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Dear St. Andrew's Families,

The start of a new school year is like a page yet unread. All of us are filled with excitement and anticipation for what the school year will bring. New faces, new classrooms and new learning experiences are what make each school year unique! But, the familiar things make it home. Please take a few minutes to familiarize yourself with the policies and procedures of our school found within this handbook. While we will be seeing each other at many times during the school year, I wanted to let you know that I am excited and energized by the passion our teachers have towards learning. Each time I have met with the faculty and staff, it was evident that here at St. Andrew's everyone is committed to life long learning. Through that commitment, your children will become life long learners as well.

St. Andrew's School provides your children with an excellent foundation to their life long learning journey. We are proud of the accomplishments of our present students and our graduates. This year will be filled with a renewed commitment to excellence. Your investment in your children's education here at St. Andrew's is a life gift you have given. We take our partnership in this gift very seriously. It is what being an excellent school is all about.

Warmly,

Valerie Migliore  
Head of School

## St. Andrew's School Board of Trustees

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Chairman:	Dr. William S. Hunt
Vice-Chairman:	Mrs. Michelle Ferebee
Secretary:	Mrs. Lisa Candella
Treasurer:	Dr. Robert Hasbrouck
Members:	The Rev. Dr. Rob Marston
	Mrs. Mary Bunting
	Mr. Carter Ficklen
	Mr. Kevin Hutchens
	Mrs. Mary Kate Kitay
	Mrs. Sandy Parks
	Mr. James Shoemaker, Jr.
	Mr. McKim Williams, Jr.

Mrs. Lisa Franklin, *Parents' Association Representative*  
Mrs. Isabel Hatchett, *Vestry Representative*  
Mrs. Janna Outlaw, *Interim Head of School*

## St. Andrew's School Staff

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Interim Head of School:	Mrs. Janna Outlaw
Business Manager:	Mrs. Donna Hayden
Assistant Business Manager:	Mrs. Andrea Huffman
Office Manager:	Ms. Martha Jones Quarstein
Director of Admissions:	Mrs. Kristi Elliott
Director of Development:	Mrs. Jane Jordan Ishon
Development Assistant:	Mrs. Julie Duregger

*Pre-Kindergarten*  
Mrs. Kristie Manning

*Kindergarten*  
Mrs. Pam Minter

*Grade One*  
Mrs. Patricia Collins

*Grade Two*  
Ms. Penny Gallins

*Grade Three*  
Mrs. Anne Sweetman

*Grade Four*  
Mrs. Laura Morello

*Grade Five*  
Miss Jalee Addison  
Mrs. Donna Wildemann

## **St. Andrew's School Staff** *(continued)*

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<i>Library:</i>	Mrs. Tracey Robbins
<i>Art:</i>	Mrs. Shannon Olson
<i>Computer:</i>	Mrs. Tori Natterer
<i>Music:</i>	Mrs. Linda Madler (Grades PK-2) Mr. Brad Norris (Grades 3-5)
<i>French:</i>	Mrs. Patricia Michel
<i>Physical Education:</i>	Ms. Diane Wallace
<i>Mandarin Chinese:</i>	Mrs. Xiuwei Che
<i>Teachers' Assistants:</i>	Mrs. Sara Streker Mr. Daniel Gordon
<i>Extended Day Program:</i>	Mrs. Kristi Elliott, Coordinator
 <i>Bus Drivers:</i>	 Mrs. Penny Fortune

## **St. Andrew's Church Staff**

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Rector:	The Rev. Dr. Rob Marston
Assistant Rector for Christian Education:	The Rev. Rhonda Wheeler
Assistant Rector:	The Rev. Betty Hudson
Youth Director:	Ms. Harper Lewis
Minister of Music:	Mr. Brad Norris
Administrative Assistant:	Mrs. Rachel Roby
Office Assistant:	Mr. Bill Wilds
Business Administrator:	Mrs. Cary Kelly
Sexton:	Mr. William Crosby

## ***Introduction to St. Andrew's School***

### **Mission Statement**

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The mission of St. Andrew's Episcopal School is to educate the whole child, intellectually, spiritually, physically and socially by providing challenging academics in a nurturing Christian environment where faculty, staff and parents are in partnership.

### **History of St. Andrew's Episcopal School**

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St. Andrew's Episcopal School was founded in 1946 as an educational service of the Church. Daily informal classes for kindergarten age children were instituted in the parish house. So great was the need for this service that a formal kindergarten project was started with the opening of the fall term in 1950. Twenty-five children from three to five years of age were enrolled.

In the fall of 1951 two primary grades were added, and by mid-September the first grade had expanded into two sections. During the 1953-54 term, one hundred thirty-five students were enrolled, and the school employed a staff of ten full-time teachers. St. Andrew's first official school board convened in 1953. A third grade was added in 1954, and the school continued to grow. Progressively, additional grades were added to the school, so that a complete elementary education is presently available.

### **Organization**

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St. Andrew's Episcopal School operates under the authority of St. Andrew's Episcopal Church. An elected Board of Trustees is charged with the operation of the school. The Board of Trustees serves as a policy-making board under the authority of St. Andrew's Church Vestry and is responsible for the fiscal health and financial sustainability of the school.

The Board of Trustees serve as the fiscal managers of the school and are responsible for setting policies which govern the administration and financial health of the school. The actual day-to-day operation of the school is the responsibility of the Head of School.

### **School Accreditation**

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St. Andrew's Episcopal School is an accredited member of the Virginia Association of Independent Schools and is recognized as an accredited school by the Virginia Board of Education. The school is also a member of the National Association of Episcopal Schools and the National Association of Independent Schools.

## **Philosophy**

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St. Andrew's Episcopal School exists to give a sound academic education within a Christian environment for children in pre-kindergarten through fifth grades. Children of all faiths are accepted, respected and taught to appreciate themselves and each other.

St. Andrew's provides an atmosphere conducive to the social, mental, physical and spiritual development of the students. In such an atmosphere, cooperation, curiosity, creativity and responsibility can flourish. The curriculum is planned to prepare children to become responsible, well-informed citizens in our complex and rapidly changing society. In addition, it fosters an appreciation and a better understanding of our cultural heritage and a commitment to American democracy.

A close relationship among the Board of Trustees, administration, faculty, parents, church and community undergirds the curriculum. Each of these factors is recognized as an essential part of every child's individual development.

St. Andrew's seeks to instill in its students the recognition that education is a lifelong and rewarding process.

## **Statement of Inclusion**

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St. Andrew's Episcopal School seeks to embrace and promote diversity among our students, faculty members, administration and Trustees. Our learning community encourages our members to respect and recognize the diversity of our society by providing our students with opportunities to gain exposure to a multicultural curriculum that celebrates individual differences. To this end, our school will be a community leader in producing students who are lifelong learners, critical thinkers and open-minded citizens. In addition, all qualified applicants are considered for application without regard to gender, race, religion, color, and national or ethnic origin.

## **Objectives of the School**

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1. To give students an opportunity to worship and develop a greater awareness of God, and to grow in their own personal faith through a daily Chapel service which is a shortened form of Morning Prayer as set forth in the 1979 *Book of Common Prayer*, the Episcopal Church of the United States of America.
2. To provide a classroom atmosphere that encourages a sense of caring and mutual respect among all students as well as between teachers and students.
3. To increase the sense of dignity, self-worth and confidence within each student.
4. To help the student establish a worthwhile system of values and attitudes including objectivity, open-mindedness, honesty and an appreciation for cultural diversity.

5. To assist the student in acquiring knowledge and understanding through a carefully planned curriculum utilizing a variety of instructional materials, resources and media.
6. To assist the student in developing study skills, communication skills and critical thinking skills in conjunction with 21<sup>st</sup> century learning.
7. To encourage and cultivate students' talents, abilities, interests and creativity by including art, music, foreign language, physical education, technology and science exploration as part of the regular curriculum.
8. To help the student learn to utilize educational opportunities provided by the school environment and the surrounding community.
9. To keep the ratio of teachers to children low enough so that care, attention and instruction can be given to meet student needs.
10. To encourage a sense of concern and responsibility for the environment and community.
11. To promote an enthusiasm for school and learning.
12. To keep parents informed of student progress on a regular basis.
13. To encourage parental involvement in school activities.

## ***Admissions and Financial Policies***

### **Admissions**

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All qualified applicants are considered for admission to St. Andrew's School without regard to gender, race, religion, color, and national or ethnic origin.

*Pre-Kindergarten:* To be eligible for the pre-kindergarten class, a child must be four years of age by September 1 of the enrolling year. There is no formal screening for this grade, however, one year of pre-school is highly recommended.

