified immediately so that other students can be checked and an outbreak prevented.

The St. Lucie County Health Department has a “no-nit” policy directing that students neither attend school nor participate in school activities when there is evidence of nits and/ or lice. When needed, skin and scalp screening will be conducted at school. If a student is treated for lice, he or she must have his or her scalp checked by an Academy staff member before returning to class. Additionally, the U.S. Department of Health recommends a follow-up treatment in 7-10 days to reduce the possibility of re-infestation.

**1020 Internet**

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The Internet expands classroom and media resources and plays an increasingly vital role in education. We are pleased to offer internet access to the students of St. Andrew's Episcopal Academy under specific Academy guidelines for student protection. Please refer to the ***Technology Acceptable Use Agreement Policy (AUP)*** for complete details.

**1021 Interscholastic Sports**

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St. Andrew's Episcopal Academy is a member of the Treasure Coast Athletic Conference (TCAC), and the Florida High School Activities Association (FHSAA). Students must maintain at least a C (2.0 GPA) average to retain athletic eligibility.

Student athletes who receive a failing grade in any subject at the quarterly interim or quarterly report period will come before the Academic Review Committee. A conference will be required with the student, parent(s), teacher(s), and coach(es).

Students will be placed on academic probation and will be released from practices in order to be tutored or to spend extra time on their academics if necessary.

\*Please see the **Athletic Handbook** for specifics regarding participation, offerings and requirements.

## **1022 Lockers**

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Students in grades 4 -12 are assigned a locker at the beginning of the year. Both personal belongings and school equipment may be stored in them. Students are reminded NOT to bring valuables to school or to store these items in the lockers. The school and/or representatives will not be responsible for lost, stolen or damaged items and the parent/student will assume all liability/responsibility for any and all personal items brought on campus and/or stored in the lockers. Students in 6<sup>th</sup> -12<sup>th</sup> grade must bring a lock to school for their locker and must turn in the combination to the homeroom advisor.

Students should not bring valuable items or large amounts of money to school. St. Andrew's Episcopal Academy retains the right to inspect lockers and all personal possessions at any time. In the case of a student not being able to access lockers or forgetting combinations, locks will be cut and will be replaced at parent's expense.

Students are responsible for assigned items and may be fined or required to replace property that is lost, damaged or stolen.

## **1023 Lost and Found**

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Label all clothing and personal items. There is a lost and found area in a designated area. Please check periodically for items that may have been left. Any items not retrieved by the last day of each month, will be "recycled", or donated to a local charity.

## **1024 Lunch Program**

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The Academy is pleased to announce a full-service lunch program. Our staff is certified in food service. The kitchen is strictly off limits during school hours to anyone other than the approved staff.

Students may bring lunches, or purchase lunches through the Academy lunch program. Please do not send candy, soft drinks, glass containers, or food that requires refrigeration, storage or reheating as we cannot heat, reheat, cook or refrigerate food. Students in Kindergarten-5<sup>th</sup> grade may not bring caffeinated beverages to school.

Food items that have been opened, including drinks, must be finished at lunch as they cannot be transported elsewhere on campus or stored.

If a PreK-2 through 8<sup>th</sup> grade parent chooses on a special occasion to deliver a lunch from an outside restaurant, they must bring the food to the student and

eat with the student in Parish Hall or Cyber Café. We do not want students to feel “less than” their peers so we ask you to respect this position, and of course, you are always invited to eat with your child at school. If you are joining your child for lunch, please note that items in the vending machine or at the lunch counter can only be purchased for your own child. Please enter through the school office and get a visitor badge. No one will be admitted through the church entrance.

**Ordering lunches:**

Please see the menu online and feel free to contact the Food Services Coordinator at any time to discuss further. Lunches not ordered online by 8:30am each morning will not be available that day. A device will be available in the Lower School office from 7:30am-8:30am each day that can be used by parents to enter lunch orders. Students without a lunch will be served a peanut butter and jelly sandwich and parents will be billed accordingly.

Please note: While a student will never go hungry, and a sandwich/drink will be provided, if a family’s lunch account is in the arrears more than one week, lunch ordering privileges may be suspended.

