

**St. Andrew's Episcopal School**  
**8012 Oak Street**  
**New Orleans, LA 70118**

***THE CUSTOMARY***

**2019-2020**

**(Revised 12/9/19)**

**ALMA MATER**

Oh, St. Andrew's, I thank thee  
For the things you give to me,  
For the things I learn each day,  
For the fun I have at play.  
For the love I daily share,  
For the faculty that cares.  
Oh, St. Andrew's, I thank thee  
For the joy you give to me.

Oh, St. Andrew's thee I love,  
Always you I'm thinking of,  
For the smiles and for the tears,  
Help me live through my school years.  
Evermore, I'll trust in thee  
Just as you do trust in me.  
Oh, St. Andrew's, I thank thee  
For the joy you give to me.

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## **ST. ANDREW'S EPISCOPAL SCHOOL MISSION STATEMENT**

St. Andrew's Episcopal School strives to educate the mind, body, and spirit of children by promoting academic excellence and social responsibility in a small, nurturing environment that values faith, reason, and diversity.

### **STATEMENT OF PURPOSE**

- 1) To help each child acquire knowledge and those study skills that will enable each child to attain academic excellence according to his/her potential;
- 2) To foster a desire for learning within a Christian environment of tolerance and open inquiry that values both faith and reason and promotes moral and spiritual development;
- 3) To provide a challenging, creative, exciting educational environment which educates the whole child, including intellectual, personal, social, physical, and aesthetic development;
- 4) To develop an active commitment to civic and social responsibility and respect for the feelings and cultures of others.

### **OUR PHILOSOPHY**

We believe that each child is a unique individual and that a primary consideration of educators is to provide a child with the necessary understanding, knowledge, and skills to attain maximum potential.

We believe in fostering a desire for learning in a Christian environment. It should be firm but flexible enough to allow for growth in responsibility, in individual self-expression, and in creative ability.

It is our commitment to promote a keen sense of civic responsibility and a mutual respect for and awareness of the feelings and rights of others.

## **OBJECTIVES**

In accordance with our statement of philosophy, we strive:

1. to make education an exciting, challenging, pleasurable experience for every boy and girl:
  - a. by developing a keen social sensitivity and respect for human personality and for the rights of other people;
  - b. by supplying the motivation necessary to promote the desire to learn which is inherent in us all;
- c. by developing an understanding of the rights and duties of American citizenship and Christian living.
2. to foster desirable characteristics of the students' total educational environment:
  - a. by making education an active not a passive experience;
  - b. by involving children totally through active participation;
  - c. by understanding that children are curious, imaginative, creative human beings.
3. to respect individual differences among children and ways of providing for these differences:
  - a. by realizing that maximum learning occurs when a child's self-image is supported by self-respect;
  - b. by recognizing that children are different from each other and learn differently according to their own abilities, paces, interests, and learning styles;
  - c. by teaching children in the light of these capacities and abilities.

## **PARENT RESPONSIBILITIES**

The small and nurturing atmosphere at St. Andrew's Episcopal School is a proven model for educating children. This model works because of the partnership between the School and the parents who entrust us with their children. Close collaboration and effective communication between the teacher and the parent ensure that the fulfillment of our mission of educating the mind, body, and spirit of each child and promoting faith, reason, and diversity.

- Parents will be familiar with and supportive of our Mission and our ten Core Values: Respect, Honesty, Service, Gratitude, Faith, Personal Integrity, Social Responsibility, Diversity, Nurture, and Kindness.
- Parents are expected to read and be familiar with The Customary, our handbook of policies, guidelines, and procedures.
- Parents are models for their children and, therefore, will use respect and courtesy in all verbal and written communications and will seek to resolve problems or concerns through the appropriate school channels (i.e., teacher, Director of Athletics, administrator, Head of School).
- Parents understand that all members of the St. Andrew's community should be treated with respect and dignity at all times. Parents will support the School's efforts to prevent bullying and harassment, will set a good example in their own speech and behavior, and will not tolerate bullying or violent or aggressive speech or behavior, in person or through social media.
- Parents understand that disciplinary decisions rest with the School administration and that School personnel cannot always share all facts with all members of the community. Parents will support the disciplinary actions taken by the School in cases of inappropriate conduct and behavior.
- Parents will exhibit good sportsmanship at school-related athletic and extracurricular events and will be respectful and courteous towards officials, coaches, faculty, students and other schools and their supporters.
- Parents understand the importance of staying apprised of their child's educational experience and will review all report cards, progress reports, letters, and other communications from faculty and administration.
- Parents recognize that their children are the direct beneficiaries of parental involvement at school. Moreover, we are a small school, and parents are a vital part of making St. Andrew's all that we can be. Parents will commit to attending events such as Parents' Night, Episcopal School Sunday, and Lessons and Carols, and to sharing their time and talents with the School.

## **SCHOOL GOVERNANCE**

The Rector designates the St. Andrew's Episcopal School Board as the agent responsible for the governance of the School. The School Board is composed of fifteen voting and two non-voting members. The voting members are the following: two members elected by the Parents' Club, the President of the Parents' Club (ex officio), a member of the Vestry appointed annually by the

Rector, three members of the communicants of St. Andrew's Episcopal Church elected at the Annual Meeting of the Parish, seven members appointed by the School Board subject to the approval of the Vestry, three of whom must be communicants in good standing of St. Andrew's Episcopal Church, and the Rector (ex officio). The non-voting members are the President-elect of the Parents' Club and the Head of School (ex officio). While the School Board takes a keen interest in all aspects of the School, its principal charges are the development of policy and the fiduciary well-being of the School. The School Board is empowered to hire a Head of School to whom it delegates the authority to manage and operate the School and to implement policy.

Queries and concerns that parents may have should be brought to the attention of the person best able to resolve them. Matters that involve one's child should first be addressed to the child's teacher. Managerial issues that relate to the operation of the School are within the purview of the Head of School and should be brought to his or her attention. Areas of finance and policy are the principal focus of the School Board, the appropriate forum for these topics.

### **ABSENCES**

Parents are to inform the School by telephone every day a child is to be absent. Parents are asked to contact the Office by 8:30 A.M. at the latest (phone: 861-3743; facsimile: 861-3973). An ill child should be kept home from School. The child should be free of fever for at least 24 hours before returning to School. There is no nurse on staff. A doctor's certificate is required for an absence due to a contagious disease. Students who are absent six or more consecutive days due to illness must submit a doctor's certificate upon return to School.

The School objects to students missing classes to participate in regular extra activities (e.g. music, ballet, karate lessons) and does not condone vacations taken during school time. Parents are urged to use the summer holiday or the Christmas, Mardi Gras, or Easter breaks for such family trips. If a student must miss school due to a family trip, please contact the Head of School and the classroom teacher well in advance. The School will not expect teachers to provide make-up work for vacations taken during regular school time. The School reserves the right to refuse to promote a student who has excessive absences.

### **ACCEPTABLE USE POLICY FOR COMPUTER & INTERNET**

St. Andrew's offers the use of networked computers with access to the Internet. Our goal in providing this service is to afford students and faculty the opportunity to seek and exchange information locally and globally, thereby promoting educational excellence through resource sharing, innovation, and communication. St. Andrew's is in compliance with the Children's Internet Protection Act.