*Kindergarten:* To be eligible for the kindergarten class, a child must be five years of age by September 30 of the enrolling year, and have one year of pre-school experience. In early spring of the enrolling year, all prospective kindergarteners are screened for kindergarten readiness. The school reserves the right to determine eligibility and placement of applicants for the kindergarten program.

*Grades one through five:* Candidates for admission are accepted at all grade levels where vacancies occur. Students are admitted on the basis of demonstrated academic performance recommendations and conduct at prior schools, as well as the results of standardized tests administered by St. Andrew's School. Records from the applicant's current school are required. Academic records, recommendations and test results are reviewed by the Head of School before acceptance is determined.

## Payment of Fees

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1. There is a non-refundable application fee of \$75 for pre-kindergarten and kindergarten and \$100 for grades ones through five, due upon application for admission.
2. The registration fee of \$350 must accompany the registration form and is non-refundable. The fee is \$300 for returning students registering prior to the deadline given.
3. All students must pay a technology fee of \$350.
4. The non-refundable activity/supply fee of \$350 is due on **June 1** for all students. This fee supplements the purchase of supplies and provides bus transportation for field trips on St. Andrew's buses. It also provides for the use of the YMCA facilities for grades two through five.
5. Tuition and bus fees may be paid annually or in monthly installments. Prepayment of tuition and other expenses is encouraged. Please note that the annual payment represents a discount and is due in full **on or before July 1**. ***Tuition paid in full after July 15 is not discounted.*** Monthly payments for tuition and bus fees are due in either ten or twelve installments with the first payment due on July 1 (12-month plan) or August 1 (10-month plan) and successive payments due on the first of each subsequent month. If bus fees are not paid within 30 days of the due date, the student will no longer be entitled to said bus services.
6. The first month's tuition is due by **July 1** of the enrolling year for those on the twelve-month payment plan or by **August 1** for those on the ten-month payment plan.
7. Tuition and other accounts must be paid on time. Any balance not paid by the 15<sup>th</sup> day after payment is due shall be charged a 1.5% per month finance charge, which is an annual percentage of 18%. Whenever a tuition payment is 60 days past due, the school reserves the right to dismiss the student. If payments are not current at the beginning of the second term in January, the school may ask that the student not return for the second term. If payments are not current by July 1, the school may ask that the student not return the following school year. **For delinquent accounts, the school reserves the right to withhold end of the year report cards and the transfer of academic records until such time that all accounts have been paid in full.** In cases of hardship, the school should be contacted immediately so that some type of payment schedule may be resolved. At this time, the school may ask for a personal financial statement.
8. Delinquent accounts of more than sixty days may be forwarded to the School Attorney for legal action. As stated in the School Tuition Contract, the parents/guardians are responsible for all costs of collection, including attorney's fees not to exceed 25% of the balance due.
9. Because of operating expenses, no reductions or refunds shall be made for registration, activity, tuition or bus fees due to absence, withdrawal or dismissal of a student. **For withdrawal after June 1, 2012, one full year of tuition is due in full.**

## Withdrawal from School

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A request for withdrawal from the school must be made **in writing** to the Head of School and hand-delivered or mailed to St. Andrew's Episcopal School. The school requires one month's notice for withdrawals from school. Application, registration, capital improvement and activity fees are non-refundable. **For withdrawal after June 1, 2012, one full year of tuition is due in full.**

When withdrawal is necessary due to the student moving from the area, tuition due shall be only that portion of the school year that the student actually attends St. Andrew's School. Tuition will be pro-rated from the beginning of the semester to the last day of attendance for the student (subject to the one month notice required). For purposes of this clause, relocation is defined as moving to a residence located more than fifty (50) miles from the school.

When withdrawal is recommended by the school, the Head of School, in consultation with the Board of Trustees, will consider each case on its merit and may modify any of the above conditions.

## Financial Aid

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St. Andrew's offers financial aid. The parents of any student who qualifies for admission but who do not have the necessary financial resources should file a Parents' Financial Aid Statement with the *School and Student Service for Financial Aid*, sponsored by the National Association for Independent Schools and administered by the Educational Testing Service in Princeton, New Jersey. The parent pays a nominal fee for the service. Forms are available from the school office.

St. Andrew's uses the Report of Financial Need provided by the *School and Student Service for Financial Aid*, along with a copy of the parents' most recent tax return, in granting scholarships. **Scholarships are intended to cover tuition fees only.** Within the limits of the funds available, the school tries to make significant financial aid available. Financial aid is offered for one year at a time; applicants must be reconsidered for financial aid each year. Inquiries regarding financial aid should be directed to the school office.

## St. Andrew's Annual Giving Fund

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In order to maintain the programs that are now provided at St. Andrew's and to continue to expand the educational opportunities for our students, the St. Andrew's Board of Trustees conducts an Annual Giving campaign. Parents are strongly encouraged to consider making a generous donation when you are contacted. Inquiries about the Annual Giving Fund or other donations to St. Andrew's should be directed to the Director of Development or the Head of School.

## Scholarship Fund

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In addition to the Annual Giving campaign, St. Andrew's students benefit from contributions to the school's scholarship fund. Donations are welcomed and needed to attract students who qualify for St. Andrew's Episcopal School and would strengthen the student body, but whose families are unable to cover the full cost. Donations may be given at any time in honor or in memory of loved ones, graduates and school classes. Contributions may be directed to the Scholarship Fund, specifying the honoree, if applicable.

## Endowment Funds

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The General Endowment Fund represents unrestricted investments to be used for long-term growth and unrestricted investments internally designated by the Board of Trustees for necessary expenses which arise but which are not budgeted. The Endowment Fund is designed to seek and receive gifts, bequests, memorials and other contributions of all types and amounts at any time during the year. Gifts to the Endowment Fund are encouraged and will ensure that St. Andrew's Episcopal School is able to continue its mission to provide a sound academic education within a Christian environment for future years. The St. Andrew's Episcopal School Foundation, LLC, was established in 2008. The purpose of the Foundation is to support the educational ministry and mission of the school in developing and maintaining endowment accounts which will supplement the school's need for faculty salary enhancement, student financial aid, facilities maintenance and other needs of the school.

## *Academic Policies and Procedures*

### Attendance

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Daily attendance is essential for academic progress and success. Therefore, students are expected to attend all classes and school functions within the school day. In order to achieve the best educational experience possible, students must attend school regularly and must be on time. Attendance patterns formed during school years are often the habits our young people maintain throughout their lifetime. Field trips and other functions sanctioned by the school are normal school activities and students are considered absent when they do not attend these events.

**Parents should notify the school by 9:15 a.m. whenever their child will be tardy or absent for the day.** Students who have been absent for fifteen (15) consecutive days or for forty-five (45) days during the school term without special arrangements with the Head of School will be retained.

As a courtesy, parents are requested to send a written note with their child when he/she returns to school following an absence.

## Conduct and Discipline

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Students at St. Andrew's are expected to conduct themselves as young ladies and gentlemen by being respectful of other people and their property, by being truthful, by acting responsibly and by striving to achieve their best in both academic and non-academic tasks. Members of the faculty have full responsibility and authority for all activities during the school day; however, **parents must assume responsibility for their children at school social gatherings where parents and children attend together after regular school hours. Children will be expected to adhere to the same school rules as those followed during the school day.**

**Students are expected to treat one another with kindness, respect and compassion. Students should always speak to each other in a polite way. Rudeness, aggressive behavior, name-calling, or intentional exclusion by a student or group of students toward another student will not be tolerated.**

Honesty and trust in community are values upheld on all levels at St. Andrew's Episcopal School. Principles of truthfulness, honesty, integrity, respect for property and responsibility for one's work are reinforced in Chapel and in the classroom. Adherence to these principles is expected to be honored by all students on all grade levels. In this regard, **lying, cheating, stealing and plagiarism will not be tolerated at St. Andrew's School.** Consequences for these behaviors will be age-appropriate, based on the recommendation of the teacher and at the discretion of the Head of School. Repeated cases of lying or stealing may result in a "U" on conduct on the next report card. For grades kindergarten through second grade, repeated cheating on tests, quizzes or class work will result in a "U" on the assignment and a "U" on work habits on the next report card. For third through fifth grades, cheating will result in an automatic zero on the assignment and a "U" on work habits on the next report card. Parents will be notified of any such offenses and a conference may be scheduled at the discretion of the Head of School.

