

St. Andrew the Apostle

A Blue Ribbon School of Excellence



Student/Parent Handbook

2021-2022

**“Live Like a Christian, Learn Like a Scholar,
Fight Like an Archer, Love Like No Other”**

St. Andrew the Apostle School

Since

1953

Approved by the

Louisiana State Department of Education

Accredited by the

Southern Association of Colleges and Schools



Member of the

- Algiers Economic Development Foundation
- American Counseling Association
- Association for Supervision and Curriculum Development
- Association of Catholic Religious Educators
- CARE, Archdiocese of New Orleans Counselors Organization
- Catholic School Athletic League
- Council of Catholic Schools Cooperative Club
- Greater New Orleans Catholic Library Association
- Louisiana Association for Spiritual, Ethical, and Religious Values in Counseling
- Louisiana Counseling Association
- Louisiana School Counselors Association
- National Catholic Educational Association
- National Middle School Association
- School Leadership Center
- Southern Association of Colleges and Schools,
- Council on Accreditation and School Improvement

The rules and policies for St. Andrew the Apostle Roman Catholic School outlined in this handbook set forth a contractual agreement between the school and the student and his/her parents/guardians. The administration of St. Andrew the Apostle Roman Catholic School tried to be as explicit as possible, but during the academic year, new and/or unanticipated circumstances may arise. The Principal/Pastor has the authority to use discretion in making decisions regarding unforeseen circumstances. The Principal/Pastor may also amend the student handbook as necessary. Parents and students will be given written notification if changes are made.

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STUDENT HANDBOOK
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MESSAGE TO PARENTS AND STUDENTS

A Catholic education is an expression of the mission entrusted by Jesus to the Church He founded. Through education, the Church seeks to prepare its members to proclaim the Good News, and to translate this proclamation into action. (To Teach As Jesus Did, November, 1972)

The policies and procedures contained in this handbook are the result of a concerted effort to assist you to know the policies of St. Andrew the Apostle School and to solicit your support and cooperation.

MISSION STATEMENT

St. Andrew the Apostle is a Roman Catholic School dedicated to providing a comprehensive and challenging Catholic education that fosters the development of the total child spiritually, intellectually, physically, and socially.

SCHOOL BELIEFS

- Fostering the spiritual, academic, social, and physical development of students is the primary mission of the school.
- Catholicism permeates all subject areas, providing students with many opportunities to be educated in their faith.
- Teachers, administrators, parents, and the community share the responsibility for advancing the school's mission.
- Each student is a valued individual with unique spiritual, intellectual, physical, social, and emotional needs.
- A student's self-esteem is enhanced by positive relationships and mutual respect among students and staff.
- Students need to demonstrate their understanding of essential knowledge and skills through problem solving and producing quality work.
- Students learn best when they are actively engaged in the learning process.

PROFILE OF A ST. ANDREW GRADUATE

Affirming the mission and beliefs of St. Andrew the Apostle School and serving as a living example of the value of Catholic education, a St. Andrew graduate:

- Understands the Catholic faith and strives to live by its ideals daily.
- Exudes a healthy respect for self, others, and God's creation in all of its diversity.
- Projects a self-confidence that inspires acceptance of the challenges of daily life.
- Values the importance of education and is dedicated to the pursuit of truth, knowledge, and higher learning.
- Is well rounded spiritually, intellectually, physically, and socially.
- Behaves with discipline and dignity.
- Appreciates God-given gifts and recognizes the need to share time, talent, and treasure with those less fortunate.
- Recognizes and lives by the ideals of good citizenship and social responsibility.
- Differentiates between right and wrong and promotes ethical behavior.
- Takes pride in the St. Andrew educational experience and is ever grateful for the foundation received.
- Serves as a Christian role model and leads by example.

COVID-19 PLAN, POLICIES, PROCEDURES

The COVID-19 Task Force Team will be implementing, monitoring, and ensuring enforcement of all necessary changes due to COVID-19. Many changes to our handbook may be made for the safety and health of all students, faculty, staff, and others that may enter our school campus.

Proper notification of changes in policies and procedures regarding COVID-19 will be given and **may supersede many current policies and procedures in the student/parent handbook.**

When making decisions, St. Andrew will receive guidance from the Centers for Disease Control and Prevention, Louisiana Department of Health, Louisiana Department of Education, the Archdiocese of New Orleans, and local health officials.

GENERAL INFORMATION

St. Andrew the Apostle Roman Catholic School admits students of any race, color, nationality, and ethnic origin to all the rights, privileges, programs, and activities. National and ethnic origins are not a basis in the administration of educational policies, admission policies, athletic, or other school-administered programs.

Before any applicant is accepted, previous school records (academic and behavioral) must be reviewed. A test may be administered to students entering grades PK-7 to access appropriate placement and assist with transition into the SAS curriculum.

All new students are accepted on a probationary basis for the first 9 weeks and possibly the first semester. The academic and disciplinary performance of the student will be evaluated during this time. Students must maintain appropriate grades and conduct for the year.

Parental cooperation is essential for the welfare of students. If, in the opinion of the administration, parent behavior seriously interferes with the teaching/learning process, the school may require parents to withdraw the student and sever the relationship with the school. Any parent/guardian, who blatantly disregards school rules/policies or demonstrates any type of disruptive, threatening, harmful or inappropriate behavior, may be required to withdraw student(s) from St. Andrew School immediately.

Speech, either written or oral, contrary to the Roman Catholic faith, the teachings of the church, or the directives of the local Archbishop or Ordinary is absolutely prohibited, as is any other speech which is contrary or disruptive to the philosophy and purposes of this educational institution. Students and parents are advised that any conduct in violation of the teachings of the Roman Catholic Church is strictly prohibited and is grounds for immediate expulsion. There are other grounds for expulsion or disciplinary action that are set forth in the Disciplinary section of this handbook. **Any listing of prohibited conduct is set forth by way of example only and to provide guidance to the student and his or her parents and is not meant to be an all-inclusive or exhaustive listing of improper conduct or disciplinary action to be expected from such conduct.**

St. Andrew the Apostle Roman Catholic School does not provide special education services or facilities. The school, its administration, faculty, and staff are only required to make minor adjustments in the education program to attempt to accommodate whatever special needs the student may have. The nature and extent of such minor adjustments are within the sole discretion of the principal of St. Andrew School. Should the principal determine that the minor adjustments in the education program have not resulted in satisfactory accommodation of the program to the special needs of the student, and that it is in the best interest of both the school and the student that he/she be placed in a more appropriate learning environment, then the administration may ask that the parent withdraw the student from the school and/or the student will be removed from the class roster of St. Andrew and not allowed to re-enroll.

Registration does not guarantee admission/placement if the school is not able to serve the needs of the student.

Participation in any St. Andrew activity/ceremony (including closing and graduation ceremonies) is a privilege granted to students and parents by the administration.

ENROLLMENT

Copies of the following documents are necessary and must be presented before the enrollment process can be completed:

- Certificate of Baptism
- Official state birth certificate
- Up-to-date immunization records
- Social Security Card
- Report cards from Kindergarten on
- Home schooling parents must present some form of test records that indicate the student's current academic level
- Standardized test scores from the past two years, if applicable

IMMUNIZATIONS

Children entering nursery through first grade must have proof of having the necessary DTP (diphtheria-tetanus-pertussis injections), polio vaccine, measles-rubella, rubella, mumps, varicella (chickenpox), and hepatitis B and HIB immunizations for their age. The student's immunization records must be up-to-date for age appropriate immunizations.

If the last DTP or polio immunization was not received after the fourth birthday, another should be given before school entry.

To ensure continuing protection, a Tetanus-Diphtheria (TD) injection is required every ten (10) years. Boosters for other vaccines are not, at present, recommended throughout life.

Any child who has a note from a physician or the state health department, which states that no other immunizations are needed, or should not be given, is considered fully immunized. Students not in compliance with Louisiana state laws will not be remitted until immunizations are current.

NEW STUDENTS

Pre-Kindergarten 1 students must have attained the age of one (1) year by September 30 of the current year.

Pre-Kindergarten 2 students must have attained the age of two (2) years by September 30 of the current year.

Pre-Kindergarten 3 students must have attained the age of three (3) years by September 30 of the current year.

Pre-Kindergarten 4 students must have attained the age of four (4) years by September 30 of the current year.

Kindergarten students must have attained the age of five (5) years by September 30 of the current year.

First grade students must have attained the age of six (6) years by September 30 of the current year.

Children in Pre-Kindergarten 3 and older must be completely toilet trained and be able to take care of their own physical and hygiene needs.

PARENT PORTAL

St. Andrew is a Parent Portal/Rediker school. Parent Portal is a secure online communication tool that allows parents to follow their child's academic progress, view school news, and access the school calendar. Parent Portal is the means of communication for the school. School information is posted to Parent Portal.

All parents will be issued an authorization code that will allow them to set up an account to view this information. An email will be sent to each parent to initialize a log-in to the portal. It is a requirement that parents activate a Parent Portal account as it is a primary means of communication between school and the home. Parents are expected to review Parent Portal regularly to keep informed of their child's progress in school.

ACADEMICS

Grading

The grading code is as follows:

A = 94-100

B = 86-93

C = 78-85

D = 70-77

F = 69 and below

G = Good (Equivalent to an A or B)

N = Needs improvement (Equivalent to a C or D)

U = Unacceptable (Equivalent to an F)

All students are required to take all subjects including Religion and Enrichment.

Report Cards/Progress Reports

Grades are posted to Parent Portal and are available for viewing through private reports.

1. Students will receive a quarterly progress report in accordance with school calendar.
2. Report cards are distributed quarterly (each nine weeks) to kindergarten through 7th grade. Pre-K3 and Pre-K4 report cards are distributed each semester.

Honor Roll

1. Alpha Honors**:

For the quarter– Students must have all A's on their report card including conduct and nothing below a G- in enrichment. Students in grades 1 through 2 must not have below a G- in conduct. Students in grades 3 through 7 must not have below an A- in conduct.

For the year– Students' final averages must be all A's and nothing below a G- in enrichment. In grades 1 through 2 final conduct averages must not be below a G-. In grades 3 through 7 final conduct averages must not be below an A-. In previous quarters, students must have nothing below a C- or N-. ***All 4 quarters must be attended at St. Andrew the Apostle School.***

2. Beta Honors**:

For the quarter– Students must have all A's and B's on their report card including conduct and nothing below a G- in enrichment. Students in grades 1 through 2 must not have below a G- in conduct. Students in grades 3 through 7 must not have below a B- in conduct.

