

# **Student and Family Handbook**

**FOR**

**St. Andrew's Episcopal Academy**

**210 South Indian River Drive**

**Fort Pierce, Florida 34950**

**2020-2021**

*\*This handbook was created for normal brick and mortar operations. Supplemental documents that have been created to address specific circumstances, like our 2020-2021 Re-Opening Plan, and will supersede this document.*

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## **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.

A child's participation in the academic day, whether it is on campus, blended or remote, is acknowledgement of all policies, rules, procedures, protocols, waivers, and expectations of St. Andrew's Episcopal Academy.

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 Episcopal Academy, its faculty, employees, students or overall school community. The policies may also be revised or updated periodically, even during the school year. The school app 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**

Unlawful discrimination has no place at St. Andrew's Episcopal Academy and offends the Academy's core values which include a commitment to equality and inclusion. St. Andrew's Episcopal Academy does not discriminate in its educational programs or activities on the basis of race, color, national or ethnic origin, ancestry, age, religion or religious creed, disability or handicap, sex or gender identity and/or expression, or any other characteristic protected under applicable federal, state or local law.

## **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.

## **History**

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St. Andrew’s Episcopal Academy is part of the rich fabric and diverse community of historic, downtown Fort Pierce, FL. Our beloved Academy’s story must acknowledge the dedicated parishioners and clergy of St. Andrew’s Episcopal Church, who made their vision of a day school, where uncompromising learning, nurturing and empowerment in the Episcopal Tradition, became a reality.

Through traditional gatherings, events and generous donors, the school became tangible. Their intention of educating the whole child, in mind, and spirit never wavered, with many serving on the first school board. Their financial support established the school and groundbreaking ceremonies were held on October 18, 1970. Construction on the school was completed and the school was in use by faculty and students before the end of the 1970-1971 school year. Proudly inclusive from the beginning, St. Andrew’s Episcopal Academy provides an opportunity for all children in our community to access superior learning with a Christian education.

In 2005, St. Andrew’s Episcopal Academy filed Articles of Organization with the State of Florida. Through time, this allowed for autonomous governance as required by our accreditor, the Florida Council of Independent Schools, ensuring the highest possible standards. This included a separate Board of Trustees and governing bylaws that are exclusive to the Academy. In 2014, St. Andrew’s Episcopal Academy stretched its wings with the purchase and renovation of a new building, adding a high school. Today, our PreK-2 through 12th grade school is a

place where students are immersed in an atmosphere of ethical behavior, social conscience, caring and integrity. St. Andrew's Episcopal Academy remains committed to achieving the highest standards in education. 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.

## **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 Episcopal Academy dedicate themselves to meeting the intellectual, spiritual moral, social, emotional and physical needs of each child in partnership with Academy families.

## **Mission Statement**

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

## **School Symbols**

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### **School Crest**

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



### **Upper School Logo**

The diagonal cross or "saltire" is the one most closely associated with St. Andrew. This cross, with our initials interspersed within was designed with input from Academy upper school students.



### **School Mascot**

"The Lion"

### **School Colors**

Hunter Green and Navy Blue

## **Accreditation & Memberships**

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SAEA is accredited by the Florida Council of Independent Schools (FCIS), AdvancED and Southern Association of Colleges and Schools (SACS). SAEA also holds memberships in the National Association of Episcopal Schools (NAES), National Association of Independent Schools (NAIS), National Business Officers Association (NBOA) and the Central Florida Episcopal Schools Association (CESA).

## Admissions Policy

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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.

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.

Some grade levels have additional requirements for admission:

- **PreK-2:** Applicants must be two (2) years old or older by September 1st 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 1st 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 1st 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 1st of the current school year.

- **1<sup>st</sup> Grade:** Applicants must be six (6) years old or older by September 1st 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 St. Andrew's students and classmates. This allows the students to experience a day in the life of a St. Andrew's student. Shadowing students should follow dress code to the best of their ability and a lunch will be provided. High school students have the option to go downtown for lunch with parent permission at their own expense. 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.