We believe that appropriate discipline of a student can be carried out when parents, teachers and the Head of School work in a partnership to encourage the child to behave in an appropriate manner. Behavior that disrupts the learning process will not be permitted. A student may be required to withdraw if his/her attitude toward his/her schoolwork or his/her teachers and/or fellow students shows that he/she is not cooperating with what the school wishes to accomplish.

Resource subject slips are given for inappropriate conduct in Music, Art, French, Physical Education, Library, Computer and Mandarin Chinese resource classes. The accumulation of three slips in any one of these resource subjects within a grading period will result in an automatic "S-" on the report card.

**Students are not allowed to have electronic games, portable radios, tape or CD players, cell phones, or pagers at school or on the school buses.**

**Possession of weapons:** The possession of real or toy guns, knives or weapons of any kind will not be permitted on school grounds or on the school buses.

## Curriculum

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### *Pre-Kindergarten*

The Pre-Kindergarten program at St. Andrew's exposes children to a variety of learning experiences and provides a positive setting for children in the early stages of learning. St. Andrew's places an emphasis on self-motivation and creativity and on the development of positive attitudes toward school.

**Language Arts:** The program helps a child develop listening comprehension and phonological awareness; understand the everyday functions of print; provide motivation to read, print awareness; and letter knowledge.

**Math:** The Pre-K math program includes understanding the concept of numbers; recognizing patterns and relationships among objects; recognizing shapes and using words that indicate direction; measuring; and collecting, sorting, organizing and communicating information.

**Science:** Units are taught in the areas of health and science. Meaningful experience increases the children's understanding of the natural world, living things, cycles, change, and patterns. Hands-on activities and field trips enhance these studies throughout the year.

**Social Science:** The social science curriculum helps foster skills in problem solving, decision-making, and working independently and with others in a classroom environment.

**Physical Education:** Pre-Kindergarteners receive physical education instruction three times a week. In addition to the physical education instruction, pre-kindergarteners also have time for free play each day. The development of fine motor skills is enhanced by coloring, printing, cutting, pasting, and puzzle-working activities.

**Resource classes:** Pre-Kindergarteners have exposure to technology through the use of computers in the classroom. The goal is for the children to become confident and independent users of the computer and of age-appropriate software. Technology is used to extend their knowledge and to enrich curriculum content and concepts. Music instruction is provided weekly. In addition to daily art activities in the classroom, Pre-Kindergarteners also have exposure to a variety of media in art class once a week. A library period is provided weekly.

Pre-Kindergarteners experience new situations and materials each day. In addition to learning activities, the children have center time, snack break, stories, free play, and activities to develop language skills and oral expression.

## ***Kindergarten***

A child's year in kindergarten is a foundational year in elementary school. St. Andrew's strives to make this introduction to formal education a positive, exciting experience. Academic success is fostered along with the emotional, social, physical and creative success of every kindergartener.

**Language Arts:** Kindergarten at St. Andrew's provides a comprehensive phonics-based reading and language arts program that correlates reading, handwriting, auditory skills and oral language skills.

**Math:** The mathematics program provides the basis for instruction. Opportunities are provided for practice in counting, addition, subtraction, problem solving, measurement, time, money notation, geometry and probability.

**Science:** Units are taught in the areas of health, science and social science. Field trips and special programs presented in the classroom enhance these studies throughout the year.

**Physical education:** Kindergarteners receive physical education instruction three times a week. The kindergarten playground is equipped with safe and challenging age-appropriate equipment. In addition to the physical education instruction, kindergarteners also have ample time for free play each day.

**Resource classes:** Weekly visits to the well-equipped computer lab provide an avenue for students to learn basic computer concepts and operations. Music instruction is provided weekly. Abundant creative experience with a variety of media is provided by art classes once a week as well as by arts and crafts activities in the classroom. Parental involvement in special craft sessions and in *Art in a Suitcase* give the children additional opportunities to practice fine motor skills. Beginning Mandarin Chinese is taught in kindergarten twice weekly, and a library period is provided each week.

Each day in kindergarten at St. Andrew's is a busy day. In addition to the structured learning activities, time is provided for free play, for a casual snack break, for stories and for a special "sharing" time.

## ***First Grade***

In first grade, children continue to develop academically, socially, physically and emotionally. They are given many opportunities to learn in a positive, caring environment which fosters optimum growth for each child.

**Language arts:** First grade provides a comprehensive reading/language arts program which includes reading, listening, speaking, handwriting, spelling, and creative writing. Reading instruction includes a strong emphasis on phonics and comprehension skills. Language instruction introduces basic principles of grammar, parts of speech, sentence writing, paragraph writing, and letter writing. Spelling instruction reinforces phonics skills. Spelling tests are given weekly. Manuscript handwriting skills are practiced daily.

**Math:** The mathematics program is used to instruct the students in addition, subtraction, problem solving, measurement, telling time, money notation and geometry.

**Science:** Units are taught in the areas of health and science. The science program provides a study of the senses, living and non-living things, plants and animals and their homes, rocks and soil, air and water, weather, seasons, matter, energy, heat and light, and magnets. Hands-on activities and guest speakers enhance these studies throughout the year.

**Social science:** The curriculum develops an awareness of school, family, needs and wants, work, neighborhoods and communities, our country, and our country's holidays.

**Physical Education:** First graders receive weekly physical education instruction on the school's playground and playing field.

**Resource classes:** Weekly visits to the well-equipped computer lab reinforce math, reading and language arts skills in a small-group setting. Music instruction is provided once a week. Weekly art classes provide abundant creative experience with a variety of media. Art is also incorporated into daily academic work. In addition, the curriculum includes two classes each week in Mandarin Chinese and a scheduled library period during which the children check out books of interest and begin to develop library skills.

First graders experience a sound and varied academic day. In addition to the structured learning activities, time is provided for a morning snack, "sharing," stories, individual academic activities and free play.

## *Second Grade*

The second grade offers students a variety of learning experiences which build upon skills and concepts learned in first grade.

**Language arts:** Language arts skills include reading, listening, speaking, creative writing, handwriting and dictionary usage. Reading instruction is given with emphasis on phonics and comprehension skills. Language instruction introduces basic principles of grammar, parts of speech, paragraph writing, story writing, and letter writing. Literature is incorporated into the classroom language experience. Spelling instruction reinforces phonics skills taught in reading through a weekly word list and test. Handwriting includes mastery of manuscript writing and an introduction to cursive writing.

**Math:** Math instruction includes mastery of addition and subtraction facts through 18, telling time, counting money, renaming with addition and subtraction, simple geometry, fractions, and beginning multiplication facts. Students are involved with various problem-solving activities, including constructing and reading graphs and charts.

**Science:** The science curriculum offers students experiences with hands-on activities, the scientific method and a wide range of experiments to investigate life science, physical science and earth science. Science skills include observing, comparing, sequencing, inferring, planning, making models, measuring, predicting, classifying, gathering information, drawing conclusions, and communicating.

**Social science:** The social studies curriculum develops an awareness of our communities and their relationship to our state, country and continent. Basic principles of geography, map

skills, government and economics are introduced. Students use weekly student newspapers to enhance their awareness of events in our community, state and nation.

**Physical Education:** Physical fitness is developed through a physical education class at school and a weekly trip to the YMCA. Students participate in a wide range of fitness activities including volleyball, soccer, running and kick ball.

**Resource classes:** Weekly visits to the well-equipped computer lab reinforce math, reading, language arts, science, and social studies skills in a small-group setting. Music instruction is given weekly. Once a week art classes provide abundant creative experience with a variety of media. Conversational French is taught in second grade twice a week. In addition, children check out books of interest and develop library skills during a weekly library period.

### *Third Grade*

The third grade at St. Andrew's is the transitional grade between primary and upper elementary grades. Students develop good work habits and study skills and are encouraged to work more independently. Great emphasis is placed on developing reading and math skills.

**Language arts:** Sentence construction, parts of speech, paragraph formation, dictionary and thesaurus usage, poetry, letter writing and research skills are covered. Emphasis is placed on creative writing. Opportunities are given for students to make oral presentations. The process of writing reports is also taught. Reading activities are planned to continue the development of a solid reading foundation. Emphasis is placed on reading comprehension skills, fluency, vocabulary, and writing skills. Weekly spelling lists are assigned along with exercises to reinforce the spelling instruction. Many of the spelling lessons are designed to complement English and reading lessons.

**Math:** The math curriculum concentrates on developing a command of addition, subtraction, multiplication and division facts. Emphasis is also placed on developing proficiency in solving math word problems, telling time in minute intervals, handling money and working with long division, fractions, decimals and geometry.

**Science:** The science program provides a study of animals, plants, matter, light, energy, sound, the earth, and weather. Field trips, hands-on experiments and guest speakers enhance the curriculum.