For the year– Students' final averages must be all A's and B's and nothing below a G- in enrichment. In grades 1 and 2, final conduct averages must not be below a G-. In grades 3 through 7, final conduct averages must not be below a B-. In previous quarters, students must have nothing below a C- or N-. ***All 4 quarters must be attended at St. Andrew the Apostle School.***

3. Principal's Award:

For the year- a student must have all A's for every quarter grade including conduct and nothing below a G- /A- in enrichment classes and conduct for grades 1 through 7.

NOTE: For Principal's Award, all 4 quarters must be attended at St. Andrew the Apostle School.

Exams: Middle School (Grades 5-7)

Students in grades 5-7 will take semester exams (end of 2nd quarter and end of 4th quarter).

Exemptions: Students who have A's in the first three quarters and an A average going into the final exam are exempt from the final exam in that subject.

All four quarters must be attended at St. Andrew to be considered for exemption.

Note: Exam papers will not be sent home. Parents requesting to view an exam should schedule a conference with the teacher.

Homework:

Homework is assigned to increase the knowledge and improve the abilities and skills of the students. It is designed to reinforce what the student has covered in class, prepare for an upcoming lesson, and/or to integrate their abilities. Students in grades 5-7 may be required to attend Academic Reflection (AR) during recess to complete any missing or incomplete classwork or homework assignments. An email will be sent to the parent to inform them their student attended Academic Reflection. Failure to report for Academic Reflection (AR) will result in a planner signature. 10 points will be deducted from the student's conduct grade on the day the assigned Academic Reflection (AR) is missed.

Textbooks

Textbooks **must** be covered **at all times**. Do not use contact paper on hard back textbooks. Contact paper may be used only on workbooks. Book socks may be used. **Book fines for lost or damaged books will be assessed throughout the year. Report Cards may be withheld from a student if textbooks are not returned or fee for book is not paid.**

Chromebooks

School-issued Chromebooks must come to campus fully charged each day. **Chromebook fines for lost or damaged Chromebooks will be assessed throughout the year. Report Cards may be withheld from a student if a Chromebook is not returned or the fee for the Chromebook is not paid.**

Projects/Essays

Projects and essays may be assigned throughout the school year. Students that fail to meet the deadline set by the teacher will lose 5 points for each day the project is late. After five school days past the assigned due date, a project will no longer be accepted and the student will receive an “F” for the assignment.

PROMOTION/RETENTION POLICIES

Promotion

In each subject, a student must receive a **total of 4 quality points for the school year in order** to pass. Quality points are assigned as A=4, B=3, C=2, D=1, F=0. However, if a student earns an F in the last grading period, regardless of quality points earned, the student fails that subject for the year. Students must also meet the **minimum attendance requirement** of 160 school days per year.

Retention

1. **Pre-Kindergarten and Kindergarten** students may be retained if consistent readiness, as determined by the teacher/administration, has not been shown.
2. Students in **1st and 2nd grade**, who receive a D or an F in reading or an F in math may be retained, as determined by the administration.
3. Students in **3rd - 7th grade**, who fail one major subject must successfully complete summer school at a summer school or enrichment program approved by the administration. A student who fails two major subjects must repeat the grade.
4. Students in **3rd and 4th grade**, who receive a final grade of “D” in English Language Arts, and/or Math, may be required to attend a summer enrichment program in these subjects based upon the recommendation of the teacher and administration.
5. **Major subjects in 5th – 7th grade** are ELA, Math, Science, Social Studies, and Religion.

Multiple Failures

Students who fail twice (whether consecutive years or not) may not be allowed to return to St. Andrew. Each case will be evaluated individually. The final decision rests with the school’s administration.

Summer School

1. Students who have failed one major subject must attend a summer school or enrichment program approved by the administration; the approval must be in writing.
2. Failure to achieve a passing grade will result in automatic retention in the current grade.

PARENT-TEACHER COMMUNICATION AND CONFERENCES

Parent - Teacher Communication

1. Parents will be kept informed of the student's progress by papers sent home, Parent Portal, email, phone calls, notes, and conferences. Emails will be returned within 24 working hours.
2. Parents who would like to meet or speak with a teacher should send a note or email to the teacher or call the office and leave a message for the teacher.
3. ***Parents are not permitted to visit a teacher in the classroom without an appointment.***
4. Teachers **should not be called at home, contacted on their personal cell phone, or contacted through personal social media sites (i.e.: Facebook, Snap Chat, Instagram, etc.)** .

Procedures for Problem Solving

1. First speak to the appropriate teacher about any concern(s).
2. If problem is not resolved, phone the office to speak with an administrator. The Curriculum Coordinator will handle any issues relating to academics or testing. The Dean of Student Formation will handle issues relating to discipline, Early Archers/Archers After 3, athletics or co-curricular activities.
3. If problem persists or additional concerns arise, contact the principal.

Parent-Teacher Conferences

Parent teacher conferences are scheduled in the fall and then as needed thereafter. Parents will be notified if student attendance is required at conference.

GENERAL PROCEDURES AND POLICIES

The primary means of communication at St. Andrew is the School Website and Parent Portal. Important communications, calendars, lunch menus, etc. are posted. It is mandatory that parents activate their Parent Portal account in order to receive email and text message communication from the school and the child's teacher.

If you need assistance with activation of Parent Portal or you are not receiving emails and text messages from the school, please contact our Technology Coordinator at Archertech@sasno.org.

1. Parents are not allowed in the classrooms to deliver messages, supplies, or speak to teachers. Emergency messages are handled through the front office. Routine messages regarding dismissal changes will be taken and given to teachers at the end of the day. Changes to dismissal cannot be taken after 2:30PM and 10:15AM on 11AM early dismissal days.
2. Rolling backpacks are **ONLY** allowed for grades 3rd-4th grades. Backpacks should be carried out of vehicles. For campus safety, the handle can be extended to roll on sidewalks only.
3. **Graded papers and communications** are sent home weekly. Progress Reports and Report Card distribution dates are listed on the school calendar located on the school website. Most communications are sent with the youngest and/or only student.
4. Students are allowed to **use the telephone** for emergencies only. Forgotten books, PE uniforms, and supplies are not emergencies. If meetings or practices are changed or cancelled, the students will be allowed to call.
5. If after school arrangements necessitate your child having access to a cell phone, it must be off and not on one's person during the school day. Cell phones must be turned in to the homeroom teacher every morning at 8:00AM. Cell phone violations are addressed under the student conduct section of the student/parent handbook.
6. **Forgotten items** such as lunches, sweaters, books, graded papers, homework, etc., may be delivered to the school office. Every effort will be made to get these items to the student but same day delivery is not guaranteed.
7. The school **will not accept** balloon bouquets, flowers, etc., for the students at school.

8. **Party invitations** are not to be distributed at school unless the entire class (homeroom) is invited or all boys for class (homeroom) or all girls in class (homeroom) are invited.
A student directory will be available for purchase after September 1st (only families that indicate that they wish to be included in the directory will be listed). Student directories will cost \$5 and can be purchased in the school office.
9. Student birthdays can be celebrated with cupcakes, cookies, donuts, or cookie cakes only. They are distributed during designated times with permission of the teacher. Please notify the homeroom teacher of the class regarding the treat **two (2) days in advance** in order to avoid multiple treats on a given day. **All treats must be delivered before noon, precut, and must have napkins sent for the number of students in the class.**
10. The school will not keep on hand or administer any medication (prescription or over-the-counter, cough drops, ointments, etc.). If a student needs medication during the day, a parent or other adult must come to school to administer the medication to the child. Before the parent administers medication to student, they must fill out a medication form in the office for safety precautions. Students are not allowed to bring any medication to school and/or administer it to themselves (including aspirin, cough drops, Chap Stick, ointments, etc.). Exceptions will be made for students with chronic health situations. Contact the office for guidelines concerning these situations.
11. All students are covered by an Archdiocesan **insurance policy** from the time they arrive at school until they leave campus. This policy is a secondary policy. If your child is injured at school, contact the school office immediately so that the forms may be processed.
12. **Visitors** must sign in and obtain a pass at the school office. Students from other schools are not allowed on the grounds during school hours unless they have permission from the principal.
13. **Parent volunteers** should sign in at the office. The PTA recruits volunteers at the beginning of the school year. All volunteers must complete the Archdiocesan Volunteer Form available in the school office. Volunteers who have regular contact with students must complete Safe Environment training, have a background check, and have a certificate on file in the office. **Volunteers should dress appropriately by following the SAS employee dress code. St. Andrew the Apostle is not responsible for any expenses regarding background checks for volunteers.**
14. **Academic Records Request:** Please allow 24 hours for all academic record requests. Records for withdrawn students are addressed in the financial obligation section of the parent/student handbook.

LEGAL ISSUES

Legal Custody of a Student

Where the legal custody of a student has been judicially assigned to one parent, a legal guardian, or a foster parent, a certified copy of the order shall be kept on file with the student's records. In the absence of legal documents, a child may be released to either parent or legal guardian.

Non-Custodial Parent

This school abides with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school provides the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of that order. Please contact office for additional Parent Portal accounts.

Non-Parent Communication

In order for members of the St. Andrew staff to communicate with a non-parent, i.e., stepparent, grandparent, sibling, etc., the school must be given permission in writing. Written permission is kept on file in the school office for one school year.

Emergency Procedures

1. **AdminPlus Notify, an automated service, is used to notify parents of emergency situations and important announcements. All necessary parent contact numbers and email addresses should be on file with the school.** Please contact the school if you have any phone number or email address changes.
2. **Fire drills** are conducted at regular intervals as required by the Department of Safety.
3. **Lockdown drills** are also conducted periodically and will be used in the event of an emergency.
4. St. Andrew the Apostle will follow the same decision of closure as the public school system of Orleans Parish. The announcement concerning emergency closures will be broadcasted on all local television stations in the metropolitan area of New Orleans. School messaging will also be activated with updated information and situations unique to our school.
5. When the Archdiocese announces a **school emergency closing**, all Archdiocesan schools must comply. The official media announcements are made on radio station WWL-870 AM, and local television channels.
6. Evacuation of campus: In the event the campus must be evacuated, teachers will walk students to Aurora Methodist Church/Gym and remain with the students until parent pick up. If Aurora Church facilities are unavailable, students will be escorted to Woodland Presbyterian Church/Fellowship Hall.

ATTENDANCE POLICIES

School hours are 8:00 AM - 3:15PM Students are considered tardy after 8:00AM. Morning assembly will begin promptly at 8:00AM. Any student not with their class by 8:00AM will be counted as tardy.