## **Advisory/Homeroom Program**

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The Advisory/Homeroom 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/homeroom program for all students. Advisory/homeroom 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/homeroom teachers develop a supportive relationship with their small group of advisees. The advisors/homeroom teachers act on their advisees' behalf to enhance school and community experiences needed for the student to succeed. The advisor or homeroom teacher 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 & career planning
- College Prep
- Behavior
- Leadership Classes (9<sup>th</sup>-12<sup>th</sup> grade)

At mid-quarter and at the end of each quarter, the advisor or homeroom teacher 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

## **Arrival and Dismissal**

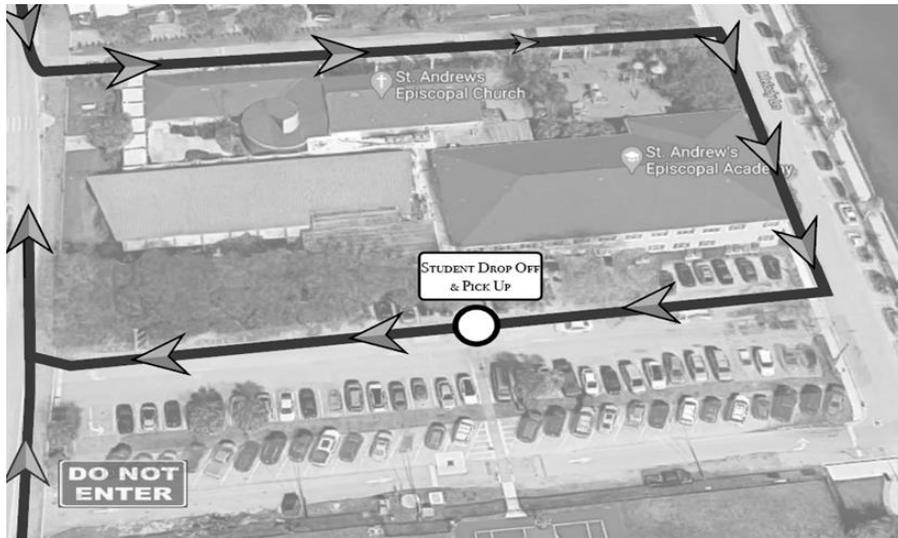
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No student shall be released to anyone who is not authorized, as outlined in the Academy policies. All parents are required to maintain updated and accurate contact information at all times. No student shall be dismissed or leave school grounds without 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.

## Carline

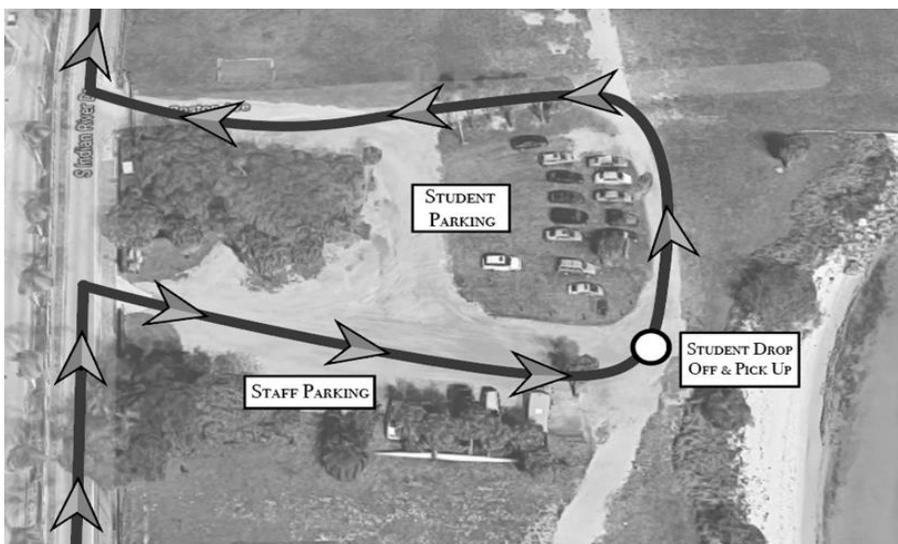
Please see the flow charts below for the Lower School and Upper School carline. We ask that you do not enter or exit carline any other way. Parents may not be on cell phones and must drop students off in designated areas. For safety reasons, school personnel may override these policies. In inclement weather, pick-up and drop off procedures may change. Alerts will be sent through the app if a change is made.