**Social science:** The curriculum develops an awareness of the formation of communities and the many facets of a metropolitan community. Instruction encourages students to read and utilize maps, globes and graphs. Visits to local historical locations provide opportunities to study early stages of community development. Current event presentations enhance the curriculum.

**Health and physical education:** The health curriculum involves instruction in family and social health, growth and development, nutrition, fitness, drugs, safety and first aid. Physical fitness is developed through a physical education class at school and a weekly trip to the YMCA. Students participate in a wide range of activities.

**Resource classes:** Students attend art, music, French, library and computer classes each week. Parental involvement in special crafts and in *Art in a Suitcase* presentations provide students with additional opportunities for creativity. Field trips, speakers and special programs enhance the science, social science and health curricula.

### ***Fourth Grade***

In fourth grade, organizational and problem-solving skills are emphasized. Students are encouraged to become more self-reliant, increase study skills and become responsible for all assignments.

**Language arts:** The English curriculum includes a thorough study of parts of speech, grammar mechanics, sentence structure, paragraph development, letter writing, poetry, study and reference skills, report construction, and creative writing. Vocabulary, comprehension and writing skills are emphasized in the reading program. Students explore various genres of literature. Trade books are used to enrich the curriculum. All students are encouraged to spell words correctly in daily assignments and to use the dictionary to look up the meanings of words.

**Math:** The math curriculum concentrates on reading and writing numbers, rounding numbers, multiplication, division, decimals, fractions, graphs, measurement, and geometric figures. A variety of strategies are taught to help solve word problems. Students occasionally work in pairs to solve problems, and calculators are used along with other manipulatives to help learn new concepts.

**Science:** The science curriculum provides a study of plants, animals, matter and energy, electricity, magnetism, the solar system, and machines. Students participate in hands-on activities and projects. Field trips and guest speakers enhance this curriculum.

**Health and physical education:** Students explore a variety of games and physical activities throughout the school year. Students explore the various systems of the body and share their knowledge through presentations with students in the lower grades. The P.E. teacher integrates math and history lessons into the P.E. curriculum.

**Social science:** The social science curriculum includes a study of map skills and introduces the geography, natural resources, and industry of the regions of Virginia. Virginia history is covered from the settlement of Jamestown through the twentieth century. Emphasis is placed on the American Revolution and the Civil War. Field trips are scheduled to take advantage of the rich historical resources in our community.

**Resource classes:** Conversational French, computer, music, art, physical education and library instruction are provided weekly.

### ***Fifth Grade***

Fifth grade is the bridge between elementary school and middle school. Students further develop their academic strength, self-reliance and study skills.

**Language arts:** Vocabulary and comprehension are emphasized in reading. Students practice writing skills and interpret poetry. Book projects and discussions stress written as well as oral skills. English includes a thorough study of the eight parts of speech, grammar mechanics and creative writing. The school's computers are used for creative writing assignments, research, class projects, and PowerPoint presentations.

**Math:** Fifth grade math concentrates on adding, subtracting, multiplying and dividing whole numbers, decimals and fractions. The students work with geometric figures and shapes and learn to find perimeter, area, volume and circumference by using formulas. Protractors are used to measure angles. Word problems and reasoning are stressed, and calculators are used on some assignments.

**Science:** The science curriculum provides a study of matter, oceans, earth processes, sound, light, cells, and the human body. Emphasis is placed on student participation in experiments and projects.

**Social science:** American history is presented through a concepts and inquiry approach. The study of geography and current events is included.

**Health and physical education:** Students explore a variety of games and physical activities throughout the school year. Instruction includes the systems of the body, nutrition, and an introduction to basic first aid procedures. The P.E. teacher integrates math and history lessons into the P.E. curriculum.

**Resource classes:** French, computer, music, art, physical education and health, and library instruction are provided weekly.

## Homework Policy

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Homework is assigned in order to:

1. Reinforce what has been presented in class
2. Provide drills to ensure pupil's mastery of skills taught
3. Teach students to work independently
4. Teach students responsibility

Homework often consists of work begun in class to be completed later. There are daily assignments and long-term assignments. Students are given ample notice of due dates for book reports, projects, reports and other outside work requiring more time. These long-term assignments teach children to work independently and to pace themselves. There will be times, of course, when no homework is given and other times when children finish the work in school. On Fridays, homework is usually not assigned; however, any incomplete classwork or homework should be made up over the weekend. On occasion, homework or work on projects may be assigned for the weekend.

Approximate times for average work per night in each grade are:

Pre-Kindergarten – no homework

Kindergarten – no homework (if extra help is needed teacher will contact parents)  
First grade – 15 to 30 minutes  
Second grade – 20 to 30 minutes  
Third grade – 30 to 45 minutes  
Fourth grade – 45 minutes to 1 hour  
Fifth grade – 1 – 1 1/2 hours

Students are given adequate notice of upcoming tests, reports and projects. When working on long-term assignments, students may decide to work longer one night than another. They may also elect to work over the weekend on these long-term assignments.

Parents of first graders should encourage some daily reading. **Assignments in all other grades should be done entirely by the student.** Until parents are sure the student has accepted responsibility for doing homework carefully, we request that parents check to see that all work is done, not necessarily correctly, but in a complete and presentable fashion. **All homework and school projects should be a reflection of the student's work, with assistance given only as directed by the teacher.**

In order for students to learn to be responsible for their work, homework assignments or homework sheets faxed between students are not permitted. Homework assignments should be brought to school in the morning by the student. Completed homework assignments may not be faxed to school.

Completion of homework is required. If there is a valid reason for your child not finishing his/her homework, please send a note to the teacher.

*Signed papers:* All students in grades two through five take their papers and periodic progress report home on Fridays. Parents are asked to review the papers and periodic progress reports. Periodic progress reports should be signed in the appropriate space and returned to the teacher. Each grade level teacher will outline communication procedures at the beginning of the school year. This procedure will help us keep you better informed of your child's progress.

#### *Make-Up Work*

Parents should notify the school by 9:30 a.m. on the morning of an absence and allow the teacher time to prepare a list of assignments and books to be picked up at 3:00 p.m. Teachers cannot do this on a drop-in basis as they are in the middle of teaching their classes. If you would like to have another child take the assignments home, please notify the teacher through the school office early in the day. **At the discretion of the classroom teacher, make-up work will be provided ahead of time for any student taking vacation while school is in session.** Work and instruction missed for vacation will be made up at the teacher's discretion when the student returns to school.

## **Grading Scales**

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Report cards are sent home every nine weeks for grades Pre-kindergarten through five. Resource teachers will send comments in the report cards on a regular basis, which will report on the material taught during the grading period.

The following grading scales are used at St. Andrew's for academic subjects. (Numerical grades are not used in resource classes and grades in those classes are a reflection of attitude, effort, and class participation.):

*Pre-K, K, and Grade 1:*

- S – Satisfactory progress
- I – Improvement needed
- U – Unsatisfactory progress

*Grade 2*

- O 93-100
- S+ 85-92
- S 77-84
- I 70-76
- U below 70

*Grades 3 through 5:*

- A 93-100
- B 85-92
- C 77-84
- D 70-76
- F below 70

## **Academic Standards**

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Students at St. Andrew's Episcopal School are encouraged to strive for excellence in all areas of study. In the primary grades (K-2), students are encouraged to engage fully in the process of learning, achieving satisfactory progress in math, reading and language arts. It is expected that a student achieve a minimum grade of "S" in math, reading and language arts. For students in grades three through five, a minimum average of 77 should be maintained in all academic courses.

Should a student's average in grades three through five drop below the minimum average of 77 in three academic subjects during the same marking period, the teacher will request a conference with the parents of the student and the Head of School to devise a plan of action for academic improvement. Based on a student's academic history over three marking periods in an academic year, the teacher will make a recommendation to the Head of School regarding the placement of the student for the next academic year. Should there be no exhibited improvement in academic performance, retention may be recommended if it is seen to be in the best interest of the child.

In order to be promoted to the next grade level in third through fifth grade, a student should have an average of 77 for the year in each of the core subjects of math, English and reading with a passing grade in all other subjects for the year.

## **Honor Roll and Awards**

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Students who perform well academically in third, fourth and fifth grades achieve Honor Roll recognition. Students receiving *Highest Honors* for a grading period must obtain A's in all academic subjects and must achieve nothing lower than "S" in all resource subjects, conduct and work habits. Students achieving *Honors* must obtain a combination of A's and B's or all B's in all academic subjects and achieve nothing lower than "S" in all resource subjects, conduct and work habits. Names of students achieving *Highest Honors* and *Honors* will be listed in the *Newsletter*, and students will be recognized at the Honors Assembly in Chapel at the end of each grading period.