Absences

1. Parents are required to call the office between 7:30 AM-8:00 AM to report absences and request homework. All missed assignments/work can be made available electronically, upon request (kindergarten through 7th grade). It is the responsibility of the student to obtain and complete assignments covered during his/her absence.
2. All absences must be explained in a written note to the homeroom teacher. The note must be signed by a parent/guardian.
3. A student who is **absent one day** should be prepared to take missed quizzes, tests, or exams the following day. A student who is **absent more than one day** should be prepared to make up work within a reasonable amount of time. Teachers will make every effort to make up work within three days. A student who will be **absent more than five days** should contact the teacher/ curriculum coordinator to make appropriate arrangements.
4. A student who is **absent five or more days**, or a student who had a **contagious disease** must present a doctor's release to the office/homeroom teacher to be admitted to school.
5. Any student who knows that he/she will be absent due to personal or family matters must advise the teacher/administration of the absence in writing as soon as possible. Arrangements regarding the completion of missed assignments/tests/exams will be at the discretion of the teacher/administration.
6. **The school discourages vacations during class time.** The student bears the responsibility for all missed classwork, tests, projects, and assignments. Vacations while school is in session are considered unexcused absences. Please note that all absences are recorded on the permanent record and report card.
7. **Truancy** occurs when the student misses one or more classes without the permission of parents or school authorities. Work missed may not be made up; the student will receive an F in any graded work, tests, etc. The student may be liable for additional consequences.
8. By law, attendance at school for all children between the ages of 7 and 18 is compulsory. Students must be present a minimum of 160 days to be eligible for promotion. A student who is absent more than 10 days may be retained or required to attend summer school. Parent conferences may be required if attendance becomes a concern.

Illness

Parents must notify the school about an absence due to illness. Parents or guardians will be notified by telephone to make suitable arrangements when it is necessary to send a student home because of illness or other reason.

Students are automatically sent home if:

1. They show symptoms of any infectious disease (fever over 100.4 degrees, vomiting, diarrhea, headache, fatigue, muscle aches, rash, chills, sore throat, runny nose, cough, red/goopy eye, etc.);
2. They are too ill to continue with class work;
3. They have a bout of vomiting or diarrhea in any one school day; and/or
4. They have temperature over 100.4 degrees

**** Students being sent home due to illness must be picked up from the school office within 1 hour of notification of illness****

Return to School Guidelines

Students should remain at home when they exhibit the first symptoms of an illness. Depending upon the nature of the illness, students may return to school **when fever free, vomiting free, and/or diarrhea free for 24 hours (1 full school day) without the assistance of medication, completely symptom free, or have a written release from a physician.** Call the school office for further guidance.

Tardiness

1. Any student who joins the class **after 8:00AM is marked tardy for attendance records.**
2. ***Students arriving after the duty teacher has left the drop-off area must check-in at the office accompanied by an adult.***
3. A student will receive written notice on the third tardy of a quarter. On the fourth tardy of a quarter, attendance office will request a parent meeting. On the fifth tardy of a quarter, the student will be issued a 7:30AM detention.

*As with excessive tardiness, excessive early dismissals may seriously affect school performance, and interrupt the learning and work environment of others.

Student Checkout

NOTE: Students may not be checked out during the last 30 minutes of the school day.

1. Any student leaving campus before dismissal must be signed out in the school office. **PARENTS SHOULD NOT GO TO THE CLASSROOM.**
2. If checkout is anticipated, the parent should write a note to the teacher. Students leaving during lunch should pack his/her books and bring them to the school office. **Books cannot be packed during the lunch period.**
3. The parent/guardian completes and signs an emergency card at the beginning of the school year. The card is used in case of illness, emergency, etc.; therefore, it is important that the **information be kept up to date.** The parent must make any additions and/or changes to the card.
4. **Students will be released only to those adults listed on the emergency card.** In case of illness or emergency, the school office starts notification with the first name listed and proceeds down the list. It is the responsibility of the parent/guardian to indicate on the card which parent should be called first if a different order should be followed.

GENERAL ARRIVAL and DISMISSAL PROCEDURES

The guidelines and policies for arrival and dismissal are designed to ensure the safety of all of our students. It is important that everyone support and follow these procedures.

Arrival Policies

1. St. Andrew the Apostle School begins take-in of students at 7:30 AM
2. Students arriving before 7:30 AM must be brought to “before school care” in the cafeteria. PK and K

- students must be escorted by an adult or older sibling (grades 4-7).
3. Upon arrival (after 7:30AM), all students in grades 1 through 7 report directly to the gym or homeroom.
 4. Students arriving **AFTER** the duty teacher has left the drop-off area (after 8:00AM) must check-in at the office accompanied by an adult to receive a tardy slip. ***Remember students are expected to be with their class by 8:00AM.***
 5. Students are not permitted to leave the school grounds without permission from the school office once they arrive in the morning.

Dismissal Policies

1. Cars should line up on Eton Street for front carpool and should NOT enter the gates until directed by the duty teacher.
2. Dismissal begins at 3:15PM.
3. Students cannot be checked out during the last 30 minutes of the school day.
4. Calls cannot be taken in the office to relay messages to students. Only emergency changes for dismissal will be taken.
5. Students not picked up by the completion of carpool are automatically directed to Archers After 3.
6. Students in Archers After 3 will not be released until carpool has ended. Any child that enters the Archers After 3 program after 3:30PM, will be charged for use of the Archers After 3 program.
*If a student is not registered for Archers After 3 and they use this service for any amount of time past 3:30PM on regular dismissal days and 11:15AM on early dismissal days, they will be responsible to pay the Archers After 3 registration fee.

Carpool Policies

1. In order to expedite carpool, all vehicles are **REQUIRED** to display a school-issued carpool sign in the front window with the student's name, grade level, and family code. Initial signs will be provided by the school. (Additional and replacement signs are available upon request by contacting the office).
3. Students will NOT be released to any parent without a school-issued carpool sign.
4. School-issued carpool signs must be displayed on your dashboard or rear-view mirror until you have exited the carpool line.
4. **Usage of cell phones by drivers in carpool is prohibited for the safety of all students.**
5. Please refrain from arriving to the afternoon carpool before 2:30PM.
6. All vehicles must adhere to the posted traffic signs and use only the marked Parking Lane. Please be considerate at all times of our school neighbors and do not block driveways, intersections, pedestrian walkways, fire hydrants, bike lanes, or driving lanes.
7. During arrival and dismissal, parking in the front circle is limited to those with office or church business. Do not park to drop off or pick up students.
8. **The faculty parking lot is for faculty parking only. Do not park, drop off students, or pick up students from this area.**
9. Students not picked up in carpool after 15 minutes of the dismissal time (3:30 PM, 11:15 AM early dismissal) will automatically be directed to Archers After 3.
10. The adults and students are expected to be cooperative and polite with the faculty and students assisting with traffic safety duty. In the event that someone ignores directions, refuses to abide by the school guidelines, or is impolite, the students involved will have to be dismissed to an adult from the school office. This policy will be implemented at the discretion of the administration.
11. For the safety of all students, please adhere to procedures listed. Students not following arrival and/or dismissal procedures may be liable for a detention.

**Arrival/Dismissal Procedures for Nursery, PK1, & PK2 (Arrival-Eton Street Front Gate/
Dismissal-Hudson Street Back Gate)**

1. Nursery, PK1 and PK2 students must always be escorted by a parent or guardian to their classroom. Drop off time is from 7:30AM to 8:00AM.
2. Nursery, PK1 and PK2 students with older siblings **cannot** be dropped off with sibling in the morning carpool line between 7:30AM and 8:00AM. Directives for where to drop older siblings off will be given by Administration.
3. Parents will use the Eton Street front gate entrance and park in the front circle near the Administration Building. Parents will walk their student(s) to the classroom each morning.
4. Upon entering the classroom please make sure a staff member in your child's classroom is aware that you are present and are dropping off your child.
5. Upon arrival please let your child's teacher know if your child has had any type of medication or has had any unexpected events the night before. This information will help the teacher to determine any unusual behaviors or illness that may come about throughout the day. Parents please keep in mind that it is best for your child if you do not hang around the classroom for a long period of time.
6. For the safety of all, we ask that all Nursery, PK1, and PK2 parents have exited the campus by 8:00AM. The gate leading to and from the classrooms will be locked promptly at 8:00AM
7. When you are walking to and from the classroom you must use the front walkway in front of the church.
8. Children arriving after 8:00AM must report to the school office accompanied by an adult for check in. Once checked in, the child will be escorted to their classroom by a St. Andrew faculty member or office staff member.
9. Dismissal of Nursery, PK1, and PK2 will be through the Hudson Street Back Gate.
10. At dismissal, Nursery, PK1 and PK2 students must be picked up between 2:45PM and 3:00PM. Students not picked up by 3:00PM will be sent to Archers After 3.
11. On 11:00AM early dismissal days students in Nursery, PK1, and PK2 must be picked up from carpool between 10:45AM and 11:00AM.
12. Parents/Guardians must display their school-issued carpool sign in their front window during dismissal.

**Carpool Arrival/Dismissal Procedures for PK3, PK4, K, and 1st, and their siblings/carpool riders –
Hudson Street Back Gate**

1. All PK3, PK4, K, and 1st grade students with their siblings/carpool riders will use the Hudson Street back gate for carpool arrival and dismissal. Between 7:30AM – 8:00AM, students must be dropped off using the back carpool unless they are present for before school care which begins at 6:45AM.
2. Upon arrival, students in PK3, PK4 and K will be walked back to their classrooms by the duty teacher or safety patrol member. Students in 1st grade will walk to the gym for morning assembly or to their classroom on homeroom assembly days.
3. To help teachers expedite morning carpool, please unbuckle your child's seatbelt prior to the teacher on duty opening the car door.
4. At arrival, students exit from only the passenger side of the vehicle. Students needing assistance will be helped by duty teacher; otherwise, they may exit cars on their own.
5. Children arriving after 8:00AM must report to the school office accompanied by an adult for check in. Once checked in, the child will be escorted to their classroom by a St. Andrew faculty member or office staff member.
6. At both arrival and dismissal, cars use MacArthur Blvd. to access Hudson Street in order to access the back gate. Please do NOT use Somerset, Plymouth, or Dover to enter the back-carpool area. Cars should not enter the gate until signaled by the duty teacher.
7. All cars should exit the back gate by making a right turn onto Hudson street.
8. In order for traffic to continue to flow, cars are only allowed to turn right on to MacArthur Blvd.

9. At dismissal, students are seated in the designated area and listen for their name to be called. Vehicles enter the blacktop area when directed by a faculty member and move to the pick-up area by the back overhang.
10. Students are to enter the cars from only the passenger side; students in need of assistance will be helped by duty teachers.
11. To buckle your child's seatbelt/car seat, please pull forward, out of the carpool line.
12. At dismissal, PK3, PK4, K, and 1st grade students with their siblings/carpool riders must be picked up between 3:15PM and 3:30PM. Students not picked up from the back carpool by 3:30 PM will be sent to Archers After 3.
13. Students in PK3, PK4, K, and 1st grade must be picked up from the back carpool by 11:15AM on 11:00AM early dismissal days.
14. Parents must display their school-issued family carpool sign in the front window during dismissal.