Teachers will provide students with guidance and instruction in the use of the Internet; however, with access to computers and people from around the world comes the availability of material that may be considered illegal, defamatory, inaccurate, or offensive. It is impossible to control all materials on a global network. St. Andrew's shall not be responsible should a student, either by accident or intent, discover such inappropriate material.

Access to the Internet at St. Andrew's is a privilege, not a right. Students are responsible for appropriate behavior on the computer network just as in classrooms or other areas of the School. The School reserves the right to monitor computer usage. Outside of School, families bear responsibility for the same guidance of Internet use as they exercise with other information sources such as television, telephones, radio, movies, and printed media.

The following guidelines set forth the proper use of the St. Andrew's computer network:

- Students shall use the Internet, School's e-mail, and local area network only when a teacher is present and has given students permission.
- Use of the School's e-mail account and Google Apps for Education are for educational purposes only.
- While using the computer, students are expected to abide by rules of etiquette and take proper care of the equipment as specified by St. Andrew's and appropriate to each grade level.
- Students shall not transmit, submit, or publish any personal identification information about themselves or other St. Andrew's students. For example, students shall not submit or publish a last name, home address, or phone number.
- Students are not permitted to seek, transmit, submit, or publish any defamatory, offensive, or illegal material.
- Physical or electronic tampering with computer resources is not permitted.
- Students must have a teacher's permission:
  1. to install or copy to computer hard drives, flash drives, or other digital media; as well as any program, application, extension, or other form of executable file
  2. to alter or modify the operating system settings/preferences or the appearance of any computer's desktop or hard drive
  3. to download or print
- Users must adhere to all copyright laws.
- Participation in personal social media accounts, instant messenger, external e-mail accounts, listservs, and other forms of inappropriate interactive groups is prohibited.
- Students shall not use the School's Internet access to buy or sell anything. A violation could result in financial obligations for which a student's parent or guardian would be liable.



- Using someone else's password or trespassing into another's folders, work, mail, or files is prohibited.

If off-campus social media use disrupts the school environment, the School reserves the right to investigate and take action as necessary. Violations of this acceptable use policy may result in loss of computer privileges or other disciplinary measures.

### **CARDINAL CARE/AFTER SCHOOL CLASS PROGRAMS**

The Cardinal Care Program and After School Class Program are available to all students in Pre-Kindergarten through Eighth grade from 3:15 P.M. to 6:00 P.M.

Students in Cardinal Care are provided with supervised care, a nutritious snack, time for free play, and a quiet time for completing homework assignments. The staff consists of a director and two assistant teachers. A supervised homework period begins at 4:15 P.M. Children are required to finish their homework before returning to play unless a parent wishes otherwise. Parents may collect their children at any time during the Cardinal Care hours from the Parish Hall entrance on Zimpel Street. For security purposes, they must ring a bell to enter and must sign out of the daily log prior to departing the campus with their children.

The daily charge for Cardinal Care is \$8.00 for students who are picked up no later than 4:30. For students picked up after 4:30, the charge is \$16. Please note that students who are not signed out of the log with a time record of 4:30 or earlier will automatically be charged the full rate of \$16. The log should be signed out as students and their parent or guardian are leaving the campus. Students should not remain on campus after they have been signed out.

Late pick up: Parents are asked to adjust their schedules in order to pick up students before 6pm. The School must be contacted prior to 6 pm if an emergency situation will cause the parent to be late. Repeated late pick-ups will result in a late fee beginning at \$25 and increasing to \$40 for the second charge. The late fee for pick-ups after 6:30 is \$50.

The Cardinal Care Director is Venessa Laurent Jones, please contact her with any questions or concerns or concerns, [vjones@standrewsepischool.org](mailto:vjones@standrewsepischool.org)  
The After School Care phone number is 504-861-3788 after 3:30pm.

The After School enrichment classes are offered to all students throughout most of the school year. Previous after school classes have included instruction in baseball, soccer, basketball, art, music, study skills, karate, cooking, and yoga. Please see *THE NEWSLETTER* for more information on offerings and fees. There is no charge for Cardinal Care on the days the student is participating in an After School class.

For students participating in interscholastic Athletics, Cardinal Care is available both before and after an event or practice. The daily charge for Cardinal Care either before or after Athletics is \$8.00. Students who participate in Cardinal Care both before and after an event or practice will be charged the full rate of \$16.

Any student who remains on the St. Andrew's campus after school without proper adult supervision (a parent or guardian) must be registered for Cardinal Care during any period before or after Athletics or any other after school activity.

Cardinal Care invoices are based on the daily log and cover two-month periods. They will be emailed early in the third month with payment due by the end of the third month. Failure to pay two consecutive invoices may result in temporary suspension of Cardinal Care services until the outstanding balance is paid in full.

### **ANIMALS**

Before a student brings an animal to School, permission must be secured from the Head of School and the teacher. Animals must be in cages or other containers.

### **ARRIVAL/DISMISSAL**

The school day begins promptly at 7:50 A.M. for Middle School students (Grades 5-8) and 8:00 A.M. for Kinder Cottage (Pre-Kindergarten and Kindergarten) and Lower School (Grades 1-4) students. Middle School students should arrive on campus no later than 7:45 A.M. in order to be physically present in the classroom for daily attendance at 7:50 A.M. Students in Grades PK-4 should arrive no later than 7:55 A.M., preferably earlier. Morning Exercises begin promptly in the Church each day at 8:00 A.M. on Monday, Wednesday, and Friday.

Students should not arrive at School until 7:30 A.M. At that time, the Parish Hall door and the Short Street gate are opened. Pre-Kindergarteners and Kindergarteners enter through the Short Street gate and should report directly to classroom, and First through Eighth Graders enter the Parish Hall. The School is not responsible for the safety of students until 7:30 A.M.

A 7:43 A.M. bell informs Middle School students to move from Parish Hall to Advisory and Lower School students to move from Parish Hall to Homeroom. A 7:55 A.M. bell signifies it is time to line up (Pre-Kindergarten through 4<sup>th</sup> Grade) or prepare (Middle School) for Morning Exercises. A 7:57 A.M. bell signifies it is time for all to proceed to the Church for Morning

Exercises. An 8:00 A.M. bell signifies the start of School and Morning Exercises for all students and faculty.

**Dismissal times are as follows:**

Pre-Kindergarten and Kindergarten  
3:15 P.M. on Short Street

Grades One through Eight  
3:15 P.M. on Zimpel Street

After School Care and Programs  
Intermittent, but no later than 6:00 P.M. on Zimpel Street

**Parents must not use their cell phones while a child is entering their vehicle. Teachers will not place a child into a vehicle if the driver is using a cell phone.**

**Rainy Day Dismissal—All Carpool Drivers Should Read Carefully**

On days of heavy rain and/or thunderstorms, **Pre-Kindergarten, Kindergarten and Grades 3 and 4** are dismissed from the red awning at Parish Hall on Zimpel Street. **All other grades—Grades 1-2 and 5-8—are dismissed from the Grace Hall Multipurpose Room exit on Short Street.**

The Rainy Day Dismissal line from Grace Hall forms on the Grace Hall (west) side of Short Street, facing the River. Parents must drive toward the River on Short Street, not toward the Lake, so the line forms between Plum and Oak Streets on Short, facing the River. Please do not turn left onto Short Street from Oak Street. Instead, form in line on Short Street, approaching from Plum Street. When approaching Grace Hall, please pull all the way forward and a teacher will escort your child to the vehicle.