## **Partnership Between School and Parents**

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St. Andrew's believes that a positive and constructive partnership between the school and a student's parent/guardian is essential to the accomplishment of the school's educational mission. The school accordingly reserves the right to terminate or not renew a student's enrollment contract if the school reasonably concludes that the actions of a parent or guardian make such a positive and constructive partnership impossible or otherwise seriously interfere with the school's accomplishment of its educational purposes.

## **Communication with Parents**

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The school communicates with parents through written notices, telephone calls, e-mail, conferences, reports and the weekly *Newsletter*. Parents may also check the school's website, [www.standrewsschool.com](http://www.standrewsschool.com), for postings of pertinent information.

In pre-kindergarten, kindergarten and first grade, papers are sent home daily. Student papers for grades two through five are sent home on a weekly basis, with teacher comments as needed.

Mid-term progress reports are sent home in the middle of each marking period for grades one through five. Formal report cards are sent home every nine weeks for grades Prekindergarten through five. Parents are asked to sign and return report cards promptly. The grading scales used at St. Andrew's are given on pages 19-20.

Parent/teacher conferences are scheduled for all grades in the fall and spring. Additional conferences may be called as deemed necessary by parents, teachers, and/or the Head of School. Telephone calls, written notes and e-mail are also used whenever necessary. Parents requesting a conference with a teacher or the Head of School are asked to make this request through the school office. Please call (596-6261) or visit the school whenever there are questions or concerns regarding your child and/or the school.

*Conference days:* Parent/teacher conference days for the 2012-2013 school year will be Wednesday, October 3, 2012 and Friday, March 1, 2013. Conferences with parents will be scheduled by the classroom teacher. Children will not attend school on conference days.

## **General School Information**

### **School Day**

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Promptness is essential to the learning process and a value we strive to practice and instill in our students. It represents a sense of personal responsibility, a respect for the academic process and a spirit of concern and consideration for those around us.

Students may begin arriving at 8:00 a.m. All students must be in their classrooms by 8:15 a.m. **Students who arrive after 8:15 a.m. are considered tardy.** The Chapel bell rings at 8:20 a.m., Monday through Friday. Pre-kindergarten and kindergarten students in the all-day program as well as the students in grades one through five are dismissed by 2:55 p.m. Bus riders are dismissed at 2:50 p.m. and car poolers are dismissed at 2:55 p.m.

Students who arrive after 8:20 a.m. must be accompanied by their parents and taken to the duty teacher in the front hall or to the office after the Chapel service has concluded.

#### ***School-wide half-day schedule:***

**When a *half-day schedule* for the entire school is followed, all bus riders are dismissed at 12:00 noon. Students who car pool are dismissed at 12:05 p.m.**

### **Extended Day Program**

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The Extended Day Program is provided as a service to those parents who need care for their children outside the normal school hours. The program is intended to be an extension of the school day, and provides children with opportunities for educational, social, and physical development. Time is provided for snacks, free play, and outdoor activities. The program hours are 7:15 to 8:00 a.m. and 3:00 to 5:30 p.m. on most school days. Please see the extended day handbook for specific information about this program. Students participating in after school classes or activities may use the Extended Day program subject to applicable fees.

### **Chapel**

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A brief Chapel service is held each morning at 8:25 a.m. for all students and staff. The service is conducted by one of the clergy or staff of St. Andrew's Episcopal Church and School. The service is a shortened form of the order of Daily Morning Prayer from *The Book of Common Prayer* as it is used in the Episcopal Church. The religious emphasis is intended to establish a foundation for Christian living, though no denominational tenets are stressed.

Every Thursday, there are birthday blessings for children whose birthdays fall within the week. The presentation by the birthday children of books to the school library at these Thursday services is a St. Andrew's tradition. The books, which will bear the donor's name, may be chosen from those the librarian has reserved for this purpose. Parents are not required to pay the cost of the book, but they are asked to make a donation in any amount they wish.

Students sit with their respective classes during all Chapel services. Visiting family members who come for birthday blessings or any other occasions may sit with the student in his/her

class group as space allows, or they may choose to sit behind the student body. **Students are expected to remain with their class group during Chapel.**

The Chapel service is held Monday through Friday at 8:25 a.m., and visitors are **always welcome!** A copy of the service is available at the River Road entrance of the church. This service offers a wonderful way to begin your morning.

### **St. Andrew's Episcopal School Song**

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Dear Father of us all, we pray that Thou wilt bless our school.  
And teach us now and every day the meaning of Thy rule.  
In every class, at daily work, we strive to learn Thy way.  
O guide us, Heavenly Father, in all we do or say.

### **Arrival and Departure**

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*The arrival time* is 8:00 to 8:15 a.m., Monday through Friday.

**No student should arrive before 8:00 a.m., unless he/she is registered for the morning session of the Extended Day Program.** Teachers are not in the classrooms until 8:00 a.m., and proper supervision cannot be provided until that time. All students should be in their classrooms by 8:15 a.m. every school morning. Upper grade children are encouraged to arrive by 8:05 a.m. in order to unpack and be organized and ready to start the school day. **When students arrive at school after 8:15 a.m., they are considered tardy.** Parents must accompany their children to the duty teacher in the front hall (during Chapel) or to the office when arriving after Chapel concludes.

Staff members and school patrols will meet cars in front of the parish house doors on Main Street to assist students as they disembark. **Students should remain in their cars or with a parent until a staff member or patrol is on duty and opens the door for them. Please do not let students off at any other location.** Buses go through the car pool line and park on Main Street to unload students in the morning.

*The departure times* are the following:

Half-day pre-kindergarten:	12:30 p.m.
All-day pre-kindergarten, kindergarten and grades one through five:	
Bus riders and walkers:	2:50 p.m.
Carpoolers:	2:55 p.m.

**Whenever the entire school observes a half-day schedule, all students (including pre-kindergartners) are dismissed by 12:05 p.m.**

### ***Safety Guidelines to Follow:***

*Parents are requested to read carefully and observe the following guidelines for car pool safety.*

1. The buses will be loaded near the playground entrance on River Road at 2:50 p.m.
2. All car pool students should be picked up promptly at 2:55 p.m. Car pool times are from 2:55 to 3:15 p.m. Any child remaining after 3:15 p.m. will be checked in to the Extended Day Program; parents will be billed accordingly for this service. All pre-kindergarten and half-day kindergarten students should be picked up promptly at 12:30 p.m.
3. The normal routine for afternoon dismissal is that students will be dismissed to the auditorium with their teachers. Staff members will call for students as the parent arrives in carpool or walks to the front door of the building. All parents are asked to wait outdoors for their children. This procedure is for the safety of our students and to allow for an orderly dismissal from school.
4. **The first car in the car pool line should pull all the way up to the corner of Main Street and River Road.** This will provide **one entire block** for waiting cars.
5. **The Police Department will not allow parents to double park on Main Street when waiting in line to pick up students.** This is due to the hazard it presents to other drivers who must go around the double-parked cars in order to continue down Main Street.
6. When the block in front of school is filled, parents should park in any remaining parking spaces along Main Street. Hazard lights should be used as an indicator to other car pool drivers that you are in line and awaiting an opportunity to pull forward to pick up your children. Park in an available space, use your hazard lights and wait your turn to move forward.
7. Another option when the school block is filled is to drive around the block and return. You will be surprised at how quickly the cars move along.
8. **Do not leave your car unattended in the school block at dismissal time.** Please stay in your car in order to keep the car pool line moving smoothly. If someone in your car pool is not ready, please move around the corner to wait.
9. In order to keep traffic moving, please do not attempt to talk to teachers from your car.
10. **Do not park across the street and walk through the line of waiting cars to pick up your child.** If you must park, rather than stay in the car pool line, be sure to cross at one of the two corners when picking up and leaving with your child. **Students will not be allowed to cross between moving cars in the car pool line.**
11. **Do not make a U-turn on Main Street** when picking up or leaving your child at school. This creates a safety hazard.
12. Cars will be loaded three or four at a time at dismissal. Patrols and teachers will assist the students entering cars. **Students must not put themselves in cars without patrol or teacher supervision.** Please display your yellow carpool sign in the dashboard of your vehicle. Persons other than parents or guardians who are picking up students from school may be asked for identification.

## Dress Code

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Uniforms are required for all students (pre-kindergarten through grade five). Athletic shoes are strongly recommended for safety (lace-up or velcro-type). Boots, sandals and backless shoes, including crocs, are not permitted for any student. All shoes should have a non-slip sole and be secure on the feet. Parents are encouraged to dress students appropriately for the season and weather.