Carpool Arrival/Dismissal Procedures for grades 2nd-7th- Eton Street Front Gate

1. Students in grades 2-7 will use the Eton Street front gate for carpool arrival and dismissal. At arrival and dismissal, cars may approach the circle entrance from both directions of Eton St. (Mac Arthur Blvd. side or Alice Harte side) and alternate turns to enter the circle drive and remain in the right lane.
2. There are two ways to enter the St. Andrew carpool line on Eton Street. Vehicles may line up on Eton Street and MacArthur Blvd. or vehicles may line up on the Alice Harte side of Eton Street by using Woodland Drive to Durham Drive. Once on Durham Drive, you will enter Eton Street by taking a right onto Eton Street.
3. Please **never** wait in the St. Andrew the Apostle carpool line in front of Alice Harte Elementary (past Durham Drive)
4. At arrival, traffic moves to the area of the cafeteria overhang where students will exit only from the passenger side of the vehicle with the assistance of the duty teacher if needed.
5. For the safety of all, please refrain from retrieving backpacks from a vehicle's trunk during carpool.
6. Children arriving after 8:00AM must report to the school office accompanied by an adult for check in. Once checked in, the child will be given a tardy slip and may walk to their classroom.
7. At dismissal, students will remain in their homeroom classroom and wait for their vehicle to arrive. Vehicles line up along Eton St. and MacArthur Blvd. or Along Eton Street and Durham Drive. Vehicles may only enter the gate **after the duty teacher steps into the circle and signals, not prior to 3:15 PM or 11:00 AM on early dismissal days.**
8. Students are to enter the cars from only the passenger side; students in need of assistance will be helped by duty teachers.
9. For safety, please refrain from having students place their backpacks in a vehicle's trunk.
10. At dismissal, students in 2nd-7th grade with their siblings/carpool riders must be picked up between 3:15PM and 3:30PM. Students not picked up from the back carpool by 3:30 PM will be sent to Archers After 3.
11. Students in 2nd-7th grade must be picked up in the front carpool by 11:15AM on 11:00AM early dismissal days.
12. Parents must display their school-issued family carpool sign in the front window during dismissal.

Walker/Bike Rider Policies

NOTE: Walkers are defined as students who arrive/ leave school by walking/bike riding to/from a nearby residence (1mile radius). Students who qualify for this status must complete and have on file in the school office the Student Walker Registration form. Walker passes will be issued through the office to notify parents of approved walker status.

1. At dismissal, PK and K walkers will be escorted by a teacher to the Eton Street front drive. Parents notify the teacher at the start of school which area the student will use (McArthur side of Eton or Berkley side of Eton). **Parents must send written notification to the teacher of any changes.**
2. Walkers/bike riders in grades 1 – 7, may use either the Eton St. front drive or Hudson St. back gate for arrival and dismissal.
3. Walkers/bike riders **must use** the crosswalks.
4. **Bikes/scooters must be walked** on school grounds at all times. Bikes/scooters must be parked and locked in the racks provided. The school is not responsible for damages or theft.
5. Parents who walk children to school are asked to leave the student at the front walkway or back gate and allow him/her to proceed to the gym.
6. Parents meeting walkers at dismissal are expected to wait for students at the entrance/exit of the Eton Street circle or outside the Hudson Street back gate. Please do not wait on the school walkways as this impedes the dismissal process.
7. **Students leaving as walkers may not get into parked cars or cars stopping in the street. A student will not be considered a walker if a parent is parking on Eton Street in front of the school. The parent will be required to enter the carpool line for student pick up.**
8. **Abuse of the walker designation will result in the walker pass being revoked and the student being dismissed at the carpool area or office.**

Inclement Weather Arrival and Dismissal

1. Students arriving **before 7:30 AM** must go to “before school care” in the Cafeteria.
2. Students arriving after 7:30 AM are to be dropped off at their regular assigned areas (PK3, PK4, K, first grade, and siblings/carpool riders use the Hudson Street back gate carpool and grades 2-7 use the Eton Street front gate carpool).
3. Students in Pre-K3, Pre-K4 and Kindergarten will be escorted to their classrooms following morning carpool.
4. Students in grades 1-7 will report to the gym for morning assembly.
5. Students will not be counted as tardy until the carpool line has finished.
6. Dismissal during inclement weather
Hudson back gate – under the back canopy
Eton front circle – under the overhang in front of cafeteria
7. Walkers/bike riders must have alternate plans for inclement weather days. Students will not be allowed to walk/ride bikes in inclement weather. **All walkers/bike riders will report for dismissal to the front carpool area.** Any students remaining at the conclusion of carpool will be brought to aftercare and will call home.

Severe Weather Dismissal Policy

Severe weather can produce much anxiety and concern among parents, students, and staff. When a threatening weather situation arises during the school day, please listen carefully to the radio and/or television stations for the official announcement from the Office of Catholic Schools. Please be advised of the following procedures:

1. AdminPlus Notify, the automated service used by the school, will be utilized to inform parents of important announcements.
2. Regular carpool dismissal procedures will be followed if possible. Any student not picked up will be sent to Archers After 3.
3. Students normally sent to Archers After 3 will be directed to Archers After 3 unless the parent makes other arrangements.
4. Any parent/guardian that decides to check out a student before dismissal or official closing needs to follow the regular check-out procedure. The school supports the parents' concerns for student safety and urges all parents to do what they think is in the best interest of their child.
5. Students will not be left unsupervised at school. However, we ask that any parent not able to pick up his/her child(ren) make alternate arrangements as soon as possible, so that school staff can get home to their families. The Archers After 3 phone number is (504) 433-9373.

Dismissal Procedures for Sports Teams and Extra Curricular Activities.

Students being dismissed early to attend an event are to report to Immaculata Hall (cafeteria). Cars should come into the front circle and form a carpool line in front of the cafeteria (do not block the driveways); the students will meet their parents after signing out the student with a faculty or staff member. **A parent needs to notify the teacher in writing of any sibling(s) who will leave early with team members.** Parents must come to the school office to sign out a sibling not on the sports team, cheer, dance, or pep squad.

All after school sports teams and extracurricular activities will dismiss in front of Immaculata Hall (cafeteria). Cars should come into the front circle (Eton Street) and form a carpool line. Please do not block driveways.

SAS STUDENT DRESS CODE

The official school uniform is as follows:

UNIFORM		
GRADE	GIRLS	BOYS
Nursery	Unisex gray cotton short-sleeve crew neck jersey t-romper or baby rib layette	Unisex gray cotton short-sleeve crew neck jersey t-romper or baby rib layette
P1-P4	Regulation dress with bloomers*	Khaki pull on pants or shorts* Red knit SAS shirt*
		<i>Note: Boys in K – 7 should wear a round neck white t-shirt under the button down shirt.</i>
K -2	Regulation plaid jumper* White short-sleeved shirt (pointed collar only; no monogram)	School Apparel A+ Flat Front Khaki pants* (Model 7120) or shorts (Model 7130) or Dickies Brand Desert Sand * Button Front Desert Sand Shirt with patch* Black Leather Belt with holes or Velcro closure
3 – 4	Regulation plaid skirt* White short-sleeved shirt (pointed collar only; no monogram)	School Apparel A+ Flat Front Khaki pants* (Model 7120) or shorts (Model 7130) or Dickies Brand Desert Sand * Button Front Desert Sand Shirt with patch* Black Leather Belt
5–7	Regulation plaid skirt* White short-sleeved button-down SAS oxford shirt*	School Apparel A+ Flat Front Khaki pants or shorts (Model 7120) or Dickies Brand Desert Sand pants or shorts Button Front Desert Sand Shirt with patch* Black Leather Belt
P1-7	Outer wear will be the grey jacket, pullover sweater * or cardigan sweater*. Embroidery (last name) is optional for outer wear but must be done by Skobel’s uniform company in compliance with the guidelines set forth by SAS	
SHOES (PK1 – 7)		
Shoe styles for boys and girls are available at Ponsetti in Clearview Mall. See chart on the next page for specifics.		
SOCKS		
PK-7	Logo socks for boys (Pre-K1-4 th grade only) and all girls (Pre-K1-7 th grade), black crew socks for boys (5 th -7 th).	

*Items available ONLY at Skobel’s (Belle Chasse location).

* All girls are required to wear black tights if the temperature is 45 degrees or below before 8AM.

*All boys must wear long pants if the temperature is 45 degrees or below before 8AM.

* All boys have the option to wear shorts until October 31st. On November 1st, all boys will be required to wear the uniform long pants until March 30th. Beginning April 1st, all boys have the option to wear shorts for the remainder of the school year.

NOTE: P.E. shorts and P.E. T-shirts may be purchased through the Spirit Store.
All wearing apparel must be labeled.

Shoe Requirements for Pre-K1 - 7th Grades

Boys	
Pre-K1 – Kindergarten	
K-Swiss	Black Classic VLC, Velcro only
Stride Rite	Black Austin or Cooper, Velcro only
New Balance	Cross Trainer, Velcro only
1st – 4th	
K-Swiss	Black Classic VLC, (Velcro optional for 1st and 2nd only) Black Classic Lace
New Balance	Cross Trainer, Velcro or Laces
5th – 7th	
School Issue	Black Scholar, boy’s sizes
Thorogood	Black Academy Oxford, men’s sizes

Girls	
Pre-K1 – Pre-K4	
Keds	Navy Ella
Kindergarten – 4th	
Keds	Black/White School Days II or Navy/White School Days II
5th – 7th	
School Issue	Black/White Varsity

St. Andrew the Apostle Uniform

The SAS uniform must be worn with respect at all times. Students are to adhere to the following regulations:

1. Shirt tails must be tucked in while on campus.
2. Skirt lengths must be appropriate and of modest length for a Catholic school. The hem length cannot be more than one (1) inch above the back crease line of the knee.
3. Boys’ pants/shorts must be worn properly. They need to be worn no lower than two (2) inches below the natural waistline.
4. T-shirts worn under the uniform shirt/blouse **must** be a solid white, crew neck, short-sleeved T-shirt or the school P.E. t-shirt.

Winter Uniform

1. The red SAS sweater or grey SAS jacket is worn first over the uniform shirt or blouse. SAS red fleece sweatshirts are only for current 7th grade students.
2. Girls may wear black tights in cold weather. (Tights must meet socks and cannot be lace-trimmed.) Girls will be required to wear black tights if the weather is below 45 degrees before 8AM.
3. Solid white turtleneck/mock turtlenecks under uniform shirt/PK dress are acceptable.

