St. Andrew's Episcopal School

GRADES 1-12 HANDBOOK

2011-2012

MISSION STATEMENT OF ST. ANDREW'S EPISCOPAL SCHOOL

The mission of St. Andrew's Episcopal School is to provide an enriched academic program within a Christian environment emphasizing the fulfillment of each student's potential.

STATEMENT OF PURPOSE

St. Andrew's seeks students of character and intelligence from diverse ethnic, racial, and socioeconomic backgrounds.

The school strives to help young people achieve their potential not only in intellectual understanding but also in esthetic sensitivity, physical well-being, athletic prowess and moral decisiveness so that they may lead productive, responsible lives, not only for themselves, but also for their community.

DIVERSITY STATEMENT OF PURPOSE

Diversity at St. Andrew's is grounded in our identity as a family-based community, a faith-based community, and a learning community.

We understand that our strength and resilience as a three-fold community stems from our commitment to:

- honor each individual's unique perspective;
- respect the dignity of every human being as a child of God, and;
- develop the knowledge, skills, and understanding necessary to engage with and respond to the needs of an evolving world.

ST. ANDREW'S CORE VALUES

Community

Based on trust, traditions, communication, appreciation, and support

Spiritual Foundation

To develop moral behavior

High Expectations

Reflected in both the knowledge base and behavior of the faculty, staff, students, parents, and board members.

Caring, Celebration and Humor

Fostered by kindness and collegiality

THE CRUSADER CREED

As members of the St. Andrew's community we will be responsible, respectful, honest and fair to make our school an enjoyable and safe place to learn.

St. Andrew's Episcopal School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national, or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic or other school-administered programs.

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COMMUNITY HONOR CODE

It is the philosophy of St. Andrew's Episcopal School that we enroll families, not just students. Both school and family must participate fully in the academic, spiritual, social, and physical education of the children for whom they are mutually responsible. The Board of Trustees of St. Andrew's seeks to confirm and clarify the boundaries in the relationship between school and family, and to articulate the privileges, conditions, and obligations of participation in the St. Andrew's community.

As an Episcopal school, St. Andrew's embraces the values of honor, tolerance, and intellectual curiosity. We strive for justice and peace among all people, and to respect the dignity of every human being. We are called to show forth God's love and grace in all that we do. The administration, faculty, staff, and Board of Trustees of St. Andrew's will model these values for our students in all aspects of our daily lives. Parents need to reinforce these values, both at home and in the school environment.

St. Andrew's students are to be polite and respectful at all times, show concern for the welfare of others, and conduct themselves in an appropriate manner. If we expect this of our students, we also expect this of the adults in our community. Faculty, staff, parents, and trustees are to embrace the same code of conduct while on school property, attending school-sanctioned events, or accompanying students off-campus. Graciousness, humility, and self-control are expected at all times. Arrogance, rudeness, and bullying are not acceptable and will not be tolerated.

When parents choose to enroll their child in an independent school, they agree to: embrace the school's mission; share its core values; support its curriculum, faculty, and staff; follow its rules; and abide by its decisions. Trust and mutual respect are the underpinnings of any effective parent/school relationship.

For matters large and small, the proper channel to raise an issue or register a complaint is to go to the most direct level first: i.e., to the teacher, coach, or staff member most closely related to the issue and capable of addressing it. If not satisfied at that juncture, a parent should seek out the next level (department head, division head, or other administrator). A parent should seek resolution at all lower levels before contacting the Head of School. Any decision of the Head of School is final. We encourage parents to discuss their concerns with faculty and staff through appropriate channels, and we welcome debate of the issues, but we insist that this be done courteously, in a spirit of respect and humility, with a willingness to listen to and learn from one another. Efforts to undermine the authority of relevant decision makers will be seen as counterproductive and inappropriate.

We believe that a positive and constructive relationship between St. Andrew's and a student's parents or guardians is essential to the fulfillment of the School's mission. Thus, St. Andrew's reserves the right not to continue enrollment or not to re-enroll a student if St. Andrew's reasonably concludes that the actions of a parent or guardian would make such a positive, constructive relationship impossible, or otherwise seriously interfere with St. Andrew's accomplishment of its educational purposes.

In an atmosphere of mutual respect and civility, the parents, faculty, staff, trustees, and students who comprise the community of St. Andrew's Episcopal School will work together to continue to accomplish our mission: "...to provide an enriched academic program within a Christian environment emphasizing the fulfillment of each student's potential."

GRIEVANCE PROCEDURES

Procedures formalized by the Board of Trustees require that the parents first contact their child's teacher if there is a problem that the parents wish to discuss. This contact can take the form of a phone call, a school visit, or a written note. The teacher will attempt to resolve the problem either verbally or with a written response. If there are problems, which cannot be resolved in this manner, the parents will be encouraged by the teacher to meet with their Division Head. When appropriate, a follow up conference will be scheduled to allow the parents, the Division Head, and the teacher to meet as a group. If the parents still feel that the problem has not been satisfactorily resolved, an appointment with Lucy Nazro, the Head of School, will be scheduled for the parents.