The following uniform combinations may be worn by girls and boys throughout the year:

### Girls (PK-5):

- Uniform plaid jumper or skirt with a white Peter Pan collar blouse (long or short sleeves) and a red school tie. **(Must be worn on Dress Uniform Day, every Wednesday.) No other combination is acceptable on Wednesday.**
- Navy, red, or white bike shorts or tights must be worn under the uniform jumper or skirt.
- Navy skort with a white Peter Pan collar blouse and school tie.
- Navy skort with a white or red short or long sleeve polo shirt with or without school logo. (Logos other than the SAES school logo are not permitted on any school attire.)
- Navy walking shorts or navy slacks with a white Peter Pan collar blouse and school tie. Navy walking shorts or navy slacks with a short or long sleeve white or red polo shirt with or without school logo. (Knit shorts, knit slacks, or cargo-style are not allowed.)
- Navy, red, or white sweaters or vests.
- Navy, red, or white St. Andrew's sweatshirts or plain navy, red, or white sweatshirts. (No logo other than the SAES logo is permitted.)
- Socks – knee-high, crew, or ankle socks in red, white, or navy.
- Tights in red, white, or navy. **No leggings or sweatpants may be worn under the uniform.**
- White or red turtleneck shirts may be worn with skirts, jumpers, skorts, shorts or slacks.
- Belts must be worn with shorts and slacks except in PK and kindergarten.
- Skirts, jumpers, skorts, and shorts should not be more than four inches above the knee and should be loose enough to not restrict movement.

### Boys (PK-5):

- Navy slacks or walking shorts with a white short or long sleeve button-down collar shirt and a red striped school tie. **(Must be worn on Dress Uniform Day, every Wednesday.) No other combination is acceptable on Wednesday. (No cargo style slacks or shorts are allowed.)**
- Navy slacks or walking shorts with a white or red short or long sleeve polo shirt with or without the St. Andrew's logo. (Logos other than St. Andrew's are not permitted.)
- White or red turtleneck shirts may be worn with slacks and shorts.
- Navy, red, or white sweaters or vests.
- Navy, red, or white St. Andrew's sweatshirts or plain navy, red, or white sweatshirts. (Logos other than St. Andrew's are not permitted.)
- Socks – crew or ankle length socks in red, white, or navy.

- Belts must be worn with shorts and slacks except in PK and kindergarten.

**During special school programs, school picture days, and designated field trips, boys and girls are required to wear a white shirt or blouse with a school tie. On these days students may *not* wear polo shirts.**

**Boys and girls are expected to come to school neatly dressed with shirts tucked in. Sweatshirts or sweaters which are not red, white, or blue may *not* be worn in the building and should be reserved for outside wear only.**

Uniform items are available from Flynn and O'Hara Uniform Company. Order forms are available in the school office or through the company website at [www.flynnohara.com](http://www.flynnohara.com). Ten percent (10%) of all sales from Flynn and O'Hara are returned to the school.

**Each child's coat, hat, sweater, etc. must be clearly labeled with his/her name.** We also recommend the labeling of lunch boxes, notebooks, bookbags, etc. This will facilitate returning lost articles to the children. Teachers may label student items if articles are brought to school with no identification. Lost and found items may be found in the designated container in the lunchroom. Items not claimed by Christmas break or the end of the school year will be donated to the used uniform sale or a local charity.

Jewelry should be kept to a minimum. **Students may not have tattoos or dyed hair.** Girls may not wear long, dangling or hoop earrings. Earrings for boys are not acceptable.

Hair is expected to be well groomed for boys and girls. **Boys' hair length should not be below the top of the collar and should be short enough in the front so as not to obstruct vision. Likewise, girls' hair should be worn in such a way as to not obstruct vision or be in their face.**

Parents are expected to see that children conform to the uniform requirements. **If children are not properly dressed, parents will be contacted to bring in appropriate uniform attire.**

On designated days, play clothes may be worn to school; however, students are expected to be neat and appropriately dressed for school. Students **may not** wear short shorts, exercise or tight fitting pants, sleeveless shirts, midriff tops, or low riding pants. Athletic shoes should be worn. Sandals, crocs, and backless shoes may not be worn on play clothes days for safety reasons. Students are strongly encouraged to adhere to the stated play clothes theme on these days.

## **Physical Education**

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All parents must sign a permission form for their children to participate in physical education classes at school and at the YMCA. No student will be allowed to participate in physical education without a signed permission slip and a completed physical examination form on file in the school office.

If your child has any health problems or should not participate in a sport/activity, please explain the condition on the physical education permission form. The school office should also be informed in writing. **For illness and other medical problems that arise during the school year, parents are required to send a note to school in order to have students excused from physical education.**



### *Pre-Kindergarten, Kindergarten and Grade One*

Kindergarteners and first graders meet with the physical education teacher three times a week on the playground or in the school auditorium. Prekindergarten students have physical education three times each week. The students must wear athletic shoes (lace-up or velcro style) for these physical education periods.

### *Grades Two through Five*

Students in grades two through five are taken to the YMCA by school buses once a week for a one-hour physical education period. The gymnasium, track, outdoor facilities and tennis courts at the YMCA are used during the course of the school year. The students have additional physical education activities at school.

### *Appropriate Dress for Physical Education*

Students in grades two through five are required to wear gym uniforms for physical education at the YMCA in the following:

1. **Shirts:** solid white, navy or red T-shirts (without logos) or white, navy or red St. Andrew's T-shirts (polo shirts or Field Day t-shirts should **not** be worn on YMCA days).
2. **Shorts:** solid white, navy or red shorts (the St. Andrew's logo is the only acceptable logo). School uniform shorts are acceptable.
3. **Sweat pants:** solid white, navy or red sweatpants (without logos) or white, navy or red St. Andrew's sweatpants. **School slacks are not acceptable for boys or girls for the YMCA.**
4. **Sweatshirts:** solid white, navy or red sweatshirts (without logos) or red, white or navy St. Andrew's sweatshirts
5. **Socks:** solid white, navy or red (white is preferred). White socks may have navy or red athletic stripes.
6. **Shoes:** athletic shoes with shoelaces and/or velcro straps or slip-on type (securely fitting). No backless athletic shoes are permitted.

**All clothes must be marked with your child's name to enable us to return any lost items.**

Failure to wear gym uniforms will result in a resource subject slip for that day. Three slips in one marking period will result in an "S-" on the report card for physical education. A child may also receive a special slip for inappropriate behavior on the bus, at the YMCA or in P.E. classes at school, or for a lack of participation. The student will be given the slip to take home to parents. The form should be signed by a parent and returned to school the next day. The physical education instructor will schedule a conference whenever it is deemed necessary by the parents or the instructor.

Parents may purchase athletic apparel or sweatshirts for their children from the Parents' Association Athletic Wear Committee or from the Used Uniform Committee.

### *Cross Country Track Activity for Grade Five*

Students in grade five who plan to join the St. Andrew's Track Team are required to provide a **current (within the last month) physical release form signed by their physician** and a parental permission form in order to participate.

## School Closings

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In case of inclement weather, St. Andrew's School will make a decision regarding school closure as soon as possible and use the following means to inform you:

- A message will be recorded on the school telephone answering machine (596-6261) to inform you of any school closing or late opening situations. The message will also be posted on the school web site: [www.standrewsschool.com](http://www.standrewsschool.com). Please be aware that if electricity is not operational at school, the answering machine will not be available.
- Radio station WWDE (2WD, FM 101.3) and television stations WTKR (Channel 3), WVBT (Channel 43) and WAVY (Channel 10) will be notified. The television stations will include the school closing information on their websites, as well as on their broadcasts.

If it becomes necessary to **close during the school day**, telephone trees will be put into operation and the radio and television stations listed above will be notified. **If snow or bad weather seems likely, we would appreciate your cooperation in staying informed and making arrangements to get your children home or picked up as promptly as possible once an announcement of closure is made.**

## Administration of Medication During School Hours

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St. Andrew's requests that whenever possible, medication doses be scheduled at times other than during school hours. The school recognizes that this is not always possible and will cooperate in administration of medication that must be given during school hours. **The following guidelines are required:**

For prescription medication:

- Written orders from a physician using the form on page 37 detailing the name of the drug, dosage and time interval the medication is to be taken and physician's signature must be sent to the school. Permission forms are also available in the school office.
- The signature of a parent or guardian requesting that the school comply with the physician's order must be on this form.
- A permission form needs to be completed whenever a change is made in dosage or frequency of medication.