PE Uniform

1. Low quarter, full cut tennis shoes with non-marking soles. In kindergarten-4th grade, students may wear school shoes as long as the soles are non-marking.
2. **Grades Kindergarten – 2nd:** Do not change for P.E. Girls should wear red SAS gym shorts under their jumper, specifically on scheduled P.E. days.
Grades 3-4: Students in 3rd and 4th grade are required to change into the SAS P.E. uniform on scheduled P.E. days. Girls must wear red SAS gym shorts under their skirts to school with their white school blouse during P.E.. Boys must wear the white SAS P.E. uniform shirt under their khaki uniform shirt. Boys wearing uniform khaki shorts do not need to wear SAS Gym shorts on scheduled P.E. days. Boys wearing long pants must wear red SAS P.E. shorts under their pants to school. All students in 3rd and 4th grade will wear the required uniform shoe with their P.E. uniform.

3. **Grades 5 - 7:** Students in 5th through 7th grade are required to change into the SAS P.E. uniform on scheduled P.E. days. Girls must wear red SAS gym shorts under their skirts to school with the white SAS P.E. uniform shirt under their school blouse. Boys must wear the white SAS P.E. uniform shirt under their khaki uniform shirt. Boys wearing uniform khaki shorts do not need to wear SAS Gym shorts on scheduled P.E. days. Boys wearing long pants must wear red SAS P.E. shorts under their pants to school. All 5th through 7th grade students must bring tennis shoes on scheduled P.E. days. **Students will not be allowed to change into their P.E. uniforms if it is not underneath their school uniform.**
4. Biking shorts/boxers may not be visible under the P.E. shorts.
5. P.E. uniform shorts should not be visible hanging from uniform skirt or shorts. All P.E. shorts must be of appropriate length. Teachers and/or administrators will notify the parent if length is inappropriate.
6. If students choose not to adhere to the dress code, the P.E. teacher will call home and the student will receive a planner signature. In middle school, there will be an alternative assignment given for students that do not dress out for P.E. If the alternative assignment is not adequately completed, then the student will be issued a detention. If the student fails to have the proper P.E. attire four times in a quarter, that student will receive a “N” on his or her report card. If the problem persists and the student does not dress out for P.E. five or more times, then the student will receive a “U” on his/her report card.

Scout Uniforms

Boy Scouts and Girl Scouts may wear their **official** scout uniform on meeting days. The scout uniform should be in alignment with the school uniform (no leggings or T-shirts).

Hair

1. Hair styles should be neat and clean; no extreme hairstyles (including wedges, mohawks, carvings/lines into hairline or eyebrows, “tails” or “v’s”, spiked, high and tight cuts, or close shaved on sides and long on top, including mullets); no extreme hair adornments for girls or boys (no excessive hair beads or ribbons).
2. Bangs must be above the eyebrow (not touching the eyebrow).
3. Boys’ hair should not extend below the top of the collar or top of the ear.
4. **Coloring hair (highlights, streaks, bleaching, sun-in) is NOT acceptable.** Hair must be its natural color.
5. Students with unacceptable hair color/styles will be asked to remain out of class and/or school until hair is returned to an acceptable state as determined by the administration.

A uniform infraction will be given if numbers 1-4 are not upheld. A haircut is expected within 4 school days (excluding Monday). If the form is not returned signed and/or haircut is not done, then the student may be sent home until it meets the school requirements.

Contact lenses

Students may wear contact lenses if they are able to do so without the assistance of school personnel.

Jewelry

1. Wristwatches, religious medals on a chain worn under the blouse/shirt, medical alert bracelets, or medallions are permissible. Necklaces and bracelets are not permitted.
2. Jewelry or accessories with internet access may not be worn or brought to school.
3. Girls may wear earrings (no larger than 5mm, no hoops or dangles, and no more than one earring in each ear). Earrings must be identical.
4. Rings are not permitted.

5. Jewelry worn not meeting the guidelines will be sent to the office and will be released to the student's parent.

Dress Code Violations

1. **The following items are not allowed:**

- Jackets from other schools, Starter jackets, or hoodies
- Make-up, fingernail polish (other than clear)
- Shirts, pants, jumpers, or dresses with holes/tears
- Any other item(s) identified by administration

2. **Consequences for dress code violations:**

- **Grades PK –K:** parent is called by the teacher/teacher assistant requesting the necessary uniform item and a uniform infraction is sent home.
- **Grades 1 – 3:** student is sent to the office to call his/her parent requesting the necessary uniform item and a uniform infraction is sent home.
- **Grades 4 – 7:**
 - 1st offense - student is sent to the office to call his/her parent requesting the necessary uniform item and a uniform infraction is sent home.
 - 2nd offense: signed planner
- Excessive infractions may result in loss of “dress down day” privileges, detention, and/or an office referral.
- If a parent is unable to bring the necessary missing uniform item(s) and the school has an item the child may rent for the day, a \$5 rental fee may be charged. All rented items must be returned to the office before the student leaves for the day. Parents will be responsible for the replacement costs of any items not returned.

Dress Down Days

1. Dress down days are used as fundraisers for certain school clubs/activities or for celebrating certain events.
2. Appropriate dress down attire will be explained prior to each dress down day.

All students must wear the required uniform from the first day of school until the close of the school year. Notice of exceptions to this rule is sent home in advance.

Parents and teachers are asked to encourage proper grooming for school and to see that the dress code is followed.

THE ADMINISTRATION MAKES FINAL DECISIONS CONCERNING APPROPRIATE STUDENT DRESS

STUDENT CONDUCT

School-wide Discipline Program

St. Andrew the Apostle School aims to provide a safe, Christian environment. Students are expected to treat one another with respect and acceptance. For this reason, we have established school-wide expectations for all our students. The SAS school-wide expectations are:

Be Kind

Be Safe

Be Respectful

Be Responsible

Students are taught what behavior is expected of them in each area of the school. Individual classroom rules and management plans can be obtained from your child's classroom teacher. 3rd – 7th grade students will use a student planner to track their behavior. Student planners must be initialed daily and signed weekly by a parent/guardian.

Expected Student Behavior

1. No student, whether accompanied by a parent or not, is allowed in the classrooms or teacher/coaches' offices before school, during lunchtime, or after school without teacher supervision.
2. Quiet is expected after the bell rings in the morning and after recess.
3. Silence is expected during prayers and announcements.
4. Students may use the restroom during free time and/or recess; otherwise students need teacher permission to be in the restroom. Restrooms in the middle school building are used during class time, not before school, during recess, or after school.
5. Electronic equipment/devices, personal toys, and games **are not to be brought to school or to before/after care.**
6. **Students are not allowed to carry or use cell phones while on campus.** Students may not have a phone on his/her person or in his/her locker. Cell phones must be left with the homeroom teacher each morning and picked up at the end of the day. Cell phones should not be out during before/after care and arrival/dismissal. If students choose to bring a cell phone to school, the school assumes no responsibility for lost, stolen, or damaged property.
*If a student brings a cell phone on school campus, a permission must be kept on file with the homeroom teacher.
1st violation – automatic detention; phone held in office and released to a parent
2nd violation – automatic detention; phone held in office and released to a parent, student relinquishes the privilege to bring a cell phone for 9 weeks
3rd violation – 1 day suspension; phone held in office and released to a parent, student relinquishes the privilege to bring a cell phone to school
7. **Profanity or other inappropriate language** is NOT to be used at school.
8. Destruction of any school or personal property will not be tolerated. The student is responsible for any repair or replacement costs.
9. Threatening language, profanity, bullying or cyber-bullying (verbal and/or written, including communication via the Internet/phone) against the school, teachers, administration, staff, or students will NOT be tolerated.
10. The posting of pictures on the internet, while dressed in any SAS uniform or clothing or in attendance at a SAS school function, is prohibited and may result in the student's dismissal from school.

Major Behavioral Infractions will result in:

1. **Detentions:** Detentions are given for actions/choices that reflect behavior deemed inappropriate or destructive, or that display lack of self-control. **A student who receives three (3) detentions is liable for suspension.** The detention notice must be signed by the parent and returned the next school day or another detention will be issued. Detentions may be assigned before school or after school.

Anyone serving a detention or suspension will not be allowed to participate in an extracurricular activity on that day.

2. **Suspension:**
 - a. **Suspension** may be served at home or at school, as decided by the administration. The administration will decide the time duration of the suspension.
 - b. A student **receives an F** for all class work and tests missed during the suspension. A student is on probation after a suspension. Continued misconduct will make the student liable for expulsion.
 - c. The following decisions made by a student make him/her liable for suspension:
 - leaving campus without permission (during school or before/after school activities)
 - disrespect to teacher or staff member
 - skipping detention or three detentions
 - forging notes or signatures of parents or teachers
 - cheating and/or violation of test-taking procedures
 - academic dishonesty
 - fighting
 - plagiarism
 - stealing
 - smoking, vaping, and/or possessing tobacco products on campus or at school sponsored functions
 - intentionally pulling fire alarm or falsely reporting a bomb threat
 - vandalism
 - threatening or causing bodily harm to a student or school employee
 - possession of any item being deemed as a weapon
 - verbal or written threats (including messages sent electronically) against the school, teachers, administration, staff, or students
 - inappropriate postings or photographs sent electronically
 - any behavior on or off campus that adversely impacts the well-being of another member of the school or the good name and reputation of the school
 - other actions as determined by the administration
 - d. A student who receives three (3) suspensions is liable for expulsion.

3. **Expulsion:**

Certain actions/behavior from the student can result in expulsion (removal from the school). The following decisions made by a student make him/her liable for expulsion:

 - use or possession of alcoholic beverages, either on campus or at any school-sponsored function
 - possession, distribution, and/or use of illegal substances, firearm, weapon, or explosives
 - immorality
 - vandalism
 - verbal or written threats (including messages sent electronically) against the school, teachers, administration, staff, or students
 - excessive (3 or more) suspensions

- violation of probation (continued misconduct while on probation)
- other actions as determined by the administration

The Administration makes final decisions on all discipline issues. The school also maintains the right to address behaviors not identified in this handbook that, in the professional judgment of the administration, are clear violations of the values on which St. Andrew is established.

Managerial Infractions

1. Tests, progress reports, report card envelopes, and other papers sent home must be signed within two days. Failure to return items will result in disciplinary action.
2. Detentions and Office Discipline Referrals must be signed and returned the next day. Failure to do so will result in disciplinary action.
3. Planners (grades 3-7) must be initialed daily and signed weekly. Failure to do so will result in disciplinary action.

THE ADMINISTRATION MAKES FINAL DECISIONS ON ALL DISCIPLINE ISSUES.

Bullying Policy

St. Andrew the Apostle Catholic School adheres to the Archdiocese of New Orleans's Anti-Bullying Policy. St. Andrew strives to promote a safe learning environment promoting Christian values and spiritual, emotional, and academic growth.

Therefore, SAS will foster an educational environment in which bullying and cyberbullying will not be tolerated. SAS will inform all students that any form of bullying or cyberbullying will result in immediate and appropriate disciplinary action.