All classes must act in a coordinated fashion with regard to Rainy Day Dismissal. To do otherwise is confusing and dangerous to the students and their parents. A Rainy Day Dismissal is announced by the School Office via the intercom by 3:00 P.M. The decision to operate under a Rainy Day or Regular Dismissal is made based on the weather conditions at 3:00 P.M. The maintenance staff places orange flags on Zimpel Street at both the Carrollton and Short Street intersections to inform parents of a Rainy Day Dismissal. In the absence of an intercom announcement and the flags, assume a regular School Dismissal. During light rain with no thunder, the School may still operate a regular dismissal.

If someone other than an authorized person is to collect a child, we must have written permission from the parent. Written permission is also necessary if a child is to walk home, ride a bicycle, or take the streetcar from School.

Children who are not picked up by 3:30 P.M. (or within fifteen minutes of the dismissal time) will be taken to the School Office. If a child is not collected by 3:45 P.M., the parent will be billed the fee for Cardinal Care.

Please check the calendar for dismissal times.

### **Late Arrival**

School begins promptly at 7:50 A.M. for students in Grades 5-8 and at 8:00 A.M. for students in Grades PK-4.

Students arriving after those designated times are considered tardy. The School strongly objects to excessive tardiness, as it can compromise students' and teachers' abilities to adequately prepare for the day. Any student who arrives at School after 8:00 A.M. must be accompanied by a parent to the School Office for a pass to enter the classroom.

Tardies will be calculated by the teacher and a record maintained by the School Office. Any student with an excessive amount of tardies may receive a letter from the School and/or asked to meet with the Program Director or Head of School so that a plan may be developed to help the student arrive to School on time and ready to learn. Continued excessive tardies subsequent to that meeting could result in disciplinary action and/or a loss of School privileges.

### **Early Departure**

Excuses for early departures must be explained in writing to the teacher. Such notice must come in advance. Understandably, students must be excused for medical/dental appointments from time to time; however, since the School is responsible for the children during the school day, we always need to know where they are during that time. If someone other than a parent is picking up the child, this information must be indicated in the note. Unless special arrangements have been made with the teacher, parents should call for their children in the Office. Students who leave School early are responsible for completing missed assignments.

## ASSEMBLIES

Pre-Kindergarten through Eighth Grade students perform on stage in the Parish Hall or in chapel at various times throughout the school year. The dates of the assemblies are marked on the School calendar and notice is given in *THE NEWSLETTER*. Parents are invited to all assemblies; students enjoy having their parents attend their performances. Please enter the School through the main office at 1116 Short Street. Do not enter the School via Parish Hall.

## ATHLETIC PARTICIPATION POLICY FOR MIDDLE SCHOOL STUDENTS

In order to participate in St. Andrew's interscholastic athletics, student athletes are expected to maintain marks of two or three in both conduct and effort. Any student wishing to participate on a school team must have at least a 2.5 grade point average, and cannot have an F in any class. Additionally, students will receive his/her uniform after the \$35 athletics fee is paid for that sport. Eligibility decisions are made based on the most recent student interim or grade report. Students deemed ineligible will maintain their probationary status until the next satisfactory interim or grade report is released. Decisions are made after consultation with the Athletic Director, Advisor, team coach, and the teacher(s) of the determining subject.

## BIRTHDAY PARTIES & PARTY INVITATIONS

If children wish to celebrate birthdays in School, parents should consult the teachers well in advance. Birthday children may bring in cookies, cake, cupcakes, and juice. Parents must ensure they have checked with classroom teachers regarding any possible food allergies. (**See Food Allergies**) Parents should furnish plates, napkins, and utensils if necessary. Usually birthday celebrations will be confined to snack and lunch time. Candy, balloons, and so on should not be brought. Soft drinks are not permitted. Students may not distribute at home party invitations, Valentines, Christmas cards, etc., in School unless all students in the class are included in the distribution. Each invitation must have the recipient's full name on the envelope.

The feelings of all children in the class should be considered when making party plans.

## CALENDAR, DIRECTORY, & CUSTOMARY

For the benefit of our families, the School publishes an online School Calendar, a Directory APP, a paper directory, and *THE CUSTOMARY*. Both the Calendar and the Customary may be found online at [www.saesnola.org](http://www.saesnola.org).

The Directory APP and the paper directory contain class lists with home telephone numbers and an alphabetical list of families with the names of children, grade levels, home addresses, and

telephone numbers. We also publish parents' work numbers, cell phone numbers, and email addresses.

It is understood that the Directory APP and the paper directory is intended for our families' use and convenience and not for commercial or political purposes. *THE CUSTOMARY* provides information necessary to ensure the smooth operation of our community. We expect parents to be familiar with and to abide by the rules in *THE CUSTOMARY*.

### **CARDINAL CHARACTER CERTIFICATE (GRADES 4-8)**

The faculty of St. Andrew's will, at their discretion, reward positive student behavior by awarding Cardinal Character Certificates to as many students in Grades 4-8 as they deem appropriate on the final Wednesday Morning Exercise of each month.

The Certificates may be awarded to students on the basis of exemplary behavior in the prior month, particularly as related to the School's Ten Core Values—Respect, Honesty, Service, Gratitude, Faith, Personal Integrity, Social Responsibility, Diversity, Nurture, and Kindness. Faculty may bestow Cardinal Character Certificates for other positive behavior traits, as well.

While Homeroom teachers and Advisors are charged with awarding the Certificates, Enrichment faculty can and should make recommendations to the Homeroom Teachers and Advisors regarding students they feel are deserving of the recognition.

### **CELL PHONES**

(See Telephone Calls, Messages, and Deliveries)

### **CERTIFICATE OF ACADEMIC ACHIEVEMENT**

(See Grades and Conferences)

### **CHAPEL & CHRISTIAN EDUCATION**

The Christian education program is an integral part of St. Andrew's curriculum. While St. Andrew's Episcopal School admits qualified students without regard to their religious affiliation, all students are required to attend and to participate in Chapel services.

### **CHRISTMAS GIFTS**

The exchanging of Christmas gifts among students on school grounds is not allowed.

## CLASS PARTIES

Class parties, sponsored by the Parents' Club, are held at Halloween and Valentine's Day. These parties are exclusively for children in the class. Siblings may not attend these parties without the explicit permission of the teacher.