**1025 National Honor Society (NHS)**

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Per Board Policy 3012, in order to become or remain a member of National Elementary Honor Society (NEHS), National Junior Honor Society (NJHS), or National Honor Society (NHS) students must demonstrate excellence in the areas of scholarship, service learning, leadership, and character. Students who meet NHS standards, will receive an application, which does not grant them automatic acceptance. Applications will go through the nomination process by the review board and finally candidates will be notified. Students who are inducted into the organizations, will be encouraged to participate in service projects designed to stimulate leadership and character. The following list outlines criteria students must meet to obtain membership. Students that are not nominated did not meet the criteria below.

Membership, which is based on the four pillars of NHS:

**Scholarship**

- Per national guidelines, at a minimum, students must have a cumulative 3.0 or higher on a 4.0 scale. They must maintain this GPA and not earn any report card grade below C. These students are then eligible for consideration on the basis of service, leadership, and character.

- **Service**

This involves voluntary contributions made by a student to the school or community, done without compensation. All NHS students are required to participate in organized school and service learning projects each year. The service hours required for NHS are 40 hours. The service hours required for NJHS are 30 hours.

- **Leadership**

Student leaders are those who are resourceful, good problem solvers, and idea contributors.

Leadership experiences can be drawn from school or community activities while working with or for others.

- **Character**

The student of good character is cooperative; demonstrates high standards of honesty and reliability; shows courtesy, concern, and respect for others; and generally, maintains a clean disciplinary record. Because induction into NHS is a measure of all around academic excellence, students' discipline records are also reviewed. Students who do not meet behavioral expectations of the NHS committees are ineligible, regardless of GPA. Any disciplinary infractions or policy violations are taken into consideration. Students who are on any type of probation will not be eligible. Students who meet the scholarship requirement will have an opportunity to complete a form detailing their accomplishments of commitment to service, leadership, and character.

### **1026 Office Hours**

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The Academy office is open from 7:30am until 4:00pm on regular school days. The Extended Day office program is open until 6:00pm. School closings for holidays are published in the school calendar. Summer office hours are 8:00am - 3:00pm, Monday-Friday for the months of June and July.

### **Parent Communication Responsibilities:**

Parents are to notify the Academy office and update information within their ParentsWeb account with changes of:

- Home and/or cell phone number
- Home address
- Business telephone number and/ or address
- Email address
- Emergency contact person(s)
- Family physician
- Any information regarding designated persons for pick-up
- Legal documents or court orders regarding custody, visitation, etc.
- Medication information

### **1027 Parent Organization (PO/PTO)**

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The goal of this organization is to assist the faculty and staff in enhancing and enriching our students' experience during the school year by promoting a sense of community among our school families and encouraging the spirit of volunteerism among parents and students.

Every parent is a member of the PTO and all parents are encouraged to attend meetings. All families contribute to the resources available to the PTO through an assessment at the beginning of the school year as approved by the Head of Schools in conjunction with the PTO Executive Board. Election of officers takes place each year, per the PTO Bylaws.

## **1028 Parking on Campus**

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All students must be dropped off at designated carlines or walked to a supervised area from the parking lot with an adult. Parents of minor children should be responsible at all times and should never drop off a child in a parking lot or sidewalk without direct adult supervision.

### **Designated Parking Areas**

Parents and guests should not park in the spaces on the north side of the church office as these are reserved for those attending parish activities. However, the school spaces at the east end of the parking lot by the playground beside the Head of Schools designated spot are reserved for parents visiting the office or attending meetings. Parking is also available on the south side of the Academy and on Melody Lane.

Parking in front of the Upper School building is reserved for visitors, parents with scheduled meetings at the office, or those with designated handicapped parking decals.

Per Board Policy 3025, student drivers, please see the Student Driving Policy.

All student drivers who wish to drive to school must follow the “Student Driving Policy”, turn in proper documentation, and receive a parking sticker **before** driving to school. All student drivers who are allowed to drive to school must keep in mind that this is a privilege, not a right. A student who is in violation of the driving policy may lose his/her parking privileges and have his/her vehicle towed at the student’s expense. Students will only park in the designated areas sectioned off for students and understand that faculty and staff have first priority for on-site parking.