Definitions:

Bullying is the repetitive, inappropriate verbal, written or physical conduct directed at a student.

Cyberbullying is the inappropriate use of technology for the purpose of harassing, teasing, intimidating, threatening, or terrorizing another student. Cyberbullying includes: sending inappropriate e-mail messages, instant messages, text messages, pictures and images, or website displays. Cyberbullying also includes sexting which is the use of a cell phone or other electronic devices to distribute pictures or video of sexually explicit images and language.

Bullying and Cyberbullying can have the effect of, but not limited to:

- Intimidating a student which interferes with the student's emotional, psychological, spiritual, and educational development.
- Placing a student in reasonable fear of physical harm.
- Placing a student in reasonable fear of damage to or loss of personal property.
- Severely impacting a student's self-esteem leading to depression or suicidal thoughts.
- Harming the relationship between a parent and child.

Responsibilities of Staff and Students:

Each staff member will maintain a classroom and school environment free of bullying.
 Each student shall respect the rights of other students and create a school atmosphere free from bullying.
 Each student is encouraged to report complaints of bullying to any staff member.

Any staff member receiving complaints of bullying shall gather information and report the incident to the school administration.

The school administration will promptly inform the parent/guardian of the victim and accused.

All school community members are expected to report any bullying behaviors to a teacher or another school official as soon as they happen.

ST. ANDREW CANNOT BE RESPONSIBLE FOR ANY INCIDENTS
THAT ARE NOT REPORTED.

ENRICHMENT PROGRAMS

Field Trips

1. Field trips are part of the learning process, but participation may be denied to a student if he/she fails to meet behavioral requirements.
2. Chaperones are selected and contacted by the teacher as needed. All chaperones must be current with safe environment training.
3. Only adult chaperones can attend field trips. Chaperones will be responsible for supervision of a group. **Other children/siblings are not allowed on field trips.**
4. No parent volunteer may take a student from a school sponsored field trip unless due to a medical emergency.
5. Students attending a St. Andrew sponsored field trip must attend the field trip with the group and return to school for dismissal.
6. Students who are not in full uniform will not be permitted to attend and money will not be refunded.
7. Parents must have safe environment training in order to chaperone and attend any field trips.
8. If, for any reason, a student is unable to attend a field trip, money will not be refunded.
9. Phone calls will be not be accepted as a means for permission on a field trip.

Guidance Program

1. The school counselor is available to students, parents, and teachers.
2. The school counselor coordinates referrals for special needs.
3. The school counselor has the right to meet with all students enrolled in St. Andrew School.

Library

1. All students are permitted to use the library. Students in 1st – 7th grades may check out books.
2. Fines are 10 cents per day. Overdue notices are sent home on Tuesdays. Consequences are given to students failing to comply with library notices.
3. Books that are lost or damaged beyond repair must be paid for at the current library bound book price. If a book has been damaged, but is repairable, the student will be charged a fine comparable to 20% of the cost of the book.

Guidelines for Extra-Curricular Activities:

1. A student must maintain a C average in all academic subjects in order to participate in extracurricular activities.
2. A student not meeting the academic requirement will be placed on active probation and must demonstrate improvement on a **weekly basis** in order to continue to participate.
3. Additionally, students will not be allowed to participate with a conduct grade lower than a C (D or F) due to disciplinary infractions.

4. If a student is absent from school, he/she may not participate in extra-curricular activities on that day.
5. Students serving an after school detention/suspension are not allowed to participate in an extracurricular activity that day.
6. A fee may be charged for extra-curricular activities to cover the cost of coach/moderator fees, uniforms, uniform cleaning costs, etc.

Extra-curricular Activities (The following activities may be offered based on student interest and moderator availability.):

- Altar Servers
- Art Club
- Athletics (flag football, powderpuff, volleyball, swimming, soccer, basketball, indoor ball)
- Book Club
- Cheerleaders
- Choristers
- Choir
- Cross Country Team
- Dance Team
- Mission Club
- Robotics (LEGO League Jr.)
- Safety Patrol
- Student Council

More activities may be added throughout the 2021-2022 school year.

BEFORE/AFTER CARE SERVICES

1. **Early Archers (Before School Care)** is available from 6:45AM to 7:30AM in the cafeteria.
2. **Archers After 3 (After School Care)** is available from 3:00PM to 6:00PM. *Students in After 3 will not be released until the carpool line has ended.*
3. Parents/students must adhere to regulations set forth in the **After 3 Handbook**.
4. **Registration** for Early Archers/Archers After 3 is required for all students attending SAS.
5. **Early Archers and Archers After 3 is a prepaid service. All fees must be up-to-date and prepaid on the last Thursday of the previous month or services will be suspended.**
6. Any family having an unpaid balance will not be allowed to use child care services until payment is made in full.

CAFETERIA
“Immaculata Hall”

1. **Food allergies must be reported in writing to the cafeteria manager and the school office. A food allergy form must be completed by a physician and turned in to the school office and cafeteria manager in order for a food allergy adjustment to be met. Families can find a food allergy form at www.schoolcafe.org/special-dietsfood-allergies/ .**
2. St. Andrew the Apostle uses the Archdiocese of New Orleans School Food and Nutrition Program.
3. Lunch will be free for all students during the 2021-2022 school year. If a student would like to purchase extra lunch items or ice cream on designated ice cream days there will be a cost associated. Students must have lunch money in their online account to purchase extras or ice cream. No checks/cash will be accepted.
4. The lunch menu is published monthly on the school website (www.sasno.org).
5. It is strongly urged that all students place a minimum of \$10.00 in their student’s account at the beginning of the year whether or not you plan for your child to use the service. Upon written request cafeteria overages will be returned at the end of the year.
6. Each child has a lunch account and money is subtracted for each meal purchased. Cafeteria lunches may be paid on a weekly, monthly, or yearly basis but lunches must always be paid in advance through timely deposits to your child’s lunch account.
7. Accounts must be paid online; **checks/cash will not be accepted.**
8. To set up a Lunch Account, please visit www.schoolcafe.org and click on the “Online Payment” button to create your account.
9. All students must eat lunch daily (a cafeteria or a bag lunch from home).
10. The cafeteria/school office cannot loan lunch money. Students without lunch money in their account will be charged. The balance must be paid in full the next school day.
11. Milk is served with lunch. Juice or bottled water may be purchased separately.
12. **Soft drinks and/or fast food are NOT allowed in the cafeteria in accordance with federal regulations.**

Drinking Water/Drinking Water Fountains:

Drinking water fountains are disabled throughout the school campus. Only water bottle filling stations will remain open. St. Andrew the Apostle has touchless water bottle filling stations throughout the school campus.

All SAS students in Pre-K3 through 7th grade are required to bring a permanently labeled St. Andrew water bottle to school to refill throughout each day.

All students must come to school each day with the water bottle filled.

Please note that only the official St. Andrew the Apostle School clear water bottle is allowed. Only water is allowed.

* An official St. Andrew the Apostle water bottle can be purchased through the St. Andrew the Apostle Spirit Store. Order forms may be found at www.sasno.org or in the school office.

PUBLICITY

Our students prove to be the greatest ambassadors for the kind of quality education that St. Andrew has to offer. As a result, the school often publishes examples of student work, photographs of individual students, or photographs of student groups. Student photos and/or work may also be used on educational displays, promotional materials, videos, slideshows, and on the school's website.

If you do not wish to have your child or any of his/her accomplishments featured in press releases, photographs, promotional materials, videos, slide show presentations, etc. generated by St. Andrew the Apostle School, you are asked to immediately notify the school administration in writing of your request.

ST. ANDREW THE APOSTLE SCHOOL COUNSELING PROGRAM PROFESSIONAL DISCLOSURE STATEMENT

St. Andrew the Apostle School offers the services of one full-time counselor to assist students and families. The counseling program's primary goal is to help children achieve in school and in life. This may be achieved by various methods such as responsive services, preventive services, and developmental activities. St. Andrew the Apostle School hopes that through the counseling program, students will resolve spiritual, social, emotional, behavioral, and academic difficulties that may interfere with attendance, achievement, and adjustment in school. All information shared by students, parents, and teachers is kept confidential consistent with applicable law, i.e., only to the extent that it is legally privileged, such as a health care provider-patient privilege, and except in certain situations where there is an ethical and/or legal responsibility to limit confidentiality and reveal information or records. Such situations include but are not necessarily limited to circumstances where the child reveals information about harm or possible harm to himself or herself or to another person or where the child reveals information about abuse. The school counselor will act at all times in a professional manner that is consistent with the legal and ethical standards that all school counselors uphold.

Some counseling services at St. Andrew the Apostle School include:

- Individual sessions to address personal, social and academic issues related to school
- Small group sessions to address specific topics
- Classroom lessons related to positive personal growth and development
- Parent and teacher consultations to address personal, academic, and social issues pertaining to school
- Referral assistance to other services and programs in the community
- Provision of resources to parents, students, and teachers
- Liaison with other mental health professionals and agencies
- Coordination of evaluations for possible student exceptionalities
- Crisis intervention and prevention
- Coordination of various guidance programs and speakers

Some examples for referral:

- Loss of a loved one or pet
- Family change or difficulty
- Friendship problems
- Academic difficulties
- New student concerns
- Difficulty coming to school
- Anger management
- Conflict resolution

Unfortunately, I am not able to provide the following services to your child or to the parents:

- Testimony in court in child custody matters other than as to facts and then only if subpoenaed.
- Intensive long-term counseling services when they are needed by a child or family

Your child will be participating in the school counseling program on a regular basis. Please contact Rhea Caluda at 504-394-4171 or by email at rcaluda@sasno.org if assistance is needed.

[Counseling Declaration of Practices](#)

[Archdiocesan Telehealth Consent](#)

FINANCIAL OBLIGATIONS

Tuition and Fees

1. Tuition and fees must be pre-paid. Tuition must be paid (check or Gulf Coast tuition loan) by May 1st to avoid a \$100 late fee. Fees must be paid directly to the school by May 1st to avoid the \$100 late fee.
2. Families who have not paid by May 15th for the upcoming school year may be dropped from the rolls of the upcoming school year.
3. Tuition is pro-rated for students who enroll after the first day of school. Fees are not pro-rated.
4. In the event of a natural disaster, disease outbreak or any other circumstances which, it is the judgement of the school administration, make it infeasible, unsafe or otherwise imprudent to continue campus-based education, school shall resume as soon as practical via distance learning and/or other methods adopted and/or developed by the school administration and faculty. Due to continuing financial obligations relating to operational costs, including administrative, faculty and staff salaries, there shall be no suspension, reduction or refund of tuition or applicable fees.