## COTTAGE

The St. Andrew's Cottage is the School's year-round early childhood program serving children ages 18 months through 3 years. The Cottage is located in the first floor of Kimball Hall, serving children ages 1 and 2, and in De la Vega Hall, serving children age 3. Our program is designed to support the total development of young children through high quality interactions. Through intentionally planned activities and learning center experiences, teachers facilitate the development of cognitive, expressive, and receptive communication skills, as well as fine and large motor skills. In full realization that children learn as much from their interactions with each other, social interaction, and play, and small group experiences are a valued part of our curriculum.

## DRESS STANDARDS & PERSONAL APPEARANCE

Discretion in style of dress and behavior is important to the image of the School. In addition, student attire should support the safe and efficient operation of the learning environment. Parents and caregivers are expected to ensure that the student is clean and appropriately dressed. Parents are encouraged to label all clothing, particularly outerwear, with the child's name.

### **General Standards for Both Lower School and Middle School Students:**

- Articles should be free of holes. Clothing should not have patches and logos in inappropriate places.
- Clothes with inappropriate legends, pictures, or those that promote competitor schools (fellow Grades PK-8 schools) are not acceptable.
- **Hats and Hoods** – Hats and hoods should not be worn indoors
- **Hair** - Hair must be clean and well-groomed. Hair must be kept out of the eyes. Distracting hairstyles are inappropriate and will not be allowed.

- **Jewelry** – The wearing of jewelry should be kept to a minimum to ensure safety and avoid distraction.
- **Shirts/Blouses** – All shirts must have sleeves. The bottom of the shirt must extend past the waistline. Undergarments should not be visible. Tops should have modest necklines.
- **Shorts/Skirts/Skorts** - Cutoff jeans may not be worn as shorts. **Shorts, skirts, and skorts should be of modest length and loosely fit.**
- **Socks** - Socks are to be worn and visible with all types of shoes.
- **Shoes** - Athletic shoes are required and shoes are to remain tied throughout the school day.
- **Spirit Shirts** – Every student at St. Andrew’s is required to purchase a red collared St. Andrew’s Spirit Shirt, in either short or long sleeves, through Land’s End (a link is available from the School’s website). These shirts should be worn on designated Spirit Days throughout the school year as well as on any official School field trip.

**Additional Standards for Middle School Students:**

**Leggings and close fitting knit pants** - For grades 5th-8th, leggings, close fitting knit pants, can only be worn with tops that are no shorter than three inches from the top of the knee. Leggings can not have see-through panels.

**Shoes** – Students in Grades 7 and 8 may wear closed toe/closed heel shoes if they bring appropriate athletic shoes to change into for Physical Education. If a student fails to bring athletic shoes, they will lose this privilege.

Within these limitations, students can continue to be comfortable and casual. The Administration feels these Dress Standards are reasonable and sufficiently flexible to allow for individual expressions of individuality. If the School feels that a student’s clothing is improper, then appropriate action will be taken.

The Head of School, Dean of Student Life, and Faculty reserve the right to inform a student if his/her dress is inappropriate. Students may be held from class for serious dress standard violations. When a student is in serious violation of dress standards (or frequent minor violations), the Head of School or Dean of Student Life will contact the student’s parents or



caregiver. Please note, initial violations for female students will be addressed by a female faculty member.

We have read the Dress Standard revisions, agree to follow the guidelines, and will cooperate with St. Andrew's Faculty feedback.

## **EMAIL MESSAGES AND COMMUNICATION**

St. Andrew's faculty and staff have School email accounts that are published in the Directory. E-mail is a convenient tool for parents, faculty, and staff at St. Andrew's; however, it should not be used for nuanced, emergency, or time-sensitive situations. Please phone the School Office at 861-3743 during the school day for time-sensitive matters. Teachers do not check email while they are instructing and supervising children.

St. Andrew's recognizes the convenience of email as a communication tool and as a direct link to faculty and administrators. However, particularly as a small school with an emphasis on intimacy and close relationships between teachers, parents, and students, the School encourages its parents and faculty to communicate directly face to face or over the telephone, when possible. As a general guideline, email should not be used for discussion purposes or for any sensitive matter. If in doubt, please engage in direct dialogue.

The School creates and maintains class-specific email addresses for use by teachers and parents. These email addresses (class graduation year@standrewsepiscopalschool.org) are to be used for official School business only, not for personal use by teachers or parents. **Please be advised that each class email account includes several classroom teachers and administrators on the distribution list.**

By default, the School shares information with all biological parents, stepparents, and/or guardians listed in its official parent database. Requests to communicate otherwise must be made in writing and with appropriate supporting documentation.

## **EMERGENCY SCHOOL CLOSINGS AND EVACUATIONS**

In emergency situations, such as hurricanes, St. Andrew's will announce its closing through its One-Call-Now telephone notification system, email, the website, and/or local media outlets. Dismissal for such emergencies will be at the discretion of the Head of School. Parents who wish to call for their children will be permitted to do so; children should then be collected at the School Office. In order to properly contact parents during an emergency, please ensure that the School Office has your correct contact information in its database.

The School website, [www.saesnola.org](http://www.saesnola.org), is hosted off-campus and should be available at all times. In case of a mandatory evacuation of the city, please check the website regularly for news and updates.

### **END-OF-THE-YEAR PARTIES**

Students in Grades One through Eight participate in end-of-the-year parties. Teachers will inform parents and students about the items they will need to bring on that day. Both the School and the Parents' Club allocate funds for this event. The funds that are allocated should be sufficient; however, if more funds are needed, the teacher will get approval from the Head of School before a party is planned.

### **EPISCOPAL SCHOOL SUNDAY**

Each year the St. Andrew's Parish and School families come together to celebrate Episcopal School Sunday in accordance with the guidelines of the National Association of Episcopal Schools. The event has two aspects - worship together and a picnic for all on the campus. It brings the community together and offers a fine opportunity for School parents to join in the kind of worship and fellowship experienced at St. Andrew's during the school week.

Episcopal School Sunday is considered a required school day for all children. The School encourages all parents to take part in this special day in the life of the St. Andrew's Community.

### **EXAMS**

Beginning in Sixth grade, students will take exams at the conclusion of the 2nd and 3rd trimester. Seventh and Eighth grade students will take exams at the conclusion of each trimester. During each exam period, students will be dismissed at noon to provide them with an opportunity to rest and prepare for the next day's exam. Parents will be notified in advance about the noon dismissal on exam days. Eighth grade students who earn an A- average in a subject in the first two marking periods and maintain an A- average in the third marking period may be exempt from the subject's exam in the third marking period upon the teacher's recommendation. All Sixth, Seventh, and Eighth Grade students will take a foreign language exam in the third marking period.

### **FIELD TRIPS**

Field trips are an important part of School life and as such are encouraged at all levels and course areas. The teacher determines the date for the field trip and the destination. The trip should

always be related to specific classroom activities. For Kindergarten through Grade Eight, the School provides bus transportation.

For Pre-Kindergarten and in other situations where parents are needed as drivers, room parents are requested to organize volunteers to do so. Only St. Andrew's parents may serve as field trip drivers. Seat belts and/or car seats or booster seats are required by law when using automobiles to transport students. Only St. Andrew's students are allowed to go on School-sponsored field trips. Siblings may not attend without permission from the teacher and Program Director. In most cases, School funds will cover the costs of the trip.