For over-the-counter medication:

- A written note from the parent specifying time, dosage and duration as well as permission for the student to take the medication must be provided.
- All medication must be brought to school by a parent or guardian in a container appropriately labeled by the pharmacy or physician as to content and dosage. **Do not send prescription or over-the-counter medication to school with your child.**
- Whenever medication is changed or discontinued, the school should be notified immediately.

***Medication will not be administered at school unless the above guidelines are met.***

Medication or medical appliances (inhalers, epi-pens, etc.) will remain at school for the duration of the physician's written order. Medication **cannot** be transported to and from school on a daily basis. Please provide the proper amount of medication for administration at school only. Students will not be permitted to transport medication in backpacks.

It is the responsibility of the parent to remove all prescription and over-the counter medications from the school office at the end of the school year. Medications remaining in the office at the end of June will be disposed of in an appropriate manner. **No medication will be held at the school from one school year to the next.**

## **Safety Rules for Bus Riders**

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St. Andrew's school buses are used for field trips and transportation to the YMCA, as well as providing transportation to and from school for bus riders. The following rules have been established in order to insure the safety of children while on the school bus. Please read over these rules and discuss them with your child. In this way, we may be certain that each child is aware of the appropriate behavior while on the bus.

1. Take seats quickly and quietly according to the driver's instructions.
2. Fasten seat belts and keep them on until ready to leave the bus.
3. Remain seated at all times.
4. Do not change seats.
5. Never put heads, arms, or anything else out the window.
6. Quiet conversation is fine. Do not yell or make loud noises that may startle the bus driver.
7. Do not eat or drink on the bus.
8. Throwing things or shouting out of open windows or throwing things inside the bus will not be tolerated at any time.
9. Be polite and respectful to the bus driver and fellow riders.
10. Projects, pets or glass may not be transported in the bus.
11. Arguing, teasing or fighting with fellow riders will not be tolerated.
12. No littering the bus floors or seats.
13. Keep feet and backpacks out of the aisles of the bus.
14. Good conduct is the first rule of safety. Each student is expected to be responsible, respectful and courteous at all times to each other and to the bus driver.
15. Students may not have electronic games, portable radios, tape or CD players, cell phones, or pagers on the bus unless given permission by the school.

The driver is concerned first with the safety of all of the passengers. **If a child's behavior presents a continual problem, parents will be notified by the bus driver and the child may be suspended from the privilege of riding the bus. Students who continually display inappropriate behavior on the bus riding to and from the YMCA, may be required to remain at school during the next YMCA period.**

## **Child Abuse**

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The law of the Commonwealth of Virginia requires that school personnel report suspicions of child abuse to designated authorities.

## Harassment

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St. Andrew's Episcopal School expressly prohibits any form of unlawful harassment based on race, color, religion, sex, national origin, age, disability or status in any group protected by federal, state, or local law. Improper interference with a student's ability to meet his or her educational responsibilities will not be tolerated.

With respect to harassment, the school prohibits the following: 1) offensive jokes, comments, innuendos and sexually oriented statements, and 2) unwelcome sexual advances, requests for sexual favors and all other verbal or physical conduct of a sexual or otherwise offensive nature.

Every member of the school community is responsible for creating an atmosphere free of discrimination and harassment, sexual and otherwise. **Students are expected to treat one another with kindness, respect and compassion. Students should always speak to each other in a polite way. Rudeness, aggressive behavior, name-calling, or intentional exclusion by a student or group of students toward another student will not be tolerated.**

Any student who believes that he or she has been subjected to any form of harassment is expected to promptly report such conduct to his or her teacher or the Head of School. The report will be investigated promptly and confidentiality will be maintained as much as possible, consistent with a thorough investigation. Retaliating or discriminating against a student for making a harassment complaint or for cooperating with an investigation is strictly prohibited.

If the school determines that a teacher or student is guilty of harassing another student, age appropriate disciplinary action will be taken against the offending party, up to and including termination of employment or expulsion from school.

## Miscellaneous Information

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### 1. *Forms on File*

Your child should have the following forms completed and on file in the school office prior to the first day of attendance:

- a. Virginia School Entrance Physical Examination and Immunization Certificate (required by the Virginia State Department of Health)
- b. Copy of original Birth Certificate (a copy of the original certificate must be made by a member of the school office staff)
- c. Permission form for physical education
- d. Field trip permission form
- e. Emergency Information Card

Please be sure all of these forms have been completed and returned to St. Andrew's.

### 2. *Administration of Medication*

**The guidelines found on pages 28 and 29 of this *Handbook* must be followed in order to have medication administered by school personnel.**

### 3. *Illness*

Parents must keep children home if there is evidence of illness. **Children who have had fevers may not return to school until they have been fever-free for twenty-four hours without medication.**

A child can be highly contagious with no fever present. For example, a child with a cold, whose nose is profusely running, is highly contagious to all those the child comes in contact with and should be kept at home.

Should a child become ill at school or show signs of an illness that is contagious, parents will be notified so that they may take the child home.

**Children who have a fever will be sent home immediately and must remain home until they have been fever-free for twenty-four hours without medication.** A fever is defined as a temperature of 100° F or above when taken orally.

### 4. *Communicable Disease Policy*

Students having or suspected of having any contagious or infectious disease or infestation that might adversely affect the health of other persons with whom they might come into day-to-day contact will be excused from the school community until it is determined that the disease or infestation no longer presents a danger to the health of others. Verification by a physician of the absence of such a contagious or infectious disease or infestation may be required. Although parents of other students may be notified of such a condition, the student's right to privacy shall be upheld.

It is the responsibility of the Head of School to carry out the provisions of this policy, and in the case of chronic health conditions, to determine when the criteria for readmission have been adequately met. Should a grievance arise concerning the implementation of this policy, a Health Committee made up of members of the St. Andrew's Board of Trustees would convene to determine whether or not adequate measures have been followed.

### 5. *Injuries and Emergencies*

Parents will be informed by telephone of any injuries requiring more than simple first aid.

*Emergency:* In case of serious injury, the school will call the parents and the Newport News Emergency Medical Services. If hospitalization is necessary, the child will be taken to the closest hospital. If the parent cannot be reached, the doctor listed on the Emergency Information Card will be contacted. Please keep the information on this card current and accurate.

### 6. *Transportation*

**Parents must notify the school by note or phone call when there is to be any change in the child's regular method of transportation home.** Requests must be made by 2:15 p.m. This is essential in helping us provide for your child's safety.

St. Andrew's currently operates two 22-seat buses offering limited bus transportation within certain areas. Because of scattered population, some areas may require central pick-up points. Transportation to certain areas is contingent upon sufficient demand.

Due to limited seating and safety factors, **we cannot allow extra riders on the school buses or the switching of buses or drop-off points without permission from the school.** Occasional riders will be charged a one-way fee of \$5.00 per trip.

7. *Addresses and Phone Numbers*

Please be sure that we have your correct and current home, work, and cell phone numbers (and pager numbers, if applicable) in the school office. Send any address and/or phone number changes to the school office immediately.

8. *Picking Up a Child During the School Day*

When it is necessary to pick up your child during the school day (for illness, dental or medical appointments, etc.), please come to the school office. Please allow sufficient time to pick up your child prior to any appointments. Students will remain with their class until parents arrive to pick the child up (unless the student is ill). Due to limited space, children will not wait in the office for parents to arrive during the school day. **We cannot allow any student to wait alone at the front door or outside the school building prior to being picked up.** Individuals picking up students may be asked for identification before the school will release the student.

9. *Bicycles*

Students are allowed to ride their bicycles to school, but must assume responsibility for them. A bicycle rack is located on the River Road playground. Bicycles should be locked to the rack.

10. *Nutritional Guidelines*

In keeping with the mission of St. Andrew's – educating the mind, body and spirit – we encourage students to make healthy, balanced choices in the foods they eat as well as making physical activity a part of their daily routine. To that end, parents are asked to provide healthy, balanced, nutritional snacks and lunches for students. Similarly, when providing classroom treats, healthy alternatives to sweet treats should be offered. Health classes conducted as a part of the Physical Education curriculum include units on nutrition and wellness. The following guidelines and information address **snacks** and **lunch**:

*Snack*

A mid-morning snack period is scheduled for each class; children are encouraged to eat a healthy snack, such as cheese, fruit, or crackers brought from home. **Please do not allow your child to bring drinks of any kind or sweets/desserts for mid-morning snack.** Water is readily available at this time. Carbonated soft drinks are not allowed at any time during the school day. **The school reserves the right to prohibit certain foods within a classroom for the protection of children with severe allergies.**

## *Lunch*

Lunch may be purchased from the school or children may bring their own lunches. Although lunches purchased from the school are nutritious, they are not complete meals. Parents should supplement lunches with fruit and/or vegetables. Please refrain from sending candy or sweet treats.