Channels of Communication for Grievances

1. Lower School

Homeroom Teacher – As soon as possible, please contact your student's subject area teacher if you have:

- questions about you student's progress in that particular class.
- background information related to your child's performance in that class that would be helpful for the teacher to know.
- questions that are about social, behavioral, or disciplinary issues.

2. Middle and Upper Schools

Advisor – Contact your student's advisor if you have:

- questions or want a general update on your student's progress in any area at school.
- information about your student that would be helpful for the advisor to know.

Dean of Students – Contact the Dean of Students if you have:

- questions that are about social, behavioral, or disciplinary issues.

3. Department Chairs

- questions about overall philosophy and curriculum in that department.

4. Division Head

Contact the Division Head if you have:

- questions or concerns about expectations, program, curriculum, philosophy, etc.
- questions about student placement in a particular course.
- taken the appropriate steps and feel that additional discussion is necessary.

5. Athletics

Coach – Contact you student's coach if you have:

- questions about your student's progress/performance in that sport.
- questions about a sport in general.
- anything about your child that would be helpful for the coach to know.

Athletic Director – Contact the Athletic Director if you have:

- questions about the philosophy of the athletic program.
- met with the coach and wish further discussion.

6. Head of School

Contact the Head of School if you have:

- taken the appropriate steps and feel that additional discussion is necessary.
- issues that encompass the whole school or concerns of a broader nature.

SPECIAL NOTE: The best use of e-mail is:
1) to share information (save sensitive concerns for a phone call or a face-to-face meeting),

2) to set up an appointment, or

3) to ask a question that is non-sensitive in nature. Keeping an e-mail positive in tone is in everyone's best interest. Please include your child's name and a subject line, and indicate the method of response, (i.e., a phone call, e-mail, or conference) that would be most helpful to you. You will usually receive a reply within 24 hours, not counting weekends and holidays, unless the recipient is out-of-town.

ELECTRONIC COMMUNICATIONS AND INTERNET ACCEPTABLE USE POLICY

Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the Internet enables the students, faculty and staff of St. Andrew's Episcopal School (the "School") to explore thousands of libraries, databases, and other resources while exchanging messages with people around the world. The School expects that faculty will blend thoughtful use of the School's electronic communications system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use. To assure that the School's electronic communications system will be used only to promote excellence in education consistent with our school's mission and goals, the School has adopted this Acceptable Use Policy (the "Policy") for use of the School's electronic communications system. The standards, goals and rules of this Policy apply to use of the system by all members of the School community, including students, their families, all employees, and volunteers.

I. Purpose and General Statement of Policy
The purpose of this Policy is to set forth the guiding policies and rules for acceptable and responsible access to and use of the School's electronic communications system (the "ECS"), including use to access and use the Internet. In making decisions regarding use of the ECS, including use to access and use the Internet, the School considers its own stated educational mission, goals, and objectives. The School's ECS includes any and all electronic equipment, software, and/or information resources in any way made available by the School or its agents (such as faculty and staff) to the School community.

II. Availability of Access
The ECS is available to the School community for use for educational purposes according to this Policy. The School has additional policies and regulations which extend use of the ECS by the School's its faculty, staff and other employees ("School Employees") for administrative purposes.

Access to and use of the ECS is a privilege, not a right. Noncompliance may result in suspension of access or termination of privileges and in disciplinary action consistent with School policies.

III. Training
Training for authorized users in the proper use of the ECS will be provided. Training on use of the School's ECS will emphasize ethical use of the ECS resources.

IV. Limited Personal Use
Limited personal use of the ECS shall be permitted if the use:

1. Imposes no tangible cost on the School;

2. Does not unduly burden the School's computer or net work resources; and

3. Has no adverse effect on a School Employee's job performance or on a student's academic performance;

4. Is limited; and

5. Is comparable to personal use of the School's voice telephone system. School Employees shall not make personal use of the ECS while assigned to other duties.

Permitted personal use does not include any use for commercial purposes, product advertising or services, or for political lobbying. Users shall not enter into any transactions (such as ordering products or services) through the use of the ECS which could result in a financial obligation imposed on the School.

V. Intellectual Property Rights
Students shall retain the intellectual property rights in works they create using the ECS, provided that the School may use such works in pursuit of the School's mission and goals, and for any education-related purpose.

Unless otherwise expressly agreed by the School in writing, intellectual property rights in works created by the School's Employees in the course of performing the work for which they are engaged by the School shall belong to the School. A School Employee may make copies of such a work created by him or her for his or her personal use, provided that the work does not contain confidential information of the School or personally identifiable education records or other information of a student, and may create derivative works based on such works, provided that the School Employee not use any such copy or derivative work for any purpose contrary to the School's mission and goals, and that acknowledgement of the School's rights in the underlying work be acknowledged in a manner acceptable to the School.

VI. Violation of Law and Community Standards Not Permitted
No user of the ECS may use it in a way that violates, or encourages others to violate, applicable laws, regulations and ordinances, including (but not limited to) copyright laws, privacy laws, libel or defamation laws, or laws relating to dissemination of pornographic or obscene materials, or to violate community standards embraced by the School. A user shall consult a teacher or School administrator if the user needs help to determine whether use of material requires permission, or involves other legal limitations. The teacher's or administrator's determination, although not a determination of application of the law, will be final and must be complied with by the user. Specifically, but without limitation:

- Copying or using text, graphics, video and sound clips, and software may be a violation of applicable copyright laws.