Students Withdrawn From School

1. A student withdrawn from the rolls between June 15-August 31 will be charged one month's tuition (exception will be made in the case of a job relocation out of the New Orleans metropolitan area).
2. Beginning in September, students withdrawn between the 1st and 15th of the month will receive a ½ month tuition refund; students withdrawn after the 15th receive no refund for that month.
3. The registration fee is not refundable. Other fees will be refunded in full if the student withdraws before September 15. After this date there is no refund of other fees.
4. **Contact the school office at least one week in advance for student withdrawals** - all books must be turned in and all financial obligations satisfied before final records can be released. Allow 2 weeks for a tuition refund (if applicable).

Defaulted Bank Loans

1. Payments of loans in default more than 90 days must be made directly to the school. Additionally, the school assesses a \$200 charge-back fee.
2. Students' school attendance may be suspended if financial obligations are NOT current.

Delinquent Accounts

1. Students with outstanding financial obligations (including, but not limited to, tuition payments, church support, child care fees, lunch money accounts, library/textbook fines, etc.) may have all school services suspended.
2. Students with outstanding financial obligations may not be allowed to register for the upcoming school year and/or take part in graduation activities.
3. An appointment must be made with the principal to make payment arrangements.
4. ***Payments made on financial obligations after May 1st must be made by money order, certified funds, or credit card payment (\$5 convenience fee added to credit card payments under \$200, 3% convenience fee added to credit card payments over \$200).***
5. A student's daily attendance may be suspended at any time due to delinquent financial obligations.

NSF Checks

1. A \$25.00 fee will be assessed for each NSF check returned to the school.
2. If a family has more than three (3) NSF checks returned to the school, the family may be asked to make future payments via cashier's check or money order.

Church Support

1. Parishioners pay a minimum of \$12.47 per week equal to \$648 per year (monthly or yearly payments are acceptable) to St. Andrew Church using the church envelope system. This is calculated on a calendar year basis. ***Contributions to second collections are not applied to the church support obligation.***
2. Families who do not satisfy their annual obligation by December 1st will have their tuition changed to the non-supporting Catholic rate in addition to incurring a \$300.00 non-parishioner fee.
3. **A student's daily attendance may be suspended at any time due to delinquent financial obligations.**

Fundraising

St. Andrew the Apostle traditionally helps defray expenses and supplement basic educational programs by fundraising in the school community, parish community, and general community.

All fundraising events are in compliance with and meet the requirements of the Louisiana Sales Tax and Gaming Requirements.

Forms of fundraising may be: Festivals, Auctions, Entertainment Programs, Product Sales, Raffles, Bingos, Etc.

Any fundraising activity by students must be conducted in accordance with school policy.

All funds given through a fundraiser are considered a donation. No refunds will be given.

ST. ANDREW THE APOSTLE INSTITUTE OF VIRTUAL LEARNING (IVL)

Students participating in the St. Andrew the Apostle Institute of Virtual Learning will be held to all the same standards and expectations as on campus St. Andrew the Apostle school students. Some minor exceptions include dress code and attendance. Guidelines for these specific topics for Institute of Virtual Learning (IVL) students are outlined later in this handbook.

Mission Statement:

St. Andrew the Apostle Institute of Virtual Learning is dedicated to providing a comprehensive and challenging Catholic Education. We strive to use the most effective digital teaching practices available to encourage and challenge our students both academically and spiritually.

Commitment:

1. The St. Andrew the Apostle Institute of Virtual Learning (IVL) is an “online schooling option” available for the same tuition cost as our traditional schooling option. Learning will be asynchronous.
2. The Institute of Virtual Learning is only available for students in grades K through 7.
3. This program will be facilitated by current St. Andrew the Apostle faculty. Additional educational resources and videos may be used to enhance student learning.
4. Students who are required to quarantine or who may have a long-term absence may be considered an IVL student throughout the duration of their absence.
5. Any change of school setting must be made in writing to the Director of Virtual Learning.
6. Students may not be considered an IVL student for dr. appointments, short-term illnesses, or vacations without prior notification and approval of the Administration.

Parent - Teacher Communication and Conferences

Parent-Teacher Communication

1. Parents will be kept informed of the student’s progress through Parent Portal, email, phone calls and conferences. Emails will be returned within 24 working hours.
2. Parents will be invited to each of their students’ academic Google Classroom Classes. If you accept the invite you will be able to see progress on each assignment as it is posted, turned in, and graded.
3. Parents should not contact teachers through their student’s Google Classroom account. Communication through Google Classroom is restricted to student-teacher communication. Parents should contact the teacher through Parent Portals email or by calling the school office and leaving a message with the administrative assistant.
4. Parents who would like to meet with a teacher virtually or in person should email the teacher directly or call the school office.
5. Teachers should not be contacted at home, on their personal cell phones, or through any social media platform.

Parent-Teacher Conferences

Parent teacher conferences are scheduled in the fall. For IVL students, conferences may be held in person or virtually. Parents will be notified if their attendance is requested.

Emergency Procedures

1. AdminPlus Notify, an automated service, is used to notify parents of emergency situations and important announcements. All necessary parent contact numbers and email addresses should be on file with the school.

2. St. Andrew the Apostle Institute of Virtual Learning will follow the same decision of closure as the public school system of Orleans Parish. The announcement concerning emergency closures will be broadcasted on all local television stations in the metropolitan area of New Orleans. School messaging will also be activated with updated information and situations unique to our school.
3. When the Archdiocese announces a school emergency closing, all Archdiocesan schools must comply. The official media announcements are made on radio station WWL-870 AM, and all local television channels.

General Policies and Procedures

Attendance:

Students must complete the daily attendance check-in through the IVL Google Classroom each day.

1. If a child is absent due to an illness please contact the school office before 8:30AM. Excused and unexcused absences follow the same criteria as on-campus students. Students will be required to make up work as indicated by each teacher.
2. Students absent for extended periods of time will be given a make-up schedule by the IVL Director when they are able to resume their work.
3. Virtual learning students are not considered tardy. Assignments can be completed at any time during the day. All assignments are due at 11:59 PM on the assigned due date.
4. All assessments must be taken by an IVL student through Google Meet synchronously with their teacher and classmates during the regularly scheduled class time. Students will be required to attend class virtually through Google Meet to complete the assigned assessment. Assessment dates cannot be rescheduled without approval of Administration.
5. Teachers should be informed of scheduled absences for vacations and other events prior to the students' absence. Students will be required to make up work as indicated by each teacher.
6. Absences due to an interruption in internet services are handled on a case by case basis. Interruption in internet service should be reported to the teacher and/or IVL Director as soon as possible. The teacher will modify deadlines when necessary. If the interruption is anticipated to be more than two instructional days the IVL Director should be notified.

Dress Code:

St. Andrew the Apostle Institute of Virtual Learning students are not required to wear a school uniform. Certain standards of appropriate dress are required during virtual learning sessions.

1. All students participating in virtual classroom chats and other virtual forums where the camera on their Chromebook is in use are required to wear appropriate shirts and pants.
2. All family members who may appear on camera are required to wear appropriate shirts and pants.
3. No tank tops or hats are allowed.
4. All writing on apparel must be appropriate for a Catholic educational environment.
5. All virtual learners must adhere to the same hair & grooming rules as on campus learners.

Extra-curricular Activities:

Students of the St. Andrew Institute of Virtual Learning may NOT participate in extra-curricular sports and after school activities. Once an IVL student returns to school, they may be eligible for extra-curricular activities.

The Use of Technology

The administration and staff recognize that technological advances in the creation, availability, and use of audiovisual, electronic, and telecommunication resources offer the school and its students, both collectively and individually, the opportunity to access information from countless depositories, libraries, Internet services, databases, and bulletin boards. They also have the capability of communicating and exchanging in furthering one's education and career development. Certainly, this proficiency will enrich the curriculum and augment the instructional needs of students and faculty alike. Technology is having a profound effect on the educational process; it is changing the way information is gathered, stored, disseminated, processed, analyzed, and used. It is the policy of this school, in pursuit of excellence in education, to offer all students instruction in the use of technology including, but not limited to, audiovisual, electronic, and telecommunications equipment and services. It is the policy of this school to provide, within its means, all students with opportunities to access and use such resources.

Elements of Risk

Use of these resources entails some risk. Although efforts are continuously made to prevent misuse and to screen such information for appropriateness (including the installation of "firewalls", monitoring software and or site filters), the "information explosion" and technological developments make it impossible for educators, or anyone else, to exercise complete control. The school, while doing its part in trying to prevent misuse, cannot foresee all possibilities. Every effort is made by teachers and administrators to ensure that students are only accessing content appropriate to their age.

The Responsibilities of Students Using Technology

The school cannot formalize inclusive or all-encompassing regulations governing a student's access and use of these resources. **Access is a privilege, not a right.** Students employing technology must act in a considerate, lawful, and responsible manner. Students must accept responsibility (appropriate to their age) for the proper care and use of any equipment, hardware, software, etc., assigned to them. Any problem of difficulty experienced in using such property, including breakage, loss, or theft, must be called to the attention of the faculty or staff immediately. Students are responsible for reimbursing the school for the loss of any technology items issued to them or for the damage to such items that are not covered by the damage warranties obtained by the school.

Chromebook Repair / Replacement Costs

Any student who willfully or accidentally damages or destroys the Chromebook owned by St. Andrew the Apostle School will be responsible for the repair costs and/or replacement of the device.