Every student at St. Andrew's is required to purchase a red collared St. Andrew's Spirit Shirt, in either short or long sleeves, through Land's End (a link is available from the School's website). These shirts should be worn on designated Spirit Days throughout the school year as well as on any official School field trip.

## **FOOD ALLERGIES**

St. Andrew's needs cooperation from all parents and students to reduce the risk of accidental exposure for food-allergic students.

### **Family's Responsibility**

- Notify the School of the student's allergies.
- Work with the school administration to develop a plan that accommodates the student's needs throughout the School, including in the classroom, in the cafeteria, in after-care programs, and during school-sponsored activities.
- Provide written medical documentation, instructions, and medications as directed by a physician.
- Include a photo of the student on the written form.
- Provide properly labeled medications and replace medications after use or upon expiration.
- Educate the student in the self-management of his or her food allergy including:
  - ❖ safe and unsafe foods
  - ❖ strategies for avoiding exposure to unsafe foods
  - ❖ symptoms of allergic reactions
  - ❖ how and when to tell an adult they may be having an allergy-related problem
  - ❖ how to read food labels (age appropriate)
- Review policies/procedures with the School staff, the student's physician, and the student (if age appropriate) after a reaction has occurred.
- Provide emergency contact information.

- It is the responsibility of all St. Andrew's families to refrain from bringing foods known to cause severe allergic reactions onto campus for school-sponsored activities or events (class parties, Cardinal Care, field trips, etc.) – see next section on School Responsibility for clarification on food restrictions.

### **School's Responsibility**

- Review the health records submitted by parents and physicians.
- Include food-allergic students in school activities. Students will not be excluded from school activities solely based on their food allergy.
- Create a safe environment for food-allergic students by providing all families with an updated list of foods banned from school activities at the beginning of each School year and ensure that faculty and staff refer to the most recent list in planning those events with parents throughout the year.
- Assure that all staff who interact with the student on a regular basis understand food allergies, can recognize symptoms, know what to do in an emergency, and work with other school staff to eliminate the use of food allergens in the allergic student's meals, educational tools, arts and crafts projects, or incentives.
- Ensure medications are appropriately stored and that an emergency kit is available that contains a physician's standing order for epinephrine or other appropriate medication. Students will be allowed to carry their own epinephrine (if age appropriate) after approval from their physician/clinic, parent and the School Office, and as allowed by state and local regulations.
- Designate School personnel who are properly trained to administer medications in accordance with the Good Samaritan Laws governing the administration of emergency medications.
- Be prepared to handle a reaction and ensure that there is a staff member available who is properly trained to administer medications during the school day regardless of time or location.
- Review policies/prevention plan with the core team members, parents/guardians, student (age appropriate), and physician after a reaction has occurred.
- Discuss field trips with the family of the food-allergic student to decide appropriate strategies for managing the food allergy.
- Enforce a zero-tolerance policy concerning threats or harassment against an allergic student.

### **Student's Responsibility**

- Do not trade food with others.
- Do not eat anything with unknown ingredients or known to contain any allergen.
- Do be proactive in the care and management of your food allergies and reactions based on your developmental level

- Do notify an adult immediately if you eat something you believe may contain the food to which you are allergic.

**NOTE: DE LA VEGA HALL AND THE COTTAGE ARE NUT-FREE**

De la Vega Hall and the Cottage rooms (1<sup>st</sup> Floor of Kimball Hall) are considered nut-free. When sending in food for your child's snack, lunch, or treat for a birthday or holiday celebration, please read all product labels carefully and **refrain from sending in any of the following:**

- Peanut butter or any other nut butter, including crackers with peanut butter filling
- Any muesli bar, biscuit, or other product that lists nuts as an ingredient
- Trail mixes with nuts, granola bars with nuts, or dried fruit with nuts
- Cereal with nuts, such as Honey Nut Cheerios
- Nuts in salad
- Candy or cookies containing nuts
- Loose nuts of any kind (peanuts, almonds, cashews, hazelnuts, walnuts, mixed nuts, pecans, pistachios, etc.)
- All nut pastes (such as almond paste)

Again, please read all food labels carefully and avoid bringing in any item with the statement "Contains or may contain peanuts or tree nuts."

**GRADES & CONFERENCES**

Reports covering academic achievement, behavior, social traits, habits, attitudes, and times absent and tardy will be mailed to parents of students in Grades One through Eight for the first two marking periods. Students in Grades One through Eight will receive grade reports for the third marking period on the last day of school.

The grading scale is as follows:

A+	98-100	B+	89-91	C+	80-82	D	70-74
A	95-97	B	85-88	C	77-79	F	00-69

A- 92-94

B- 83-84

C- 75-76

Formal conferences are held twice each year for all students. During the conferences, classes are suspended for all students. Please check the School's calendar for date of the conferences. Starting in Fifth grade, students lead the parent-teacher conferences. Pre-Kindergarten and Kindergarten families receive a written Progress Report at each parent-teacher conference.

Please do not schedule trips during conference days that would require conferences to be rescheduled. Childcare for all students is offered on conference days. Information regarding childcare is included in *THE NEWSLETTER*.

Informal conferences may be scheduled whenever teachers or parents feel they are necessary.

### **CERTIFICATE OF ACADEMIC ACHIEVEMENT (Grades 4-8):**

At the end of each of the three marking periods, Certificates of Academic Achievement are presented to students from Grades Four through Eight who have demonstrated excellence in scholastic endeavors as indicated on their report cards.

To receive a Certificate of Academic Achievement, a Fourth Grade student must:

1. Must earn at least four A-'s and two B+'s in the following subjects: reading, written language, oral language, science, mathematics, and social studies.
2. Must earn a B in Spanish, art, music, and physical education.
3. Must earn a B in overall conduct and effort.

To receive a Certificate of Academic Achievement, a Fifth, Sixth, Seventh or Eighth grade student must:

1. Must earn at least three A-'s and one B+ in the following subjects: English, science, mathematics, and social studies.
2. Must earn a B in foreign language, art, music, health and physical education.
3. Must earn a 2 or 3 in conduct and effort.

A student who receives a Certificate of Academic Achievement in the third marking period and in one of the preceding marking periods will receive an Honor Roll Certificate during the Promotion Exercises on the last day of the school year.

### **GRIEVANCE PROTOCOL FOR PARENTS**

In accordance with the following protocols, every effort will be made to hear and address parental concerns.

Parents with concerns should first schedule a meeting with their child’s teacher to discuss the problem. If this meeting does not resolve the concern, the parent or teacher may schedule an additional meeting with the following administrators to try to resolve the situation.

- For academic matters, the Department Chairs and the Student Support Coordinator may be consulted.
- For social and emotional issues, the Head of School and School Counselor should be contacted.
- The Lower School and Middle School Program Directors, who have overall responsibility for Grades PreK-4 and Grades 5-8 respectively, are available for further consultation.
- If there is no final agreement in these meetings, the Head of School will consult with all involved and make a final judgment in the best interests of the child, his or her peers and the School community.