- No one may use the ECS to access or distribute material

that (1) is obscene or indecent, (2) is patently offensive as measured by contemporary community standards, (3) is sexually explicit, (4) tends to degrade any race, religion, ethnic origin, or gender, or (5) is violent, abusive, or profane.

- Users must not knowingly or recklessly post, publish or forward false information about any persons, students, staff or any other organization.

- Users should not use technology to harass, bully, deceive, intimidate, offend, embarrass or annoy any individual.

- Users must not misrepresent or impersonate another person by creating imposter accounts or using another person's legitimate account.

- Users must not use a photograph, image or likeness of any student, or employee without express permission of that individual. Maintaining, posting, tagging, or forwarding material to a Web site or blog that creates a risk of substantial disruption in school, including harming or interfering with the rights of other students to participate fully in school or extracurricular activities, is a violation of the Acceptable Use Policy.

- No one may use the ECS to publish or otherwise use a student's personally identifiable educational records with out permission of the student (if over age 18), or the student's parents.

- No one may use the ECS to obtain a student's personally identifiable education records.

VII. Integrity of the ECS and Communicating Systems
Users shall not use the ECS in a manner which damages, destroys or otherwise compromises the integrity and good working order of any of the equipment, computer programs, databases, other information, or other item that is a part of, accessed by or stored on the ECS, or which is likely to damage, destroy or otherwise compromise the integrity and good working order of any such item. Any user who deliberately compromises, or attempts to compromise any such item (including without limitation, altering programs or settings, or disrupt system performance, creating or disseminating computer viruses, worms, or other programs intended to compromise the functioning of any computer system) commits a violation of School policy and administrative regulations. The School may terminate the offending user's privilege of using the ECS, and require restitution of costs associated with system restoration, hardware, or software costs. The School may also refer such incidents to law enforcement officials for appropriate disposition under applicable state and federal law.

A user shall hold in confidence, and not disclose to any other person the passwords, account numbers, PINs and other devices assigned to him or her for use of the ECS, and shall not allow others to use his or her access to the School's ECS or resources subscribed to by the School for the benefit of the School community. A user shall refrain from using another person's access to the ECS.

If a user becomes aware of an ECS security problem or potential ECS security problem, the user shall notify an ECS administrator or other School Employee, and shall not disclose the existence or nature of the problem or potential problem to other users.

A user shall not install any computer program (including without limitation applications, routines and subroutines) on any computer included in the ECS unless (a) the School has a valid license for the copy of the program to be installed or owns the copyright in the program, (b) the user has obtained specific authorization to install the program by an ECS administrator.

VIII. Monitored Use and Privacy
Subject to the School's privacy policies and obligation to maintain the confidentiality of personally identifiable student records, the School does not assure users that the ECS or the information they maintain or access by means of the ECS, or their activities on or by means of the ECS, are private. In particular, users are on notice that their activities and use of the ECS, including but not limited to electronic mail transmissions to and from users' email accounts by means of the ECS, may be monitored at any time by an authorized School Employee to help assure compliance with this Policy.

The laptops are the personal property of the students. However, the School reserves the right to look at a student's hard drive including if there is a reasonable suspicion that the computer is being used for an inappropriate or dishonorable purpose. In addition, information stored on a student's laptop will be accessible to the support crew/faculty if the laptop is turned over for repair. The School will look at a student's hard drive only if there is a reasonable suspicion that the computer is being used inappropriately or dishonorably. However, all information will be accessible to the support crew/faculty when turned over for repair and may be turned over to School administrators if questionable, illegal, or obscene material is found.

IX. Electronic Devices
The school's technology policy regarding authorization, use, responsibility, integrity, intellectual property, and monitoring will be applied but not limited to the following electronic devices: personal digital assistants such as iPod Touch, calculators, gaming devices, cellular phones, and pagers. Access will be determined by the administrator of the school.

X. Other Rules
In addition to the rules stated above, the following rules apply to use of the ECS, by all users. Users who violate these rules may be subject to disciplinary action in accordance with school policies.

- Any access to sites not consistent with St. Andrew's educational and community service goals is prohibited.

(The School's educational and community service goals are discussed in the School's Policy Manual.)

- A user who inadvertently accesses an Internet site [which is not consistent with the School's educational and community service goals] shall exit from the site immediately. Student users shall promptly inform a teacher or administrator about the incident.

- Users shall not store on any ECS equipment any programs, pictures, or other files that are not appropriate for viewing at school.

- Intercepting, reading, deleting, copying or altering another ECS user's electronic mail, or interfering with another ECS user's ability to receive/send electronic mail, and forgery or attempted forgery of electronic mail messages are prohibited.

- Users shall not plagiarize the works of others accessed through the ECS, and shall not use the ECS to purchase or otherwise obtain essays or research papers from commercial vendors.

- Users must not play computer games during the school day unless directed by a teacher.