### **PROCESS FOR APPROVAL:**

**\*\*STUDENTS MAY NOT PARK ON CAMPUS UNTIL ALL STEPS HAVE BEEN COMPLETED AND REVIEWED BY ADMINISTRATION AND THEY HAVE RECEIVED A STICKER\*\***

### **Registration of Vehicles**

- Only students in 12<sup>th</sup>, 11<sup>th</sup>, and 10<sup>th</sup> with an active driver’s license are permitted to drive and park on campus (priority will start with Seniors).
- There is limited parking and once capacity is reached students may be assigned to another designated overflow area.
- All student drivers must complete a registration form which is available at the school reception desk or on the school’s website.
- Student must provide a copy of a valid driver’s license, registration, and insurance card.
- Students must turn in parental consent form to school’s receptionist before being issued a parking sticker.
- Upon completion of registration process the request will be reviewed and a parking sticker will be issued.

All students will be required to display a SAEA parking sticker.

- The sticker must remain on the rear window on driver’s side until the completion of school year.

- When there are no available parking spots on campus, students may park in the available public parking lots.

**SAEA administration retains the authority to conduct routine patrols of the student parking lot and to inspect student automobiles on school property.**

- The interiors of student vehicles may be inspected whenever a school authority has “reasonable suspicion” to believe that illegal or unauthorized materials are contained inside.
- Such patrols and inspections may be conducted without notice, without a student’s consent, and without a search warrant.

**Students may lose their privileges if they:**

- If their GPA drops below a 2.5 in any content area.
- Parks in areas not designated for students.
- Drive in an unsafe behavior.
- Are truant, receive (5) unexcused tardies to school in a semester.
  - If a student reaches (10) unexcused tardies his/her privileges will be revoked for the remainder of the year.
- Receive (5) unexcused absences in a single semester.
- Receive any referrals for disciplinary actions.
- Leave school grounds during the day without authorized permission.
- Transport another student.
- Return to vehicles at any time during the school day without administrative permission.

**All State Vehicle and Traffic Laws must be obeyed at all times**

- Violations of any law may result in Law Enforcement action or school sanctions.
- Respect school posted speed limits.

## **1029 Recess**

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Students in grades Pre-K through 6<sup>th</sup> grade have recess periods built into the school day. Recess is a vital part of a child's day and provides a time to develop gross motor skills, social skills, and to allow the brain to refocus and recharge, thus increasing academic learning. Recess takes place on the Academy playground or athletic fields. Tag and other games that involve physical contact are not permitted.

\*Please review the playground behavior expectations and policies with your children.

### **PLAYGROUND/EXTENDED DAY EXPECTATIONS**

PreK-2 through Kindergarten

- Students will use:
  - Small playground equipment, rockers and west swings
  - Plastic picnic tables

- Student Playground Expectations:
  - Students should sit on their bottoms and swing securely with two hands or swing on their tummies going forward and back.
  - Students should swing in the same direction, away from the fence.
  - Student will not twist swings, stressing the chains.
  - Students will exit the swing after arriving to a complete stop, as opposed to jumping off a moving swing.
  - Students will go down the slide, one at a time, on their bottoms.
  - Students may climb up the slide, one at a time.
  - Students will walk on the playground equipment.
  - Students will walk on the concrete and brick pavers.
  - Students will refrain from putting body parts through the playground equipment bars.
  - Students are to remain off the outside perimeter of the equipment.
  - Students will throw snack trash away into the proper trash receptacle.
  - Students will keep their hand and feet to themselves.
  - Tag or Dodgeball will not be permitted.

### **Grade 1 through Grade 5**

- Students will use:
  - Large playground equipment, rock wall, climbing stations, east swings
  - Wooden picnic tables (only with direct supervision)
- Student Playground Expectations:
  - Students should sit on bottoms and swing securely with two hands.
  - Students should swing in the same direction, away from the fence.
  - Student will not twist swings, stressing the chains.
  - Students will exit the swing after arriving to a complete stop, as opposed to jumping off a moving swing.
  - Students will go down the slide, one at a time, on their bottoms.
  - Students will walk on the playground equipment.
  - Students will walk on the concrete and brick pavers.
  - Students will refrain from putting body parts through the playground equipment bars.
  - Students are to remain off the outside perimeter of the equipment.
  - Students will climb two at a time on the rock wall.
  - Students will climb two at a time on the climbing stations.
  - Students will go one at a time on the monkey bars, from the east to the west direction.
  - Students will throw snack trash away into the proper trash receptacle.
  - Students will keep their hand and feet to themselves.
  - Tag or Dodgeball will not be permitted.

### **All Grades**

- Teacher Playground Expectations
  - All faculty/staff responsible for students during outside times should be actively engaged in their supervision.
  - All faculty/staff responsible for students during outside playtime are responsible for the appropriate use of the playground equipment.