### **HOMEWORK**

It is expected that every student in Grades One through Eight will have a home assignment every night, Monday through Thursday. Fifth through Eighth grade students may have assignments over the weekend. Students are expected to complete and hand in assignments on the due date.

The home assignment is designed:

- To provide an opportunity for the student to review material presented in class to determine the student’s level of understanding.
- To provide material for practice in old and/or new skills.
- To require the student to engage in research or other enrichment activities.
- To require the student to plan and develop independent projects.
- To assist the student in developing competency in learning skills.

While parents are encouraged to assist students with homework if needed, parents should not “do” the assignment. Parents should check assignment books regularly to help the child plan effective use of time.

The length of time required to complete each night’s home assignment should approximate this schedule:

First grade:	20 minutes
Second grade:	30 minutes
Third grade:	45 minutes
Fourth and Fifth grades:	15-20 minutes per subject assigned

Sixth through Eighth grades: 20-30 minutes per subject assigned

If a parent has any questions concerning homework, the parent should contact the teacher.

Parents are urged to request assignments when a child is absent. Requests for assignments must be made before 10:00 A.M. Assignments will be available for pick up between 2:45 and 3:30 P.M. in the School office.

### **ILLNESS & MEDICAL PROBLEMS**

Please do not send a sick child to School. A child should be free of fever for 24 hours and should return to School ready to resume a full schedule of activities, including physical education, unless there is a medical excuse. No child will be allowed in School with a contagious illness such as pink eye.

If your child has any allergies, drug reactions, or other medical problems, it is important to inform the School.

Any medicines, including topical ointments, must be brought to the Office by the parent with written permission and complete instructions concerning dosage before the Office will administer any medication. Medicines should not be given to the teacher or to the student. Please furnish the proper implement for dispensing the medication (cup and/or spoon, etc.).

The School shall follow the recommendations and guidance as set forth by the Center for Disease Control and Prevention.

A child who has head lice or nits will be sent home with a list of instructions for treatment. The child must be symptom-free for at least 24 hours before returning to School. The child must come to the Office before being allowed to return to class.

### **LIBRARY**

The Rosenberg Library, named for former Headmaster Malcolm Rosenberg, is open each school day. Students are encouraged to check out books regularly. Library fines for overdue books (5 cents per school day) are collected from Third through Eighth graders. All students receive overdue notices as necessary. The status of borrowed books may be viewed on the library's website which is located under Academics on [www.standrewsepischool.org](http://www.standrewsepischool.org)

Additional activities sponsored by the library include summer reading, two book fairs, Poetry Month, and multiple author visits. Parent volunteers are welcome!



## LOST ARTICLES

The School maintains a Lost and Found area in the Office and in Parish Hall. At the end of each marking period, the Office will dispose of unclaimed articles. Parents should mark their child's name on all articles brought to School to help prevent loss of clothing.

## LUNCHES & SNACKS

The School offers a voluntary lunch program. A separate letter sent to all families describes the options provided as well as the forms for participation. Children who do not participate in the lunch program should pack a bag lunch and appropriate drink each full school day. Candy, high-sugar snacks, and soft drinks are not permitted. Fresh water is available for all children, faculty, and staff. **Microwavable meals from home should be kept to a minimum, especially meals requiring several minutes of heating, as there are limited microwaves available for student use, and each lunch period runs only twenty-five minutes, including time for clean up.**

First through Eighth graders have a snack time each morning. Parents may pack any light food, such as fruit, carrots, or crackers, in the lunch bag for this purpose. Pre-Kindergarten and Kindergarten students have a School-furnished snack each morning. A snack is provided for all children attending Cardinal Care. Nutritious food is encouraged. A healthy diet produces healthy children. Candy, high-sugar snacks, and soft drinks are not allowed.

Parents are invited to periodically join their child for lunch at St. Andrew's. It is a special way for parents to spend time with their children and their classmates.

### **Lunch Expectations**

1. Place all lunch wrappings, scraps, straws, and empty drink cartons in trash bins before going to the playground.
2. Pick up any wrapping, food, etc., which may have fallen on the ground or the floor.
3. Clean up the table. Replace your chair under the table.
4. Remain seated at the table until dismissed by your teacher for recess.
5. Bring necessary utensils from home.

## THE NEWSLETTER

*THE NEWSLETTER* is published and e-mailed to parents on a weekly basis. It contains important information and reminders for the upcoming week. If you have any difficulty receiving communications by e-mail, please inform the Office.

## **NO SMOKING**

The St. Andrew's Episcopal School campus is a smoke-free environment.

## **PARENTS' NIGHT**

Parents' Night will be held on Thursday, September 12, 2019. All parents assemble in the Church for remarks by the Head of School and to meet the faculty and Parents Club officers. Following the general meeting, all parents are invited to visit the classrooms. The teachers give an overview of the year's instructional program. Parents' Night is not a time for individual conferences.

Further details are published in *THE NEWSLETTER* in early September.

## **PROMOTION & GRADUATION EXERCISES**

The final academic event of the school year, Promotion Exercises and Graduation, takes place in St. Andrew's Episcopal Church immediately before dismissal for the summer holiday.

It is a simple, formal ritual attended by the entire grade school, the faculty, relatives, and friends. While it officially marks the promotion of each class to the next level, the primary emphasis is on celebrating the Eighth Grade. Music always plays an important part on this occasion.

In addition to diplomas, awards are presented to deserving students.

## **PROMOTIONAL POLICY**

At St. Andrew's Episcopal School, a student's academic progress is determined by development and achievement in the following subjects:

- Grades PK and K – Developmentally appropriate progress
- Grade One – Reading and mathematics
- Grade Two – Reading, mathematics, and written language
- Grades Three and Four – Reading, mathematics, written language, social studies, and science
- Grades Five through Eight – English, mathematics, social studies/history, science, and foreign language

Parents, teachers, and administrators will meet to discuss options if a student's academic or behavioral progress is inconsistent with grade level expectations. The School reserves the right not to promote a student to the next grade for either academic or developmental reasons.

The School also reserves the right to Conditionally Promote a student, meaning that a student may be promoted to the next grade of study at St. Andrew's, but only upon the successful completion of conditions outlined by the School. These conditions may include, but are not limited to, academic tutoring, counseling, therapy, or some form of behavioral or emotional support service.

## **STUDENT CONDUCT**

### **Philosophy and Expectations**

St. Andrew's Episcopal School seeks to establish and maintain a safe, respectful, and loving environment for its students, faculty, and staff. To that end, the School expects its students to comport themselves, through word and through deed, in a manner that contributes to a positive teaching and learning environment. St. Andrew's believes in the innate goodness of each child and endeavors to redirect undesirable behavior into teachable moments. The School recognizes that childhood is a time when mistakes are made and valuable lessons may be learned. Such mistakes are met with a positive approach with a focus on personal growth and improvement. It is our sincere hope to work in partnership with parents to ultimately reach the best outcome for all involved.