The traffic flow that is followed at **Lower School** during morning drop-off and afternoon pick-up is as follows:



Take Atlantic Avenue or Orange Avenue east to Melody Lane. Go south on Melody Lane. Proceed east into the parking lot on the south side of the Lower School building.

The traffic flow that is followed at **Upper School** during morning drop-off and afternoon pick-up is as follows:



Go north on Indian River Drive. Turn east into the south gate (closest to Upper School building) that is on the north side of the Upper School building. When exiting the car line, proceed through the north gate.

## **PreK-2 – 6<sup>th</sup> grade**

### **Arrival**

Students may be dropped off at complimentary “Morning Care” between 7:00am – 7:45am in Parish Hall on Monday-Friday. 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. 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.

### **Dismissal**

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.

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 - 7:45am, 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 7:35am - 7:55am 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). Students who arrive after 7:55am on Wednesday must be dropped off at the Lower School for Chapel.

### **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. On occasion, students may be taken to the Lower School at 3:30pm if the Cyber Café is being used for a meeting, event, etc. 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 drivers must log their arrival and departure time in the Student Driver Log Book. Student parking policy must be followed at all times. *(Please refer the Student Driver section found elsewhere in this Handbook.)*

## **Attendance/Tardiness**

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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.

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 Episcopal Academy 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 and on the mobile app.

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, electronic submission of the absence form through the school app 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 a personal or school trip (Extended absence form must be submitted for approval at least 24 hours in advance.)

### **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 3 or more days 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. Unexcused/excessive absences may result in being placed on attendance probation.

### **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 student drivers should notify administration in writing (school app), and follow up by calling the upper school front desk, in advance, authorizing them to arrive to school late or leave for the appointment if they are going to miss any academic time. For your child's safety, students will not be released until proper documentation has been received and confirmed.

### **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 who 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.

## **Birthday Celebrations and Party Invitations**

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. If you are bringing in more than one treat, you must provide enough for the whole class. Cupcakes, cookies, donuts, fresh fruit, 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.

## **Academic Support and Enrichment Programs**

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.

## **School Calendar**

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.

## **Christian Education and Chapel**

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 applies to everyday life. Weekly Chapel services are held in order to praise God through song, prayer, and teaching. Attendance and respected participation are 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 Deacon, Rector, a visiting minister, the Head of Schools, a faculty member, community leader or a guest speaker. 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 the receiving of Communion.

### **Coffee with Leadership**

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This forum is an open conversation and coffee informational meeting led by Leadership or other staff members in partnership with the PO 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.

### **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, mobile app 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. Communication should take place through the school app or via email. 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.

### **Confiscated Items**

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Students should only bring items to school that are necessary for education. Electronic devices other than the school provided devices (iPads, computers, smart watches, other toys, etc.), are not permitted during the school day unless specified in the *Acceptable Use Policy (AUP)* and the teacher will confiscate these items. Continued violation of Academy policy may result in a conference with Academy personnel.

### **Mobile Cell Phone Policy**

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. Smart Watches must be on airplane mode during school hours. Students 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. The intention is not for students to engage in non-instructional activities on their phone during the school day. These are the specific policies by user level:

**User: Grades K-5**

Cell phones must be turned off and be put away at all times. 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. All electronic devices may be collected at start of day and returned to student at end of 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. All electronic devices may be collected at start of day and returned to student at end of 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.