- Students should always have adequate supervision on the playground.

## **1030 Records**

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### General Information:

The Buckley Amendment, also known as the Family Educational Rights and Privacy Act, gives parents and students the right of access to records and the right to request that statements be changed or deleted. If the Academy refuses to change or delete records, statements made by parents or students will be included in the record.

If a parent or student wishes to review a record, notify the Admissions Director/Registrar in writing at least 24 hours prior to the review of records.

### Release of Information:

Grades and transcripts will not be released unless accounts have been paid in full. Health records are the exception to this policy. Cumulative records will be transferred from St Andrew's to the student's next school directly and will not be released to a parent/guardian. Please complete a records request form when registering at your next school or college.

### Non- Custodial Parents:

St. Andrew's 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, a school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a Court Order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the Academy with an official copy of the Court Order.

## **RECORDS REQUESTS**

Requests for student evaluations and transfer of records are handled as follows:

- Transfer record requests for other schools must be requested through the Admissions Office at the Lower School. Transcript requests for summer programs, colleges, scholarship programs, etc. are requested through the Registrar.
- Student records will not be released until all SAEA accounts are current.
- ***Requests for diagnostic or psychological evaluations must be submitted through Registrar***

## **1031 Report Cards/Academic Reporting**

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### Grading System:

Per Board Policies 3009 and 3010, the school year at St. Andrew's is based on a semester system consisting of two nine-week periods per semester. Final report cards are available at the beginning of June when all grades have been completed and all financial obligations have been met in full. Parents and students may monitor grades on a daily basis in the Parent Portal. Specific dates of parent-teacher conferences are included on the website calendar, which is located at [staacademy.org](http://staacademy.org).

St. Andrew's measures student progress using the following:



- Early Childhood Education (PreK-2 through PreK-4)-Portfolio Method
- Primary Education (Grades K through Grade 2) -Skill Based Assessment
- Elementary/Middle/High School (Grades 3 through Grade 12) - Letter Grades (with an assigned point value):
  - 100-90 (A)
  - 89-80 (B)
  - 79-70 (C)
  - 69-60 (D)
  - 0-59 (F)

**Honor Roll:**

Per Board Policy 3012, the Honor Roll is calculated at the end of each quarter and is based on the grades recorded on the student report card.

- Head of School Honor Roll – All A’s
- St. Andrew’s Academy Honor Roll – All A’s & B’s

**1032 Retention**

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Per Board Policy 3008, if a teacher and the Head of School believe that a recommendation should be made for a child to repeat a grade the following year, every attempt will be made to notify the parents as early as possible. The decision of the Administration is final.

Criteria used in evaluating the need for retention includes:

- The student's ability to read and/or comprehend material at grade level.
- The student's level of skill mastery for his or her grade level
- The student's average grade in core subjects.
- High frequency of tardiness and absences.

**1033 School Communication**

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St. Andrew's Episcopal Academy has many ways for parents to stay involved and informed. However, internet access is necessary to receive much of the communication we provide so parents and students should check their email at least once each day.

Our website at [www.staacademy.org](http://www.staacademy.org) as well as Parents Web, are the places where you will find information on events, athletics and other happenings. You will also find important forms, handbooks and other vital information. Academy faculty and staff periodically send out communications via e-mail, so please check your account regularly.

**Parent’s Web:**

Parent’s Web is an online system for parents and students to view important information about St Andrew’s, such as student grades and classroom schedules. Parents and students should be checking this on a

weekly basis. All parents will receive access to this system through a secure code, and every family will receive detailed instructions on how to access this. Parent's Web is a vital piece of the Academy's communication.

#### Weekly Newsletter: "The Backpack"

A weekly newsletter is emailed to families each week. It contains a lot of important information, so please read it thoroughly. It is scheduled to post every Sunday with information for the week ahead. If you miss the email, the current edition is available on our Facebook page.

### **1034 School Supplies**

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The Academy furnishes most classroom materials. Students are expected to keep textbooks and electronic equipment in good condition. Replacement costs will be levied for items lost or returned in damaged or unacceptable condition.