XI. Social Networking

Students who access social network sites should act responsibly and show respect for the rights and feelings of others. Gossip, insults, and libelous, demeaning, or derogatory pictures or comments about others, especially students, faculty, staff, and the School, are strictly prohibited. Threatening or harassing statements or pictures are also prohibited. The School offers the following guidelines:

- Students should exercise appropriate discretion when using social networks for personal communications with the knowledge that behavior on social networks may result in disciplinary action.

- Students should exercise care with privacy settings and pro file content. Content should be placed thoughtfully and periodically reviewed. Privacy settings can be changed at any time to limit access to profiles and content, and these changes should be made accordingly. Change settings of Facebook, MySpace, YouTube, Twitter, and blog accounts to "private." Students need to control who views this material. In addition, any profile pages or other means of identification should not use the logos or other intellectual property of St. Andrew's School without permission of the Head of School.

- Profile pictures are most effective when tasteful. Students should never upload a photo/video with references to alcohol, drugs, immoral behavior, violence, or anything revealing or sacrilegious. Colleges and future employers may interpret the information in an unfavorable way.

- Students should not list complete birthdays, home addresses, or phone numbers online. Listing this information may result in identity theft or harassment. In addition, students should never befriend someone they don't know, and they should create a limited profile for people they do not trust.

- Students should associate with social networking groups consistent with healthy, pro-social activities and the mission and reputation of the School, acting with sensitivity within the context of a diverse educational environment in which both students and adults practice tolerance and accept competing views.

Online information is public. Unsuitable information may result in disciplinary action at St. Andrew's School.

XII. Disclaimers

Use of the School's ECS is made available to on an "as is, as available" basis. The School does not make any warranties of any kind with respect to the ECS, including but not limited to warranties of fitness or adequacy for a particular purpose, accuracy or reliability of any information, continuity or reliability of service, confidentiality, or otherwise, whether express or implied.

Opinions, advice, services, and other information and communications disseminated by users by means of the ECS, or by third parties (including but not limited to information from service providers made available under subscription agreements between the School and the service providers) and accessed by users by means of the ECS, do not represent the opinions, advice, services or other information or communications of the School.

Users are responsible for their own use of the ECS. The School shall not be liable to any user or to any third party for person's inappropriate use of the ECS, violations of copyright or other laws, mistakes or negligence, or costs incurred by users. The School shall not be responsible for ensuring the accuracy, age appropriateness, or usability of any information found on the Internet. ECS users and parents/guardians of St. Andrew's students should be aware that information and other materials accessible by means of their ECS access may include inaccurate or objectionable material.

Any St. Andrew's ECS traffic that traverses another network may be subject to that network's acceptable use policy.

XIII. Enforcement of the Policy

The Heads of the Lower, Middle, and Upper Schools, (or designated group such as the Middle School Discipline Committee or Upper School Honor Council) will make the final decision regarding whether a student has violated this Policy, and the appropriate disciplinary action. Violations of the Policy which are also violations of law may result criminal may be referred to appropriate local, state or federal law enforcement officials for prosecution. The School will cooperate fully with local, state and federal officials in any related investigation.

LEARNING DIFFERENCE POLICY

Since its founding, St. Andrew's School has been committed to the education of academically able students, and this commitment has remained in place as the school has grown. When a student graduates from St. Andrew's School, he or she has thus completed a rigorous college preparatory program and is ready for further studies in a college or university setting.

St. Andrew's also expects students to work hard, and thus the school admits and retains those whose capacity for discipline and hard work is strong.

Students with a variety of learning differences have been successful at St. Andrew's. However, the School may or may not be an appropriate learning environment for a student with a special learning need, depending on its character and intensity. Therefore, St. Andrew's reserves the right to deny a request for modifications or accommodations if they are deemed unreasonable or incompatible with the school's mission or program. For those prospective students applying to St. Andrew's who have had a neuropsychological assessment or similar evaluation, a copy of that assessment or evaluation needs to accompany the application for review by the school's Learning Specialist.

The extent to which Lower, Middle and Upper School divisions can make accommodations and/or modifications to serve these students is described below.

Definitions:

- Modifications: actual changes in the content of curriculum or the standard of assessment and grading
- Accommodations: variations in methods used to present and receive curriculum
- Professional Assessment: testing by a school-recommended professional who provides the school with a full report, including diagnosis

A student's assessment must be current when a request for modifications and/or accommodations is made.

The assessment must include the diagnosis of a specific learning difference or attention deficit disorder.

Lower School Policy for Students with Special Learning Needs

Modifications

1. Modifications to curriculum, involving reduced and/or altered kinds of work, are possible in grades one through four. Modifications are not made in grades five and six.

2. Modifications will be considered only as a result of a formal professional assessment and with the concurrence of school personnel.

3. A team consisting of division head, classroom teacher, special subject teachers, and the school's learning specialist will determine which specific modifications are appropriate to an individual child's classroom setting. A child's parents are invited to meet with the team as these decisions are made. Sometimes the child is asked to attend the meeting, too.

4. Students with modifications can expect notations and adjustments on report cards reflecting altered curriculum and level.