**1st 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.

**2nd 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.

**3rd 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**

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 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. VEHICLE SEARCHES**

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.

Any student attending a school function or trip is subject to a search.

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

## **Academy Counselor**

The Academy Counselor undertakes numerous roles at the Academy including but not limited to individual, small group, classroom and Academy wide sessions that strengthen and build the social and emotional learning of students and character education.

## **Curriculum**

A complete curriculum guide is available for reference on the St. Andrew's Episcopal Academy website. At any time, please feel free to schedule an appointment with the advisor/homeroom teacher to discuss curriculum and academic programs.

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.

## **Discipline/Behavioral Expectations**

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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. At any time, a school official may refer a student to our school counselor.

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.

## **Banned Substances**

The following items are banned from the Academy:

- Marijuana products/oils
- Tobacco products/oils
- Vaping products/oils
- Lighters
- Drug Paraphernalia
- Alcohol/Drugs possession or influence
- Weapons

## **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. 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 and families 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, parents, families and guests, 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 Episcopal Academy. 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, electronic cigarettes, vaping products or similar items 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.

Elevator use must be authorized by Administration.

### **Discipline Procedures**

Each student and family is encouraged to participate fully in the spiritual, athletic, academic, and social life of the St. Andrew's Episcopal Academy community. The Academy will treat all students and families with compassion and encourage them to conduct themselves with dignity, integrity, and respect for others. St. Andrew's Episcopal Academy 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 St. Andrew's Episcopal Academy 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**

**1st Time:** Give a verbal reminder of expectation(s). Reteach proper behavior expectation(s).

**2nd Time:** Give a verbal reminder of expectation(s). Reteach proper behavior expectation(s).

**3rd Time:** Verbal reminder and child will be asked to stop and reflect on their behavior in a quiet area.

**4th 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 much as possible.

#### **If biting continues, the teacher will do the following:**

- \* 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 school 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 light sound
- 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**

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

**2nd 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).

**3rd 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.

## **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.

\*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 may be contacted

### **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
Unauthorized Area/Failure to follow staff directive	3-7
Harassment/Threatening/Bullying/Unwanted Contact	4-7
Repeated misconduct or offenses of any of the above	4-7
Violations of Policies	4-7
Fighting/Physical Aggression (one-sided)	4-7
Stealing	6-7
Vandalism	6-7
Possession/distribution of pornography	7
Possession/distribution/use of alcohol	7
Possession/distribution/use of illicit drugs, oils, tobacco or vape paraphernalia	7
Illegal use of prescription or non-prescription drugs or oils, tobacco, or vape products	7
Possession/distribution/use of firearm or other weapon	7
Cell Phone, text messaging, inappropriate use of any electronic 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.

### **Dress Code (Please refer to Dress Code document found on the school app.)**

#### **Miscellaneous:**

All students are required to keep hair out of their eyes and off their faces. Students may not disrupt the learning environment or cause any safety concern with any permanent or non-permanent markings or accessories including, but not limited to nail polish, make-up, hair color, unusual hair styles, and piercings. Piercings should be limited to ears. Gauges, large hoop earrings, body piercings, and other such items 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. When indoors, hats may not be worn and hoods must be down on sweatshirts, jackets, etc. Please be aware that some students have skin allergies and/or smell sensitivities when it comes to perfumes, body sprays, oils, etc. Administration reserves the right to respectfully address any concerns that disrupt the learning environment.

#### **Cold Weather Attire:**

Students may wear only navy blue school sweaters, jackets, sweatshirts, hoodies etc., purchased at the store of your choice. Outerwear must be embroidered with the school logo at Varsity Sports Shop, which is located at 211 Orange Avenue in Fort Pierce. 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. Regular school uniform bottoms must be worn with shirts or jerseys.

### **Scout Uniforms:**

Students who belong to a Scout troop are permitted to wear Scout vests on days they engage in scouting activities after school. The rest of the regular school uniform must be worn. Scout shirts may not be worn to school.