Many classroom supplies such as lab items, software, and PE resources may be provided as part of a student's school fees. Students are, however, responsible for personal items unique to their grade level. Supply lists for each grade level are distributed prior to the school year. Students may also be required to bring in consumable or personal items such as notebooks, paper, pens, pencils, calculators, compasses, and protractors. Classroom teachers will work with you to make sure that each child has access to adequate supplies. If you are fortunate enough to be able to provide extra for those who may be struggling, your donations of supplies will be appreciated by the teacher and students.

### **1035 School's Right to Amend**

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St. Andrew's Academy retains the right to amend the handbook at any time. The decisions of the Head of Schools are final regarding any area of school operation covered in this handbook.

### **1036 Service Hours**

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Parents: A unique quality of the atmosphere at St. Andrew's is the active, tangible support of parents. One of the goals of the Academy is to create a sense of community among students, parents, faculty, and staff. Parents are welcome participants in the life of the Academy. Every family is required to contribute at least 20 service hours during the school year, 10 hours each semester.

While it is our hope that parents will become actively involved in Academy activities, please note that a family unable to contribute the allotted time will be billed at the rate of \$25 per hour. You may have any family member complete your hours for you. Parents are responsible for logging service hours via the Academy's service hour platform. You may also make donations of classroom or event supplies in lieu of hours if you are unable to spend much time on campus. Each hour is valued at \$25 so if you have receipts for

materials and supplies which you provide to the teacher for classroom use (for example plates or cups for a class party) you may send the receipts, along with an explanation of the purchase, in to the front office, clearly labeled, and you will receive credit for the volunteer hours. Please check your account within 10 days to make sure that those hours have been credited.

### **Service Hours Requirements for Students**

All students in grades 6 – 12 are required to complete a minimum of 25 hours of service to the community each year. Details are provided by the Christian Education teacher (6<sup>th</sup>-8<sup>th</sup> grade) and School Chaplain (9<sup>th</sup>-12<sup>th</sup> grade). Please note that many scholarships require 100 hours minimum service for student’s eligibility. These hours should be with outside community or church-based organizations, in addition to the service student’s offer at St. Andrew’s. Hours will be approved by administration and must be submitted to Leadership or Homeroom teachers within 30 days of service performed.

Students in grades K-5 are required to complete 5 hours of service each year.

### **1037 Tuition and Fees**

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The Board of Trustees for St. Andrew's Episcopal Academy sets the fees each year for tuition and services. Academic records will not be released if there is a past due amount during the year or an outstanding balance at the end of the year. Please read your contract to find further information on your commitment and obligations to The Academy.

#### **2018-2019 Tuition and Fee Schedule:**

Early Childhood Academy (Full Day)	PreK-3 - PreK-4	\$7000
Lower School	Kindergarten-Grade 5	\$7600
Middle School	Grade 6-Grade 8	\$8600
Upper School	Grade 9-Grade 12	\$8600

A 5% sibling discount is given to families that have multiple siblings enrolled concurrently at the school. This discount is applied to the tuition balance after any other form of tuition reduction is applied. The discount only applies to tuition and not to any other fees. The oldest sibling is not eligible for the 5% discount. Employee children are not eligible for this discount.

#### **Fees:**

Application/Placement Testing Fee: \$50

Early Registration Fee: \$200 (dates will be posted in the Backpack)

Regular Registration Fee: \$300

Resource Fee: \$400

Parent’s Association Fee: \$25 per family

Parent Service Hours: 20 hours per family, per year or \$25 per hour

Extended Day Fee: \$10 per day (3:00-6:00pm), \$15.00 per day on Early Dismissal Days (12:00-6:00pm)

Catered Lunches: \$4.50 per day, ala carte items begin at \$1.00

We offer FACTS Tuition monthly payment plans with payments budgeted over a 10 or 11-month period from July through April or May. Payments are automatically withdrawn from your checking account on the 10<sup>th</sup> or 20<sup>th</sup> of the month. There is a one-time annual charge of \$50 to use this service. The monthly payment plans will change for the 2019-2020 school year.