5. A list of modifications commonly considered by students in grades one through four is attached. (See Addendum A.)

Accommodations

1. Variations in the way curriculum is presented and received can be considered through grade six when the child's teacher or teachers determine that accommodations are appropriate in the child's classroom setting(s).

2. A list of accommodations commonly considered for students in grades one through six is attached. (See Addendum B.)

Middle and Upper School Policy for Students with Special Learning Needs

Modifications to curriculum are not made for students in grades seven through twelve.

Accommodations

1. Variations in the way curriculum is presented and received can be considered after a formal professional assessment of the student is made and school personnel determine which accommodations are appropriate.

2. A list of accommodations commonly considered for students in grades seven through twelve is attached. (See Addendum C.)

Procedural Guidelines for Procuring Modifications and/or Accommodations

1. Lower School Guidelines

Initial Communications

■ A current St. Andrew's student who may benefit from modifications and/or accommodations will be identified as the result of discussion involving classroom teacher, special subject teachers, learning specialist, division head and parents. This process can occur at any time during the school year or summer. School personnel or the student's physician can recommend a professional assessment.

■ Accommodations may be provided without a professional assessment if a child's teacher sees this as appropriate. Accommodations may be increased or decreased throughout the school year, as needed.

■ Modifications require a professional assessment. This

may be done at any time during the school year. Once the assessment results are available, parents and school personnel will meet to review the assessment and deter mine appropriate modifications.

■ A student's professional assessment must be current within the last three years. A more frequent assessment may be required.

Review

■ Students will be formally reviewed for continuance of modifications and/or accommodations at least once each school year. Attending this formal review will be school personnel and parents. On-going, informal review will occur throughout a school year as school personnel determine the appropriateness of continuing or eliminating modifications and/or accommodations.

2. Middle School Guidelines

■ A student's professional assessment must be current within the last three years. A more frequent assessment may be required.

■ For a student to receive an accommodation, the school requires a diagnosis of a specific learning disability or attention deficit disorder.

■ A family should consult the MS Learning Specialist and MS Academic Dean before scheduling a professional assessment in order to be certain that the provider is approved by St. Andrew's.

■ A copy of a student's professional assessment should be presented to the MS Learning Specialist and MS Academic Dean who together will review, summarize, and present recommended accommodations to the student's teachers. The faculty must concur as to the appropriateness of a recommended accommodation before it can be put in place.

■ Once accommodations have been approved, student and parents will meet with advisor and division head to discuss how these accommodations will be handled. It is the student's responsibility to contact teachers prior to tests and quizzes to manage accommodations such as extended time.

■ Professional assessments will be reviewed yearly to be certain that they are still current. A family will be contacted when an assessment needs to be updated.

■ A student matriculating mid-year may submit a current outside professional assessment as a basis for requesting accommodations. The division head may or may not accept this assessment.

3. Upper School Guidelines

■ A student's professional assessment must be current within the last five years. A more frequent assessment may be required.

■ For a student to receive an accommodation, the school requires a diagnosis of a specific learning disability or attention deficit disorder.

■ A family should consult the Upper School Learning Specialist before scheduling a professional assessment in order to be certain that the provider is approved by St. Andrew's.

■ A copy of a student's professional assessment should then be presented to the Upper School Learning Specialist, who will then review and summarize recommended accommodations.

■ The student and parents will then meet with the Learning Specialist and the student's advisor to discuss how these accommodations will be handled.

■ The Learning Specialist will then notify the student's teachers about the recommended accommodations, but it is the student's responsibility to contact teachers prior to tests and quizzes to manage the accommodations, such as extended time.

■ Professional assessments will be reviewed yearly to be certain they are still current. A family will be contacted when an assessment needs to be updated.

■ A student matriculating mid-year may submit a current outside professional assessment as a basis for requesting accommodations. The Learning Specialist and/or The Head of Upper School may or may not accept this assessment.

4. Accommodations for Standardized Testing

■ Comprehensive Testing Program, 4th Edition or CTP4:

- Non-standard administrations may be granted by St. Andrew's School for students who have a documented disability that necessitates reasonable testing accommodations. In the Lower School, parents whose child has a formal assessment on file are contacted by the classroom teacher to discuss available testing options and to determine their preferences. Families and/or students in the Middle School who seek testing accommodations must contact the appropriate division head at least two weeks before the test is given.

- To be eligible for accommodations on the CTP4, a student with a documented disability must:
  - have a disability that necessitates testing accommodations,
  - have complete and specific documentation that establishes a current need for the requested accommodations, and
  - receive and use the requested accommodations, due to the disability, on a regular basis for school-based testing.

- If a child takes any portion of the CTP4 with accommodations, this will be noted on the child's test results, and his or her scores will not be included in school or class norms.

■ Independent School Entrance Exam or ISEE:

• For non-standard administration approval, the form in the ISEE pamphlet, "Testing with Accommodations," must be completed and, with all supporting materials, received in the ISEE operations office at least 5 weeks in advance of the test date. (The pamphlet and related form are available online at www.iseetest.org.)

• To be eligible for accommodations on the ISEE, a student with a documented disability must:

- have a disability that necessitates testing accommodations,
- have complete and specific documentation that establishes a current need for the requested accommodations, and
- receive and use the requested accommodations, due to the disability, on a regular basis for school-based testing.