- a. Lunch items are provided by outside food vendors. A complete listing of daily food items will be available on the first day of school.
- b. Lunch and ice cream tickets may be purchased through the school office. The cost is \$100 for 25 lunches and \$20 for 25 ice creams. Prices are subject to change if the cost of providing lunch or ice cream rises.
- c. Students must use tickets to purchase lunch and/or ice cream at school.
- d. Children may bring their own lunches from home whenever they do not wish to order lunch at school.
- e. The deadline for placing an order for lunch each day is 9:15 a.m. If your child is late and must arrive after 9:15 a.m., please be sure you provide a lunch for the day or call the school office before 9:15 to order a lunch.
- f. If you desire to purchase milk or water through the school, it must be purchased on a yearly basis through the school office. Cost is \$80.00 per year. Low-fat or regular milk, chocolate milk, and spring water are available.
- g. Children are not allowed to bring glass containers or carbonated drinks to school.
- h. Parents are invited to join their children for lunch in the lunchroom any day. You may bring your own lunch, or you may call the school office before 9:15 a.m. and place a lunch order. We encourage you to come and join us often for lunch this year.
- i. Food cannot be heated in the microwave at school due to the number of potential requests on any given day and the time constraints of lunch periods.

## *11. Club Activities*

All students participating in after-school activities and clubs **must** have a written permission note from a parent for each individual meeting or activity. This enables the school staff to send children home from school by the proper method and ensures the safety of our students.

## *12. Evening Activities at School*

Children attending evening activities at school must be accompanied by a parent. Please do not drop your child off and leave the student unattended at any school function. Parents must assume responsibility for their children at school social gatherings where parents and children attend together after regular school hours.

## *13. Out of School Party Invitations/Distribution of Flyers*

In order to pass out invitations or flyers regarding activities at school:

- a. **every** student in the class must receive an invitation and/or flyer, **and**

- b. all party invitations or flyers must be given to the classroom teacher for distribution at school and must include all students in the classroom.

Please **do not** send party invitations to school if **every** child in the class is not included. The *Directory* has a list of every student's home address for mailing party invitations.

14. *Textbooks and Equipment*

Textbooks and equipment are the property of the school. Parents will be billed for loss or misuse.

15. *Lost and Found*

The Lost and Found basket is located in the lunchroom. **Please label lunch boxes, bookbags, coats, sweaters, sweatshirts and other items of clothing.** This will enable us to return lost articles to the children. Any unclaimed items at the conclusion of each semester will be discarded or donated to local charities.

## Parents' Association

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St. Andrew's is well known for its strong volunteer program through the Parents' Association. Every parent who has a child enrolled at the school is a vital member of the Parents' Association. The Parents' Association officers for 2010-2011 are the following:

President:	Kristine LaMar (369-8303)
Vice President:	Lisa Franklin (596-3615)
Treasurer:	Jenny Skinner (356-0619)
Secretary:	Rebecca Hurt (643-7739)

The Association includes committees organized by parent volunteers. The committees for this year are listed below along with the names of the committee heads and a list of duties for volunteers. These committee heads will be available to answer questions on the first day of school and at Back-to-School Night. Sign-up sheets will also be available. The input and time spent volunteering by our parents is very important in supporting the teachers and programs offered by St. Andrew's.

● **Art-in-a-Suitcase**

Chairmen: Allison Hale (595-5816) and Emily Hill (869-1796)

Duties: Throughout the school year – organize volunteers to present portfolios to class.

● **Book Fair**

Chairmen: Julie Prokopik (877-8753) and Heather Short (240-4056)

Duties: Set up for Fair, including displaying books; answer questions during Fair and collect money from sales; break down/pack up books displays.

Assist Librarian with organization of dessert.

● **Box Tops**

Chairmen: Melissa Nugent (917-331-7755) and Lindsay Creekmur (303-4788)

Duties: Coordinate collection of box tops per class. Count and send box tops in for payment.

- **End-of-Year Picnic**  
Chairmen: Tom and Kim Sobkowicz (659-0025)  
Duties: Organize and plan for school picnic; arrange for volunteers to assist.
- **Fall Fun Walk and Run Fundraiser**  
Chairmen: Julie Duregger (596-3821) and Suzanne Renforth (868-3770)  
Duties: Organize and produce a sponsored pedometer in-school walk and 5K Fall Fun Walk and Run.
- **Field Day**  
Chairman:  
Duties: Set up and clean up; organize volunteers to work events of Field Day.
- **Fifth Grade Dinner (staffed by 4<sup>th</sup> grade parents)**  
Chairmen: Kristine LaMar (369-8303) and Kirsten Baker (596-7395)  
Duties: Decorate, send invitations, prepare food, plan for entertainment/video for evening; set up, serve and clean up on night of event.
- **Golf Tournament**  
Chairmen: Samantha Brookman (599-1747) and Katie Ellington (596-1101)  
Duties: Organize golf tournament including sponsorships, players, and tournament logistics.
- **Lunchroom Parent Volunteers**  
Chairman: Kirsten Baker (596-7395)  
Duties: Spend lunch time with the students while volunteering to help serve lunches. Cover lunch periods for teachers the first Friday of each month. Coordinate special lunches (such as Chick-fil-A®) as a treat for kids and a fundraiser for Parents' Association.
- **Movie Night**  
Chairman: Kirsten Baker (357-3752)  
Duties: Organize movie night; help with set-up, serve popcorn, drinks, etc., and clean-up. Research and produce other out of school socials (i.e., ice skating).
- **Parent Ambassadors**  
Chairman: Lisa Franklin (596-3615)  
Duties: Welcome new parents to school; work with Development Director to that end.
- **Parent Hospitality/Teacher Hospitality**  
Chairman: Sarah Davis (599-4757)  
Duties: Organize various parent events throughout the year; organize volunteers to assist; supply teachers' room with food during year and plan Teacher Appreciation Week luncheon.
- **Poinsettia Sale**  
Chairmen: Whitney Culp (930-0459)  
Duties: Organize the purchase and sale of plants for fundraiser.

- **Room Mothers**

Chairman: Mary Kate Kitay (867-8557)

Duties: Organize parent volunteers in each classroom to plan for class parties, events and projects.

- **Sandra Bayley Enrichment Programs**

Chairman: Lisa Franklin (596-3615)

Duties: Schedule and coordinate cultural enrichment programs.

- **Silent Auction Fundraiser (February)**

Chairman: Rebecca Hurt (643-7739)

Duties: Organize Silent Auction fundraiser to be held in February. Proceeds support students, staff, and school resources.

- **Spirit Wear/ /Bookstore**

Chairmen: Hilary Spencer (596-1920)

Duties: Collect money for items sold at specified times during the school year. Order and sell athletic wear and bookstore items. Set up/breakdown on first day of school. Collect money for sales.

- **School Jewelry** - Sell school jewelry, picture frames, keychains, etc.

- **Used Uniforms**

Chairman: Sara Knapp (224-4232)

Duties: Coordinate the collection and sales of used uniforms. Will need to hold a sale during the summer.

- **Yearbook Advertising and Photography**

Chairmen: Marni Longacre (890-0388) and Wendy Satchell (989-0240)

Duties: Coordinate ads for the yearbook, compile photos from school events and work with the yearbook vendor to produce the publication.

***The Parents' Association will meet on the following dates (dates are tentative). All parents are invited to attend:***

Thursday, September 6, 2011 7:00 p.m.

Thursday, March 22, 2012 9:00 a.m.

Friday, October 21, 2011 6:45 p.m.  
(During Movie Night)

Thursday, May 3, 2012 9:00 a.m.

*St. Andrew's Episcopal School*

**Permission Form for Administration of Medication During School Hours**

*Please fill in all information, sign and return form to the school office.*

Name of student \_\_\_\_\_ Teacher \_\_\_\_\_

Medication \_\_\_\_\_ Dosage \_\_\_\_\_

Purpose of medication \_\_\_\_\_

Time medication is to be given \_\_\_\_\_

Possible side effects \_\_\_\_\_

Duration of order \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Physician

I hereby give permission for my child, \_\_\_\_\_, to take the above prescription at school as ordered. I understand that it is my responsibility to furnish this medication, which is to be brought to school by a parent/guardian in a container appropriately labeled by the pharmacy or physician stating the name of the medication and the dosage.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent or Guardian