### **Spirit Day:**

Students may wear any St. Andrew's t-shirts (available for purchase in the Academy store) with blue denim jeans, capris, shorts or skirt (no other color and no holes or rips). Shorts and skirts must be mid-thigh or longer.

### **Uniform Store:**

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

### **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) in the Lower School front office. 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 who are not picked up by 3:15pm will remain in Cyber Café for mandatory quiet, study time. At 4:00pm, these students will be escorted to the Lower School and signed into our Extended Day program.

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

If you have an extenuating circumstance for being late, please call prior to 6:00pm to let us know. Students who are picked up late without a valid reason may not return to Extended Day until a parent conference is scheduled.

## **Field Day**

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Field Day is held annually in the spring.

## **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. All Academy policies apply during these trips. Please see the *Confiscated Items* section found elsewhere in this handbook for details regarding search of self, purse, bags, etc. 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. Service hours may only be logged for chaperoning if you have been asked by the school to drive and/or supervise students, other than your own.

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 cell phone 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.

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

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. 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. Because each situation is unique, we will refer to the appropriate safety protocol. We reserve the right to follow contingency plans.

In case of a chemical emergency, safety data sheets are in easy access locations the Upper and Lower School. Please see Administrative Support Specialist for locations.

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

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 Episcopal Academy 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 Episcopal Academy 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 Episcopal Academy's future. Gifts of appreciated stock are another way to ensure the continued excellence of a St. Andrew's Episcopal Academy education. Additionally, we hold signature events and your participation as a sponsor, donor and volunteer are vitally important to their success. Ten percent of sponsorship donations may be applied to your family service hours. One hundred percent of a standard donation to the academy annual fund may go towards volunteer hours.

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

## **Health Examinations and Immunization Records**

Upon entry or acceptance to any Florida school, grades (K-12th), the Florida State law requires each student to have the following documents on file:

- Birth Certificate
- 3040 Form: School Entry Health Exam Form
- DH 680: Florida Certificate of Immunization

Immunizations and medical records must be kept current and changes must be updated with the school office. Failure to comply with these requirements, may result in your child being prohibited from attending the Academy. St. Andrew's reserves the right to exclude exempted students from attending school if a local health issue arises for the safety and well-being of all students.

St. Andrew's accepts the following documents for Certification of Immunization:

- DH 680 meeting all the requirements for the student's grade level
- DH 680 with Temporary Medical Exception (TME): Students must submit an updated form before the TME expiration date.
- DH 680 with Permanent Exemption (PME): PME requires a physician's statement in writing of the reasons for exemption.

\*Please note that DH 681 Religious Exemption Forms are not accepted.

According to the Florida Administrative Code, the County Health Unit Director audits all schools annually. St. Andrew's Episcopal Academy 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.

## **Homework**

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.

## **Insurance/Medical Information**

Each parent should provide primary major medical health care insurance for their child. The Academy carries supplemental 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 Episcopal Academy 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 arrives to pick them up.

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**

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/Oils**

Faculty/staff members are **NOT** permitted to administer ANY over-the-counter medications or oils, 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 if you wish to give permission. 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 in the **original prescription container**, on which the Pharmacist has designated the child's name, doctor, dosage, and prescription number. The name and quantity on the bottle must match what is being provided to the front desk. It will need to be counted by the person at the front desk when it is dropped off, so please schedule a time to do so.

- 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 Schools.
- 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 can be 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.

### **Service Animals**

Florida Statute 413.08 defines a service animal as animal that is trained to perform tasks for an individual with a disability. A service animal is not a pet. St. Andrew's reserves the right to ask for documentation that a pet is a service animal to be allowed on St. Andrew's buildings and grounds. Pets are not allowed in the building, unless approved in advance by administration.

### **Internet**

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 Policy (AUP)* for complete details.

## **Interscholastic Sports**

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St. Andrew's Episcopal Academy is a member of 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.