• For further information, call 1-800-989-3721, ext. 313.

■ College Board or ACT:

• Students and families at St. Andrew's Upper School work with the Upper School Learning Specialist to file for accommodations from the College Board and ACT. Students who are not receiving accommodations at St. Andrew's will not qualify for accommodations from either the College Board or ACT.

Approved Formal Assessment Providers

Students or families seeking a specific modification (1-4) or accommodation (5-12) must base their petition on a formal assessment obtained through one of the following service providers:

Lower School (1-6):

Austin Psychological Assessment Center
Dr. Mike Brooks, Ph.D., L.S.S.P. Director
6012 W @. William Cannon, B-103
Austin, Texas 78749
(512) 358-9700, (512) 532-7715 (fax)
www.drmikebrooks.com

Dell Children's Texas Child Study Center
1600 W. 38th St., Suite 212
Austin, Texas 78731
(512) 324-3315, (512) 324-3314 (fax)

Scottish Rite Learning Center –Alice Marsel, Director Dyslexia Specialists,
12871 N Highway 183 #105
(512)472-1231

Dr. Bryce Gibbs, Ph.D. Licensed Psychologist
Creekside Mental Health, P.A.
3215 Steck Ave, Suite 100
Austin, Texas 78757
(512) 452-2929
(Mention St. Andrew's or Dr. Yancy, SAS parent)

Anne E. Appel, Ph.D. Licensed Psychologist
4413 Spicewood Springs Rd., Suite 110
Austin, Texas 78759
(512) 535-7650, (512) 535-5373 (fax)

Middle School (7-8):

Austin Neurological Clinic -www.austinneuro.com

Austin Testing and Therapy -www.austintestingandtherapy.com

Austin Psychological Assessment Center - www.ApaCenter.com

Bryce Gibbs, Ph.D. and Associates – 3215 Steck Ave, Ste 100, 452 - 5656

Dell Children's Texas Child Study Center - www.dellchildrens.net/services_and_programs/

Mike Brooks, PhD -www.drmikebrooks.com

Scottish Rite Learning Center (Dyslexia Specialists) - www.scottishritelearningcenter.org/

Upper School (9-12):

Austin Neuropsychology – Diagnostic Testing and NeuroRehab Center, 711 West 38th St, Suite F2, Austin (512) 637-5841

Bryce Gibbs, Ph.D. – Licensed Psychologist, 3215 Steck Avenue, Suite 100, Austin (512) 452-2929

Mike Brooks, Ph.D., L.S.S.P. – Austin Psychological Assessment Center, 6012 W. William Cannon, Suite B-103, Austin (512) 891-1500

Texas Child Study Center – 1600 W. 38th St, Suite. 212, Austin (512) 324-3315

Austin Neurological Clinic – 711 W. 38th St, Suite F1, Austin (512) 458-6121

Austin Child Guidance Center – 810 W. 45th St, Austin (512) 451-2242

Dr. Allison Sallee, Ph.D., LMFT (bilingual) – 1000 Westbank Dr, Suite 5A-200, Austin (512) 468-2040

Dr. Marita Frackowiak – 4310 Medical Pkwy, Suite 101, Austin (512) 791-5833

Note: New families moving into the Austin area may submit a current outside professional assessment as a basis for requesting modifications and/or accommodations. The division head may or may not accept this assessment.

Addendum A

Modifications for Grades 1-4

1.Volume Modifications
A teacher may choose among the following in order to decrease workload for a student:

- Decrease the amount of reading
- Use abstracts or summaries
- Allow shorter written assignments
- Assign fewer math problems
- Ask a tutor or parent to assist a student in an assignment's completion
- Allow a student to do part of a test independently, but then to complete the rest with the teacher's guidance

2. Complexity Adjustments
A teacher may choose among the following in order to modify the difficulty of tasks:

- Formulate test questions so that they require the discussion of only one concept at a time
- Give assignments that do not mix types of problems
- Present math word problems that include no extraneous information
- Place a student in a basal reader that is below grade level
- Provide a written version of Daily Edit or other work ordinarily copied by students from the chalkboard

3.Prioritization
A teacher may choose among the following in order to help a student focus on specific tasks:

- Allow a "free pass" on writing mechanics so that a student can focus on content
- Allow the solution of fraction problems without the simplification of answers
- Eliminate point reductions for failure to head or format an assignment

4.Curriculum Changes
A teacher may alter lessons, activities, or problems in the following ways in order to modify challenges:

- Enroll a student in an extra study hall (overseen by a private tutor hired by the family) rather than require study of a second language
- Administer tests orally
- After review of concept or direction expectations, allow a student to return to test problems, correcting or completing them

5. Special Devices
A teacher may allow the following:

- The use of a calculator
- The use of a spelling check device
- The use of a computer
- The use of an iPad or Neo

6. Format Shifts
A teacher may choose to substitute one of the following for a written assignment:

- A diorama
- An oral report
- Another kind of non-written response

7. Task Sharing
A teacher may allow a student to collaborate with a peer or with another adult.

8. Feedback Modifications
A teacher may alter grading policies. (Separating grades for content and mechanics in response to a written assignment is an example of this.)