### **Our Student Conduct policy is based on the following core beliefs:**

- We believe that we are called to radical hospitality and inclusiveness.
- We see God as the author of diversity and our differences as gifts designed to enrich and enhance our lives.
- We believe that we are created in the image of God who is loving, compassionate, forgiving, and joyful.
- We find we are most at home with ourselves when our thoughts and actions reflect our God-given, basic nature.
- We believe it is vital to uphold the basic principles of the Baptismal Covenant and to be models of love and grace by respecting the dignity of every human being, serving God in all persons, and striving for justice and peace among all people.

### **As a manifestation of these core beliefs, we expect our students to:**

- Display courteous and respectful behavior

- Practice self control
- Use appropriate language at all times
- Express feelings in a constructive manner
- Demonstrate honesty in their dealings with others
- Accept responsibility for their actions
- Identify with and accept others
- Accept and embrace differences in others
- Appreciate the rights and personal belongings of others
- Exhibit personal honor by never lying, cheating, or stealing
- Recognize inappropriate behavior and identify constructive alternatives

### **Disciplinary Procedures**

In all matters pertaining to student conduct, St. Andrew's Episcopal School considers both the age and the circumstances of any child(ren) involved in any disciplinary incident. In addition to any consequence outlined in the following disciplinary procedures, the School endeavors to teach or strengthen desired behaviors that can replace the undesired behavior by emphasizing social and emotional competencies, self-discipline and morally responsible decision-making. St. Andrew's utilizes behavior reflection exercises to increase self-awareness, social awareness and understanding of the impact of one's behavior on others.

The following procedures are general guidelines. The School retains the option to remain flexible and to exercise its own discretion in handling individual situations.

#### **Minor Infractions**

- Classroom teachers correct/redirect students in a firm, but gentle way.
- Classroom teachers may use time-outs or loss of privileges at their discretion.
- Parents may be notified by a classroom teacher.
- Parents may receive a Parent Communication Form.

#### **Moderate Infractions**

- Parents will receive a Parent Communication Form or a Behavior Notification Form.
- Students may be given reflection exercises to increase self-awareness, social awareness and understanding of the impact of one's behavior on others.
- Students may be required to participate in an intervention designed to teach or strengthen desired behaviors by emphasizing social and emotional competencies, self-discipline and morally responsible decision-making.
- Parents may be notified directly by an advisor or teacher.

- Parents may be asked to meet with the advisor or teacher to discuss reparative solutions for the behavior.

### **Major Infractions**

- Parents will receive a Behavior Notification Form.
- Parents will meet with the advisor, teachers, and/or Dean of Student Life.
- The Discipline Committee will meet to discuss reparative solutions for the behavior.
- These may include:
  - Detention to be served with advisor, teacher, or Dean of Student Life.
  - Reflection exercises to increase self-awareness, social awareness and understanding of the impact of one's behavior on others.
  - Interventions designed to teach or strengthen desired behaviors by emphasizing social and emotional competencies, self-discipline and morally responsible decision-making.
  - Home or in-school suspension
  - Expulsion

### **Examples of Moderate Infractions**

- Extreme or chronic disruptive/inappropriate behavior
- Foul language/profanity
- Verbal abuse to anyone in the community
- Failure to comply with a teacher's request; defiance
- Computer misuse
- Using a cell phone in school
- Vandalism
- Chronic dress code violations

### **Examples of Major Infractions**

- Continuation of any moderate infraction already addressed but unresolved.
- A more severe instance of any of the moderate infractions.
- Any act involving physical abuse or violence or a threat to the safety of anyone in the St. Andrew's community.
- Chronic or severe verbal abuse, bullying, or acts involving threats or intimidation.
- Violations of the School's Honor Code – incidents involving lying, forgery, plagiarism, cheating, or stealing.
- The possession or use of any illegal substance, by a student on School grounds or on a School-sponsored trip or activity.

- Possession of a weapon of any kind.

Every faculty member is authorized to issue a Parent Communication or Behavior Notification form to any student who has committed a moderate infraction or who has not properly responded to a teacher's request following a minor infraction. Parent Communication Forms may include a concern or commendation regarding behavior and may be given at the teacher's discretion. Behavior Notification forms are issued by the teacher, after consultation with the School's Dean of Student Life.

Behavior Notification forms present an opportunity for both the teacher AND the child to explain the inappropriate behavior. The homeroom teacher reviews the form with the student and sends it home to be signed by the parent and returned to the homeroom teacher the next day. Forms are not recorded in the student's cumulative file and remain in the possession of the Dean of Student Life.

The possession or use of any illegal substance, by a student on School grounds or on a School-sponsored trip or activity is absolutely forbidden. Weapons of any kind are not permitted on School grounds at any time. Any student who violates this rule will be subject to dismissal from St. Andrew's Episcopal School.

## **Bullying**

Bullying is defined as a pattern of behavior that reflects an imbalance in power between a perpetrator and the target, where such behavior, exhibited more than once, towards a student by another student or group of students occurs or is received by a student while on school property, at a school-sponsored or school-related function or activity, or in any school or private vehicle used to transport students to school or for any school-sponsored activity or event.

Bullying may include any one or more of the following:

- physical aggression (e.g. hitting, pushing, tripping, invading personal space)
- verbal aggression (e.g. name calling, yelling, cursing)
- intimidation (e.g. threats, taking or destroying personal property)
- humiliation (e.g. name calling, efforts to embarrass, purposefully shunning or excluding from activities.)
- aggravation (e.g. any act that is carried out with the knowledge that it will cause another student irritation or distress)
- Cyber-bullying, which involves any of the above using some form of electronic communication. This includes but is not limited to a communication or image transmitted by email, instant message, text message, blog, or social networking website through the use of a telephone, mobile phone, pager, computer, or other electronic device.

Bullying creates an environment which impedes learning, and as such is entirely contrary to the School's mission and values. Research is clear that the most effective way to deal with bullying is to create a school and community culture that does not reinforce or allow bullying. As an Episcopal school, the foundation of our communal life is the knowledge that we are created in the image of a loving, caring, and compassionate God, and that our behavior towards each other should reflect God's image. Furthermore, as a community we honor our baptismal covenant by striving for justice and peace among all people and respecting the dignity of every human being. All members of the St. Andrew's School Community have a right to a fear-free work and learning environment, and we consider it the responsibility of every member of our community to intervene or ask for help when they witness bullying behavior.

All students, faculty, staff, and administrators begin the school year with a review of St. Andrew's values and expectations for community living. It is the responsibility of every faculty member to address observed or reported incidents of bullying immediately. Such incidents are reported to the Dean of Student Life, School Counselor and Lower School Program Director, who investigate the circumstances, notify the families of the students involved and report their findings to the Head of School. Appropriate disciplinary action, taking into account the age of the students and all relevant circumstances, will be determined by the Head in consultation with all parties, up to and including dismissal from St. Andrew's.

Students who engage in bullying behaviors will be encouraged to choose to stop the bullying behavior so that they can continue to be part of the St. Andrew's community. Nevertheless, as bullying is in complete opposition to St. Andrew's values, any student's decision to continue bullying is also a decision to leave St. Andrew's.