Athletes will receive additional documents for information regarding Athletics.

## **Lockers**

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Students in 4<sup>th</sup>-12<sup>th</sup> grade 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 7<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.

## **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.

## **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 *stay 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.

Students in 9<sup>th</sup>-12<sup>th</sup> grade may go off campus for lunch to approved locations or restaurants after written parent permission is on file at the school and administration has signed off. Students in 9<sup>th</sup>-12<sup>th</sup> grade may also choose to bring their own lunch, order school lunch, or have food delivered. Food may not be delivered from 3<sup>rd</sup> party delivery platforms. Leaving campus for lunch is a privilege that can be revoked by administration without prior notification.

### **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.

### **National Honor Society (NHS)**

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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. If accepted, student attendance is required at the Induction Ceremony, in order to become a member. 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. Please refer to the service hour section of this handbook for specific requirements for each grade level.
- **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.

## **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.

## **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

## **Parent Volunteer Organization (PVO)**

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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 PVO and all parents are encouraged to attend meetings. All families contribute to the resources available to the PVO through an assessment at the beginning of the school year as approved by the Head of Schools in conjunction with the PVO Executive Board. See separate documents for PVO.

## **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.

## **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.

### **Recess/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.

## **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 educational information 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 to schedule an appointment prior to the review of records.

### **Release of Information**

Grades and transcripts will not be released until obligations have been met. 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 and/or educational records. 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:

- Recommendation forms and transfer record requests for other schools must be requested through the Registrar at the Lower School. Transcript requests for summer programs, colleges, scholarship programs, etc. are also to be requested through the Registrar.
- Student records will not be released until all obligations have been met.
- Requests for diagnostic or psychological evaluations must be submitted through Registrar. These types of requests must include a parent signature.

## **Report Cards/Academic Reporting**

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### **Grading System**

The school year at St. Andrew's Episcopal Academy 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 - PreK-4)-Portfolio Method
- Primary Education (K- 2<sup>nd</sup> grade) – Skills-Based Assessment
- Elementary/Middle/High School (3<sup>rd</sup> – 12<sup>th</sup> grade) - Letter Grades (with an assigned point value):

100-90 (A)

89-80 (B)

79-70 (C)

69-60 (D)

0-59 (F)

### **Honor Roll**

The Honor Roll is calculated at the end of each quarter for 3<sup>rd</sup>-5<sup>th</sup> grade and at the end of each semester for 6<sup>th</sup>-12<sup>th</sup> grade. Honor Roll 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

### **Retention**

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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.

### **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 look for updates on the school app and check their email at least once each day.

### **SAEA School Information App**

The new school app will serve as the informational hub for sending alerts, as well as accessing ParentsWeb, Moodle, school website, calendars, athletics, event information, etc. You will also find important forms, handbooks and other vital information. A desktop version of the app is also available if your phone is not compatible. Academy faculty and staff periodically send out communications via e-mail and through two-way messaging, so please check your account regularly. A monthly newsletter will still be sent out to St. Andrew's Episcopal Academy families.

## **Parent's Web**

Parent's Web is an online system for parents and students to view important information about St Andrew's Episcopal Academy, 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.

## **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.

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

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St. Andrew's Episcopal Academy reserves 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.

## **Service Hours/Volunteer Hours (Parent & Student)**

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A unique quality of the atmosphere at St. Andrew's Episcopal Academy 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. The following requirements and guidelines are maintained for the safety and welfare of all students.

### **Requirements for Parents**

- Each family is required to contribute at least 20 Service hours during the school year, 10 hours each semester. You may have any family member complete your hours for you.
- Each hour is valued at \$25.00. Please note if a family is unable to contribute the allotted time, they will be billed accordingly.
- Each family is responsible for logging their own hours in Track it Forward. You can access your Track it Forward account through the link in the school app.
- All volunteers working with students must complete Safeguarding God's Children and School Safety training prior to volunteering.
- For the safety of your children, volunteers who work with students outside the guidance/supervision of a staff member are **required** to complete academy approved fingerprinting/background check, at the volunteer's expense. The cost of fingerprinting is \$60.00 and can count as 2 service hours.
- Appropriate attire is expected. If you have any uncertainty on appropriate attire for your role or event, please contact administration.