The exact shape of any of these modifications as they apply to individual students would be determined in conference with the LS administration.

NOTE: Modifications are phased out in the second semester of fourth grade. Modifications are not available in any grade after fourth.

Addendum B

Lower School Accommodations (1-6)

1. Rate Adjustments
A teacher may choose among the following in order to decrease time demands for a student:

- Stop frequently to review and summarize material
- Allow additional time to complete an assignment or test
- Allow a student to complete an assignment or test in a study hall or in another designated location during lunch or before/after school
- Allow a student to finish work while others have free time

2. Written Assignments
A teacher may choose among the following when assigning written work:

- Allow print instead of cursive writing
- Allow students to type or write workbook exercises on a sepa rate page
- Allow the use of graph paper for all math work
- Allow keyboarded work instead of handwritten work
- Allow the use of a laptop or Neo for in-class note-taking and/or other written work

3.Study Peers and Task Sharing
A teacher may allow the following kinds of collaboration:

- Allow a student to work with another student either within the classroom or outside school
- Group stronger and weaker students together for collaborative writing tasks
- Allow the use of audio books
- Work directly with a student for the first few steps of a task
- Schedule a consultation with a student in order to provide extra support
- To facilitate oral reading, allow shared reading with a tutor or adult

4.Teacher Strategies
Teacher may use these methods in order to accommodate a student's special learning needs:

- Redirect a student several times to stay on task
- Read instructions and assignments aloud
- Allow a student to work in a quieter place than a classroom
- Enlarge assignments, putting fewer tasks on a page
- Enroll a student in a special learning group (i.e. Reading, Math, and/or Organization Clubs)

Addendum C

Middle and Upper School Accommodations

1. Shell Outlines
Shell outlines may be provided in order to assist a student with organization and note-taking. If an outline format is not able to be provided, then note-taking assistance will be arranged. This will either be through a note buddy or permission to tape record a class.

2. Note-Sharing
A student may be allowed to borrow another student's class notes. He or she is responsible for doing his or her own homework.

3. Laptops
A student may be allowed to use a laptop computer during class for note-taking tasks and/or other written work.

4. Audio Books
A student may be allowed to use audio books in conjunction with reading assignments. Audio books are not provided by the school.

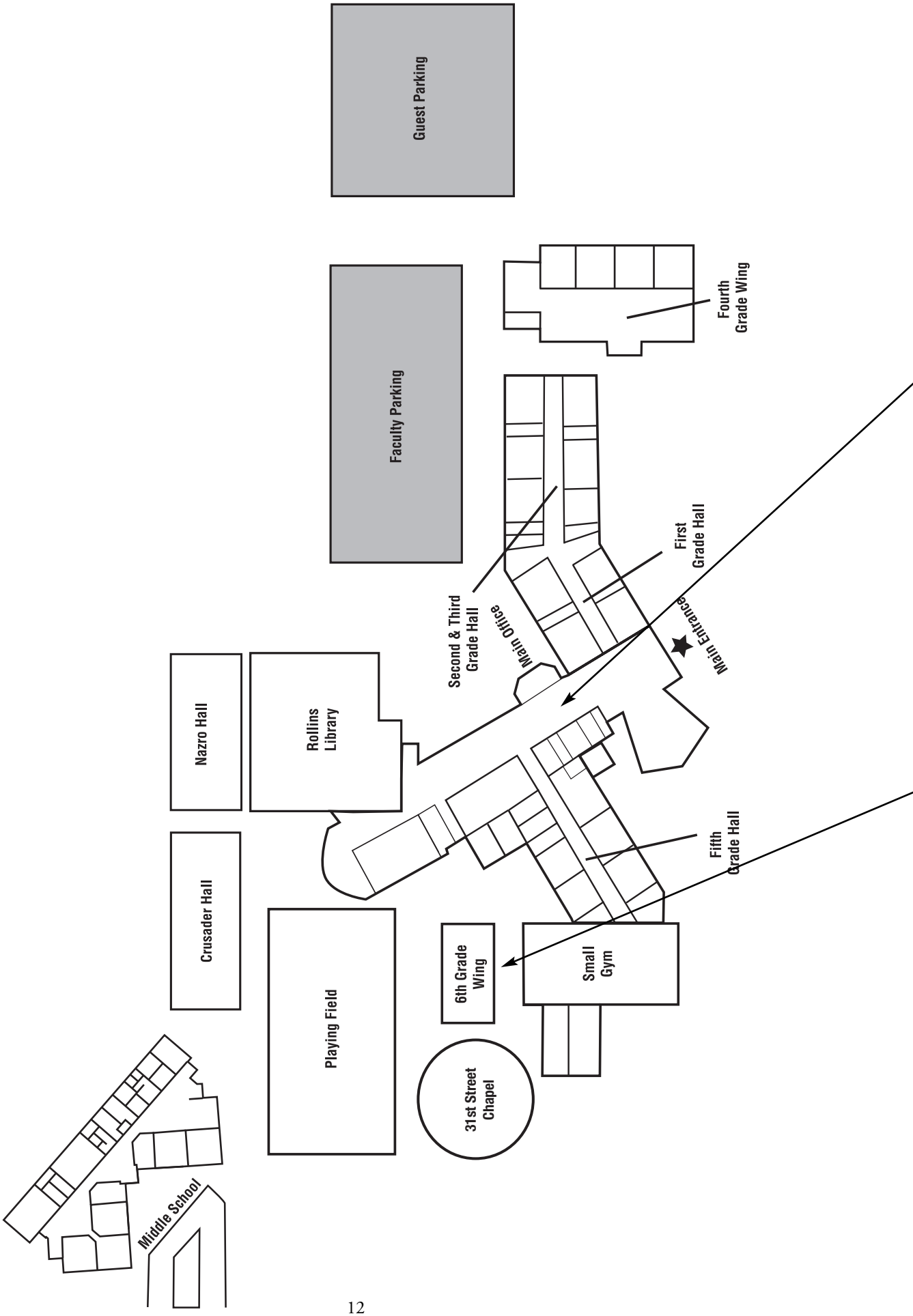
5. Test-Taking Environments
A student may be allowed to take tests in a location which is other than the classroom.