Behavioral Expectations Related to Technology

- Students are reminded that their behavior and intentions using technology, especially in the area of telecommunications, must be above reproach; any behavior or conduct that would be disrespectful to others or impugn the good name and reputation of the school is explicitly prohibited.
- Students must accept full responsibility for usage of their individual computer accounts. Students should never give another student their password or ID codes.
- Students who inadvertently access inappropriate information or sites have an obligation to exit the site immediately and inform their teacher immediately.
- Students must use caution when engaging with others in real-time communication via the intranet. Normal school language and behavior guidelines apply.
- Students must use appropriate language when using audiovisual, electronic, or telecommunications in any form; offensive, profane, or obscene language, oral or written, is prohibited. Sexting, which is sending or receiving scantily clothed or unclothed images of oneself or anyone, is both un-Christian and illegal.
- Students must respect the integrity and rights of all; personal attacks, harassing behavior, cyber-bullying, or the use of inflammatory language, pictures, or material is explicitly prohibited.
- Students must abide by copyright laws and respect all copyright issues regarding, software, information, music, videos, and attributions of ownership in their exercise of Internet privileges, etc. Disciplinary action in these cases will take into account student age and grade level expectations.
- Students must recognize the privacy rights of others; re-posting personal communications images without the original author's prior consent is explicitly prohibited.
- Students should not expect that content stored on files, e-mails, messages, etc. maintained or transmitted by school-based computers of LAN/WAN or global network will always be private; such information may be accessed by the public and may be accessed and reviewed by faculty, administrators, and archdiocesan technology representatives without notice.
- Students may use such technology and resources only for legal purposes; engaging in illegal activities, including but not limited to, tampering with computer hardware, software, data, computer piracy, unauthorized access or entry into computer systems, altering or destroying computer files, deliberate vandalism, etc., is explicitly prohibited.
- Students must avoid knowingly or inadvertently spreading computer viruses. Deliberate attempts to degrade or disrupt system performance by spreading computer viruses is considered criminal activity under state and federal law.
- Students are prohibited from downloading games, apps or software.
- Students are prohibited from using "Proxy" software to circumvent the network settings. Students are also prohibited from installing Apps or Extensions on their profile.
- Students are specifically prohibited from using "Incognito Mode".
- **Students are prohibited from sharing assignments or activities created by their teachers without expressed permission from the teacher. Such sharing would be liable to punishment under intellectual property laws.**

Penalties Associated with the Misuse of Resources

Students who misuse available resources will be subject to disciplinary action that may warrant

1. The intervention of law enforcement agencies and prosecution for criminal violations under applicable state and/or federal law.
2. School imposed sanctions such as planner signatures, detentions, or in consideration of serious matters, suspensions, probation, or dismissal from school.
3. Suspension or restrictions of access privileges. (Note: this action could have academic consequences if the student is not allowed access to resources needed for the completion of an assignment. Teachers do not have to give grades or credit for work the student is unable to complete under such circumstances. This implies that a student may subsequently receive a failing grade for the specific assignment which in turn may affect his/her overall average and jeopardize his/her ability to pass the class.)

Infractions that can lead to suspension or expulsion include, but are not limited to:

- Searching inappropriate topics for a Catholic school environment
- Hacking into or accessing accounts that are not your own
- Changing another student's work
- Cyber-bullying or spreading misinformation about another person
- Deliberating damaging hardware or introducing a virus to the system

At- Home Learning Consequences

1st Violation

- Students will be given a warning for minor behavior issues while learning at home. The warning will come through Google Classroom from a faculty member.

2nd Violation

- Student's parents will be notified by a faculty member of a second violation for behavior issues while learning at home.

3rd Violation

- Student's parents will be notified and the student may lose computer privileges for a period of time deemed appropriate by the school's administration. This may result in missed assignments, assessments, and other material that cannot be made up, thus affecting the student's overall average.

Major Violations

- Major violations during online instruction will be turned over to the Dean of Student Formation for disciplinary action. Disciplinary action may include suspension or expulsion from school. Suspension may result in missed assignments, grades, and other material that cannot be made up, thus affecting the student's overall average.
- Major violations include but are not limited to, inappropriate language, accessing inappropriate websites, accessing another student's account, tampering with school hardware or the school instructional system in any way.

ARCHDIOCESAN/LOUISIANA MANDATES

Search and Seizure

The school reserves the right to search students' belongings periodically for neatness and/or maintaining discipline and order. School officials are also empowered to conduct reasonable searches of a particular student, student's belongings and school property when there is a reasonable belief that the student may be in possession of materials (contraband, illegal objects or substances, stolen property) in violation of school rules or state law.

Community Awareness

Upon receipt of any notification that a sex offender lives within one mile of a school, in accord with Louisiana law, a principal must post the defendant's name, address, and the crime for which he was convicted in conspicuous areas of the school.

Additionally, to the extent that the school is informed through the receipt of a picture from the offender what he or she looks like, it would be prudent to inform staff, teachers and administrators of the likeness of this individual in an attempt to protect the students and avoid any harm to them.

Upon receipt of such information, the principal will post it on the bulletin board in the teacher's work area across from the school office. Parents are welcome to check the board periodically for such information.

Firearms-Act

Amendment of R.S. 14:95.2 (Pertains to firearms) R.S. 14:95.2 as amended by the Louisiana Legislature through the Third Extraordinary Session of 1994 creates the crime of carrying a dangerous weapon by a student or non-student on school property, on a school bus, at school sponsored functions, or in other designated zones. The law provides that a dangerous instrumentality includes but is not limited to a firearm or other object, any gas, liquid, or other substance or other instrumentality, which, in the manner used, is calculated or likely to produce death or great bodily harm. A dangerous weapon includes a gun, knife, club, or similar device. The law prohibits possession of such an instrumentality within 1,000 feet of the school's property, on a school bus, and at any school sponsored function in a specific designated area including but not limited to athletic competitions, dances, parties, or any extra-curricular activities. Whoever is convicted of the crime of carrying a dangerous instrumentality, whether a student or non-student, is subject to a maximum penalty to imprisonment at hard labor for not more than five (5) years. The law exempts from its provisions a federal, state, or local law enforcement official or employee acting during the normal course of employment or a student acting under the direction of such a school official or employee. It also exempts participants in any legitimate firearm safety course or similar course of activity. The law mandates that a principal or school official notify the parents of any student who is detained or arrested for carrying a dangerous instrumentality, that the principal or school official immediately reports any detention of a student or other person for this reason and the seizure of any dangerous instrumentality to the appropriate law enforcement authority. Any principal or school official who fails to properly report the detention of any person or seizure of any dangerous instrumentality to the appropriate law enforcement agency may be issued a misdemeanor summons and, upon conviction, fined not more than \$500 or sentenced to not more than 40 hours of community service or both.

AHERA (Asbestos Hazardous Emergency Response Act)

In accordance with AHERA, Asbestos Emergency Response Act, a Management Plan has been prepared and approved by the State Department of Environmental Quality, DEQ. This management plan is available for you to review in the Principal's office during school hours. If you desire a copy of the plan, it will be made available to you at the cost of \$60.00 (which covers the cost of reproduction).

2021-2022 ST. ANDREW SCHOOL FACULTY AND STAFF

Pastor		Rev. John Talamo, Jr., V.F.
Principal		Katherine H. Marchese
Dean of Student Formation & Early Childhood Director		Nakia Bates
Curriculum Coordinator & Institute of Virtual Learning Director		Erin Sarrat
Counselor		Rhea Caluda
Nursery	P0	Henrietta Reeves
Pre K1	P1	Milissa Calderaro
Pre K2	P2	Sondra Dillon
Daycare Assisting Teacher		Stephanie Sellers
Pre K3	P3	Tracey Lefante
Pre K3		Leslie Heintz
Pre K4	P4C	Amy Code
Pre K4	P4J	Michelle Junot
Pre K4 Assisting Teacher		Allison Kinchen
Kindergarten	KH	Judith Haydel
	KT	Torrie Hinyup
Kindergarten Assisting Teacher		Stephanie Sellers
First Grade	1R	Amanda Rholdon
	1M	Elizabeth Martin
Second Grade	2H	Rachael Henning
	2M	Emily Maiolo
Third Grade	3N	Mary Beth Newchurch
	3G	Jodie Gaquet
Fourth Grade	4M	Kayley Matthews
	4P	Gwen Pitre
Fifth Grade	5M	Antoinette Melerine
	5S	Karlie Seibert
Sixth Grade	6B	David Bindewald
	6S	Lynette Smith
Seventh Grade	7G	Stacy Guidry
	7L	Tiffany Leashore
Technology Coordinator		Nicholas Code
Art		Pam Pizzolato
Physical Education		Morgan Faust
Multi Media Lab		Carla Sumner
Music		Jordan Peota
Office Staff		Christina Remetich
		Lanell Brizzolara
		Sue Shepard
		Patricia McCarroll
Child Care Director		Nakia Bates
Cafeteria Manager		Andrea Veel
Maintenance		Richie Babin
		Stanley Babin
		Raymond Jackson
		Byron Tims
		Keith Skiles

2021-2022 ST. ANDREW PARISH STAFF

Pastor	Rev. John Talamo, Jr., V.F.
Pastor's Secretary	Sharon Kleefisch
Coordinator of Sacraments	Mary Ann Dallam
Parish Assistant	Eddie Dallam
Parish Music Director	Greg Merritt
Coordinator Religious Education	Frances Harrison

PTA BOARD/FOUNDATION BOARD
2021 - 2022

PTA Board

All school parents are members of the PTA. The PTA Board is comprised of elected and ex-officio members.

Elected Board Members

Jennifer Campbell, President

Stacey Jaufre, Vice President

Jodie Gasquet, Treasurer

Quana Casseri, Secretary

Patrice Fisher, CCSCC Representative

Kerri Kane, Publicity

Danielle Phillips, Board Liaison

Sabrina Richardson, Board Liaison

Ex-Officio Members

Katherine H. Marchese, Principal

Nakia Bates, Faculty Representative

Rachel Henning, Faculty Representative

Gwen Pitre, Faculty Representative

Former PTA President, Renee Amedee

St. Andrew Foundation Board

The Foundation was established in 1988. It is a parish organization dedicated to developing a long-term endowment for the benefit of the school. The Foundation raises funds through annual membership drives, memorial gifts, planned gifts, and general contributions.

St. Andrew School Foundation Board of Trustees

Rev. John F. Talamo, Jr. – Chairman

Jonathan Rink – President

Katherine H. Marchese – Principal

Edward Dallam – Vice President/Parish Council Representative

Audrey Richoux – Secretary

Nicole Brown – Board Member

Jamesetta Williams – Board Member

Nick Marchese-Board Member



The four symbols within the crest are divided by the X-shaped cross which is the symbol of St. Andrew himself. The lamp of learning signifies the pursuit of knowledge. Mary, Help of Christians, holding the infant baby, Jesus, signifies our love and devotion to her for our spiritual guidance. The pelican feeding her young symbolizes not only the state of Louisiana and the Archdiocese of New Orleans, but also the sacrifices of Jesus that gave us eternal life. The bread and wine of the Eucharist completes the inner crest, indicating that Catholic formation provides the foundation for all endeavors of the school.

Below the crest, the motto is visually depicted with the words, "Da Mihi Animas Cetera Tolle" meaning "Give me souls. Take away the rest". Our primary goal at St. Andrew the Apostle is the salvation of souls. Olive branches encircling the crest signify the school's strong commitment to peace, tolerance, and harmony.

Refrain

Alma Mater

*Refrain: Hear our many voices rise
Our joyous praises fill the skies
We celebrate another day
By gathering to rejoice and pray*

*We gather in this holy place
We've come for many years
Together we share happy times
Together we shed tears*

Refrain

*Many have grown up here
Learning lessons wise and true
Future generations here
Will learn about God, too*

Refrain

*For many years our strength has grown
It's in our history, rooted in love
For faith, for service we are known
Our patron, St. Andrew, guides from above*

SATS Fight Song

*Cheer, cheer for St. Andrew School
Our team is strong and our team will rule
Raise your voices in the Tower
Show all the world that we've got power!*

*We are the Archers, our aim is true
We try our best in all that we do
Red and white will stand the test
So cheer now for SATS!*