## **Volunteer Code of Conduct**

### **-Confidentiality**

- Personal information and behavior pertaining to students must be kept confidential.
- Some students share sensitive information about their personal life that should remain confidential.
- Volunteers should not discuss students or their classroom performance with others, including their parents/guardians.
- In the event a parent should ask he/she about their student's behavior, please direct them to the teacher or supervisor.
- Classroom events, no matter how cute or funny, must not be repeated. What happens in the classroom stays in the classroom.
- If a student tells the volunteer something that causes them concern, they must tell the teacher or supervisor.
- If you take photos, they are property of the Academy.

### **-Discipline**

- Teachers and supervisors are responsible for student discipline, not the volunteer.
- Any question concerning a child's behavior, achievement, and/or needs should be immediately directed to the teacher or supervisor.

### **-Commitment**

- If a volunteer is unable to meet their commitment, we ask that he/she inform the teacher or supervisor as early as possible.
- Because every minute counts with a school schedule, we ask that the volunteer be prompt and ready to assist for the full duration of their scheduled time.

### **-Safety**

- Volunteers must make themselves familiar with the fire and emergency exit routes, depending on locations.
- If an emergency should arise, he/she must follow the teacher or supervisor's directions.
- While working with students, volunteers must always be in the open where others can see them.

### **-Other Expectations**

- If you are bringing young children to an event where you are a volunteer, you must provide someone to watch them so tasks and duties can be completed. It is not up to other volunteers or staff to watch your children.
- Donation of items for classes, athletics or clubs must have pre-approval from Mandy Doss or Charlie Bridge.
- Volunteer hours must be submitted within 30 days.
- Miscellaneous Club activities will need pre-approval from either Mandy Doss or Charlie Bridge.

### **Volunteer hours accepted**

- Working at athletic events.
  - Keeping score, line judge, taking photos for school, etc.
- Volunteering with a designated academy club with pre-approval from administration.
- Volunteering at a St. Andrew's Episcopal Academy event.
  - Committee work, planning, event help, etc.
- Volunteering in the classroom for a teacher. (max 10 hours)
- Chaperoning field trips when responsible for students other than your own child. (*Fingerprinting required*)
- Skill-based services.
  - Plumbing, photography, carpentry, painting, clean up, marketing, etc.
- Coffee with Leadership (Valued at 1 Hour).
- 10% of sponsorship donations may be applied to your family service hours.
- 100% of standard donations to the academy annual fund may go towards volunteer hours. For every \$25.00 donated, you will receive one volunteer hour.
- Donating items for the academy (includes classroom supplies, event donations, club and athletic purchases for the group). Each hour is valued at \$25.00. You must give your receipt and explanation of purchase to Mandy Doss within 30 days of purchase. Please check your account within 10 days to make sure you have been credited those hours.

### **Volunteer hours NOT accepted**

- Attending an athletic event.
- Attending a St. Andrew's event as a guest or participant (fundraisers, valentine's tea, class parties).
- Attending a parent/teacher conference.
- Attending a Chapel Service.

### **Requirements for Students**

- All students in grades 6-12 are required to complete a minimum number of service hours each year.
  - 6th grade: 10 hours
  - 7th & 8th grade: 20 hours
  - 9th-12th grade: 25 hours
- Hours will be approved by administration and must be submitted within 30 days of service performed on the St. Andrew's app.
- Administration reserves the right to amend service hours prior to approval.
- Summer service hours must be pre-approved by the school.

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.

Although we do not require service hours to be logged in Kindergarten-5th grade, we encourage students in those grades to complete 5 hours of service each year to align with the mission and values of the Academy.