## **Expectations**

### **Playground**

Students at St. Andrew's are expected to play safely and be considerate of others while they are playing on the playground at any time. The following are rules to help everyone stay safe and have fun:

1. Share all equipment and return it to its proper place in good condition. Lost/damaged balls or other equipment should be reported to the teacher on duty who will then report the loss to the physical education teacher.
2. Place trash and garbage in appropriate containers. Help keep the playground looking neat; pick up litter even if it is not yours.

3. Students are not to leave the playground area without the permission of the teacher on duty.
4. The picnic tables and benches are used for eating or class activities. Do not sit or stand on the tables or stand on benches. Tables/benches should be cleared of any items. Take your belongings with you.
5. Students are expected to take turns in games, include all those who wish to play, and display good sportsmanship at all times.
6. Pushing, shoving, or tackling is not allowed.
7. Students are not allowed to run or play with sticks or sharp objects.
8. Respect the property of others.
9. Swing on the swings in a back and forth motion only. Only those students who are on the swings are allowed in the swing area.
10. Standing or leaping on top of the parallel bars is not allowed.
11. Be courteous. Foul language will not be tolerated on the playground or anywhere at School and will be reported by the teacher to the Dean of Student Life or the Head of School.
12. Fighting is not tolerated at St. Andrew's.
13. All games must stop at the sound of the bell. All equipment should be returned to its proper place.
14. Students are to comply with the requests, decisions, and directions of the adults on duty at all times. Arguing with adults is not permitted.
15. An accident report should be promptly filed by the teacher on duty for injured students.

### **Indoors**

1. Stairways and halls:
  - a. Walk quietly.
  - b. Keep to the right.
2. Recess on rainy days:
  - a. Play games in small groups.
  - b. Do not play in the restrooms.

### **Field Trips**

1. Wear your St. Andrew's Spirit Shirt.
2. Only St. Andrew's parents may serve as field trip drivers.
3. Follow all instructions given by the adults who accompany your class.
4. Stay with the class at all times unless you are given permission to leave the group.
5. Remain seated and do not change seats while the bus or car is in motion.
6. Remember that the law requires the use of seat belts in cars. Students are not to ride in the front seat.



7. Only St. Andrew's students are allowed to go on School-sponsored field trips. Siblings should not attend unless the supervising teacher grants explicit permission for siblings to join the trip.
8. Remember that you are representing St. Andrew's Episcopal School.

NOTE: A student who misbehaves on a field trip or at an assembly may be denied the privilege of attending future events and will be subject to disciplinary action from the School.

### **TELEPHONE CALLS, MESSAGES, & DELIVERIES**

Students may only use a telephone with the permission of the teacher. Once permission is given, the child should use the telephone in the presence of faculty or Office staff. Invalid reasons for using the telephone include forgotten assignments or arranging afternoon activities.

Students may check with the Office during recess or lunch for any items that parents may have brought to School.

Since a number of children walk or ride bicycles to School, many carry cell phones. Students may not use cell phones during the school day. They should not be seen or heard while a student is on the St. Andrew's campus (including just before and after school hours), unless a student has explicit permission from a teacher to use one. Teachers are to inform children that all cell phones are to be turned off before entering the School and should be placed in storage until the end of the day. Any cell phone used by a child on campus is to be removed by the teacher and taken to the Office.

Messages for students or teachers can be left at the Office or telephoned to 861-3743. Adults dropping off forgotten lunches, books, etc., should take them to the School Office. Classes will not be interrupted to inform students about forgotten items/lunches. Students should check in the Office at recess or lunch for such items.

### **TRAFFIC**

Among the issues facing urban schools is maintaining good relations with neighbors. It is important to have the good will and support of neighbors and neighborhood associations; moreover, it is our desire to be a good neighbor and to operate our campus as safely as possible.

Traffic and parking are significant points in furthering this cause. A few simple rules adhered to without exception will go a long way in helping us achieve this goal. The following requests are based upon the advice of the City's Parking Division Office:

- The afternoon carpool line forms along the School side of South Carrollton Avenue in between Freret Street and Zimpel Street. Families that approach the School southbound on Carrollton should drive around to the rear of the carpool line. Please do not turn left on Zimpel Street when approaching the School from Carrollton.
- Do not park in the carpool lanes of either Zimpel or Short Street between the hours of 7:30 a.m. and 8:15 a.m. or 2:30 p.m. and 3:30 p.m. This includes the School side of Zimpel Street in between Carrollton Avenue and Short Street and the School side of Short Street near the School Office and De la Vega Hall.
- If you prefer to deliver or collect your child on foot, please park away from School and bring and collect your child at the appropriate gate or door.
- During drop off and pick up time, all faculty and parents are asked to drive only toward St. Charles Avenue on Short Street. Please do not turn left onto Short Street from Zimpel.
- While dropping off or collecting a child, please do not use this time to converse with teachers or other parents. Please park and conduct conversations away from the vehicular or pedestrian traffic. Morning drop-off and afternoon pick-up are supervisory duty periods for our faculty.
- Dropoff and pick up for 3-year olds is at the De la Vega gate on Short Street, near the intersection of Short and Zimpel. The first three parking spaces on Zimpel Street, closest to Short Street, are reserved for Cottage families in the morning conducting drop off. In the afternoon, those spaces are used for the pickup line at 3:15 p.m. dismissal.

## **TUITION & FEES**

Tuition rates are stated each year in the Enrollment Contract, as are other charges, which include the instructional materials fee, the technology fee, student insurance, student activities, Parents' Club dues, and a field trip transportation fee. Students who participate in an interscholastic Athletics Program sponsored by St. Andrew's (football, soccer, volleyball, cross country, basketball) will be assessed a Sports Fee at the beginning of each season to cover the cost of uniforms, sports equipment, officials and tournament fees, etc.

As stated in the Enrollment Contract, after June 1st parents are obligated for the full year's tuition and fees. By signing the Enrollment Contract, parents agree to pay the full year's tuition, less any Financial Aid granted, even if the student is withdrawn early. A \$100 late charge will be assessed on all balances unpaid after the due date set forth in the enrollment contract. The late charge will increase by 1% of the total outstanding balance every month until the balance is paid in full. Neither transcripts of a student's record, nor grades, will be forwarded to parents or to another school if there is an outstanding balance in the account.

The School Board attempts to keep tuition at a reasonable level. However, we must emphasize that tuition does not cover the full cost of educating each student. Therefore, all families are urged to support our Annual Giving Campaign, which supports all aspects of our program.

Students will be charged for lost books or damaged materials or equipment.

### **VISITORS**

Parents, family members of current students and alumni of the School are always welcome at St. Andrew's; however, they must have the permission of the teacher, Program Director or the Head of School before going to a classroom. Other visitors, such as friends of current students, are welcome to attend athletic events and performances but may not participate in the classes or activities of the regular program; they are encouraged to contact the Admissions Office to make visiting arrangements. All visitors must enter and sign in at the School Office at 1116 Short Street and wear the appropriate name tag while on campus.

### **WEBSITE**

*[www.saesnola.org](http://www.saesnola.org)*

St. Andrew's hosts a website that provides information about the School, highlights students' work, and informs the community about School programs and calendar events. The website is updated on a regular basis.