**Tuition and fees include the following but are subject to change:**

- Full-time instruction by qualified, certified staff, and access to resources
- Dual Enrollment classes, additional expenses may be incurred for college textbooks, materials, lab fees, etc.
- **Enrichment Program**, Grades Kindergarten-6<sup>th</sup> (additional fees may apply)
- **Honors level classes**, Grades 9-12
- **Homeroom Advisory**, Grades PreK-2 - 12
- **Spanish Language instruction**, Pre-Kindergarten through grade 12
- **Academic instruction at all levels**
- **Afterschool extra help** from faculty, Grades 7-12 from 3:05-3:30, students may stay as late as 4:00pm if prearranged with teacher(s) in advance
- **Physical Education** Grades Pre-K -12
- **Science lab** materials, experiments and equipment
- **1:1 computing environment**, Grades K-12
- **Student Support Program**, students with academic challenges or special needs, Grades K-12
- **Afterschool and Intramural programs**, Varies by grade level
- **Competitive Athletic Teams** Grades 6-12 Varsity, JV, and Middle School Teams, additional fees may be required for some participation.
- **Clubs and student activities**, Varies by grade level
- **Academic competitions and activities**, Varies by grade level
- **Chapel, ethics and leadership building activities**
- **Field trips and research trips**, additional fees may apply
- **Junior & Senior Year Internships**
- **Yearbook** (one per student)

**Tuition Payment Policy:**

The enrollment contract is binding when executed by the Academy, and the obligation to pay in full for the entire academic year is unconditional.

Tuition payments must be paid in one of the following ways;

- Full payment on or before July 1<sup>st</sup> of the school year.  
Checks, Cash, MasterCard, Visa and American Express are accepted.
- Monthly installments automatically transferred from a bank account using FACTS. Please Note: If the FACTS payment plan is selected, there is an additional \$50 fee payable to the tuition management company directly.  
A NON-SUFFICIENT FUNDS FEE of \$50 is charged for non-sufficient check funds.
- If families are not current at the end of each quarter, they will be notified and a plan will be made through the business office. Families that fail to respond or commit to this plan will be administratively withdrawn but will still be obligated to the full contract.

- Student records will only be released to families in good standing with the Business Office.

**Tuition Assistance:**

Per Board Policy 3002, a limited amount of money is available to assist families who would otherwise find enrollment difficult. Awards are based on a first-come, first-served basis as well as financial need. The award procedure is as follows. The financial need of the applicant is reviewed by a third-party company FACTS, based on a financial statement that includes W-2s and tax returns for the past year. In cases where a child moves between two households, financial information from each household will be reviewed. In such a case, each parent may submit an application.

Applications are available upon request and may be found within ParentsWeb account under “Family Information”.

Per Board Policy 3003, St. Andrew’s Episcopal Academy gladly accepts Step Up for Students scholarships, AAA Scholarship, VPK vouchers (2018-2019), and other tuition assistance programs.

A limited number of scholarships are available in addition to the financial aid program for students meeting designated criteria. Information will be made available when these scholarships are open form applications.

**Tuition Referral Program Policy:**

The referral plan has no cash value. Each family may receive \$250 per family referred to St. Andrew’s Episcopal Academy. A maximum of four referral credits per year may be received for a total of \$1000 earned. The credit must be used within one school year. The credit may not be transferred to another family for use. The credit is payable when the referred family has completed the first quarter of enrollment as a full-time student. Employees and their families are not eligible for tuition referral credits.

**Withdrawal**

A student who is enrolled at SAEA must fill out a formal request for withdrawal at the registrar’s office. The parents/guardian must complete a withdrawal request and submit it to the registrar. The Academy shall review the request for transfer and notify the parent/guardian within five (5) business days. St. Andrew’s Episcopal Academy holds the right to deny any request pending contractual obligation from the parents/guardian. Please note that withdrawal from the Academy means that your child will no longer attend the Academy. However, that does not your financial contractual obligations. Academy will work with the parent/guardian to resolve any mitigating circumstances; however, the Head of School has final authority for decision.

Requests for the completion of teacher recommendation forms must go through the Admissions Office.

### **1038 Visitation/Visitors Policy:**

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Parents are encouraged to attend special events, class parties, lunch, and/or chapel services as scheduled by the school or teacher.

No pets are allowed on campus unless extenuating circumstances warrant a service animal. Such arrangements should be reviewed with the Head of Schools in advance of any such visit.

Parents and other visitors must sign in and check out at the Academy office each time they are on campus during school hours. All visitors are to wear a badge at all times while on campus.

For student safety, Administration reserves the right to allow or deny any visitor access to students during the school day or at any school function. This includes but is not limited to morning welcome, lunch, school events on the calendar and school activities. All visitors and parents must be listed on the student's visitation file signed by the legal parent/guardian. Visits may not be disruptive to student learning or school events. Prior arrangements for student guests to shadow a student must be made 48 hours in advance.