## **Additional Requirements for Members of National Honor Society**

Members of National Elementary Honor Society (NEHS) are required an additional 5 hours. Members of National Junior Honor Society (NJHS) and National Honor Society (NHS) are required an additional 15 hours.

## **Student Drivers**

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. If a student should need to access their car during the day for any reason, he/she must receive administrative approval in advance.

## **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 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> grade with an active driver’s license are permitted to drive and park on campus (priority will start with 12<sup>th</sup> grade).
- 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 decal.
- Upon completion of registration process, the request will be reviewed and a parking sticker will be issued.
- All student drivers are required to display a St. Andrew’s Episcopal Academy parking decal.
  - 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.

### **St. Andrew’s Episcopal Academy 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 any of the following apply:**

- GPA drops below a 2.5 in any content area.

- Park in areas not designated for students.
- Drive in an unsafe manner.
- 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.

Administration reserves the right to suspend driving privileges at any time for excessive tardies, absences, etc.

**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.

**Tuition and Fees**

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.

2020-2021 Tuition and Fee Schedule:

Early Childhood Academy (Full Day)	PreK-3 - PreK-4	\$7850
Lower School	Kindergarten-Grade 5	\$8400
Upper School	Grade 6-Grade 12	\$9000

A 5% sibling discount is given to families that have multiple siblings enrolled concurrently at the school. 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 online)
- Regular Registration Fee: \$300
- Resource Fee: \$400
- Parent's Association Fee: \$25 per family
- Safety Fee: \$75.00 per family
- Parent Service Hours: 20 hours per family, per year or \$25 per hour
- Extended Day Fee: \$10 per day (3:15-6:00pm), \$15.00 per day on Early Dismissal Days (12:00-6:00pm)
- Catered Lunches: \$5.00 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.

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

- **Full-Time Instruction** - 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** - Grades 7-12 from 3:15-4:00
- **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, Junior Varsity, and Middle School Teams, additional fees may be required for some participation
- **Clubs and Student Activities** -Varies by grade level; additional fees may apply
- **Academic Competitions and Activities** - Varies by grade level; additional fees may apply
- **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: When the FACTS payment plan is selected, there will be 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 may be administratively withdrawn but will still be obligated to the full contract. Administration reserves the right to make decisions based on grade level.
- Student records will only be released to families in good standing with the Business Office.

### **Tuition Assistance**

A limited amount of money is available for students in Kindergarten-12<sup>th</sup> grade to assist families who would otherwise find enrollment difficult. Awards are based on a first-come, first-serve basis as well as financial need. The award procedure is as follows. The financial need of the applicant is reviewed by FACTS, a third-party company, 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”.

St. Andrew's Episcopal Academy gladly accepts Step Up for Students scholarships, AAA Scholarship, VPK vouchers (2019-2020), 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 for 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**

Upon request for withdrawal from the Academy, a parent may be asked to complete a withdrawal form and/or submit a written explanation to the Head of Schools and submit it to the Registrar. The Academy shall review the request for transfer and notify the parent/guardian within five (5) business days. A conference may be requested by the Head of Schools. 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 void your financial contractual obligations. The Academy will work with the parent/guardian to resolve any mitigating circumstances; however, the Head of Schools has final authority for decision.

If your child is on behavior, attendance or academic probation, in violation of the St. Andrew's Family/Student Handbook, and/or or continuous violation of policies or procedures, in arrears of your monetary obligation, St. Andrew's reserves the right to administratively withdraw your child from the Academy.

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

### **Valedictorian / Salutatorian**

These honors will be determined based on the following criteria:

- Weighted GPA at the end of the senior year
- Must attend SAEA for a minimum of 3 continuous semesters prior to the end of the senior year
- Academic performance (dual enrollment classes must be successfully completed)
- Service hours must be met
- Attendance/behavior

### **Visitation/Visitors**

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 sign-out at the Lower or Upper School Academy office each time they are on campus during school hours. All visitors must 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.