6. Extended Time
A student may be allowed extra time for tests.

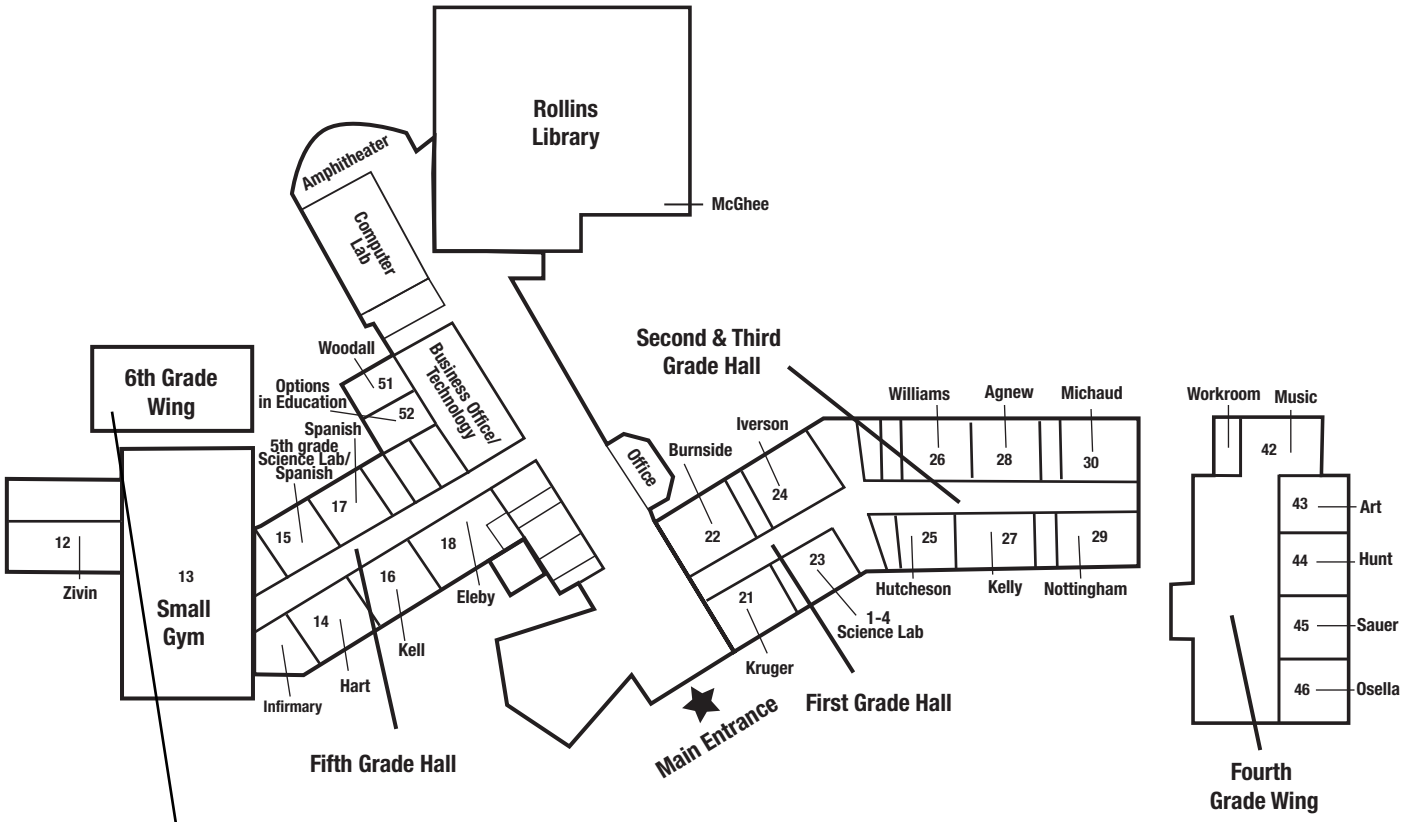
7. Test Format
A student may be provided with an enlarged test format.

8. Preferential Seating
A student may be allowed preferential seating in class.

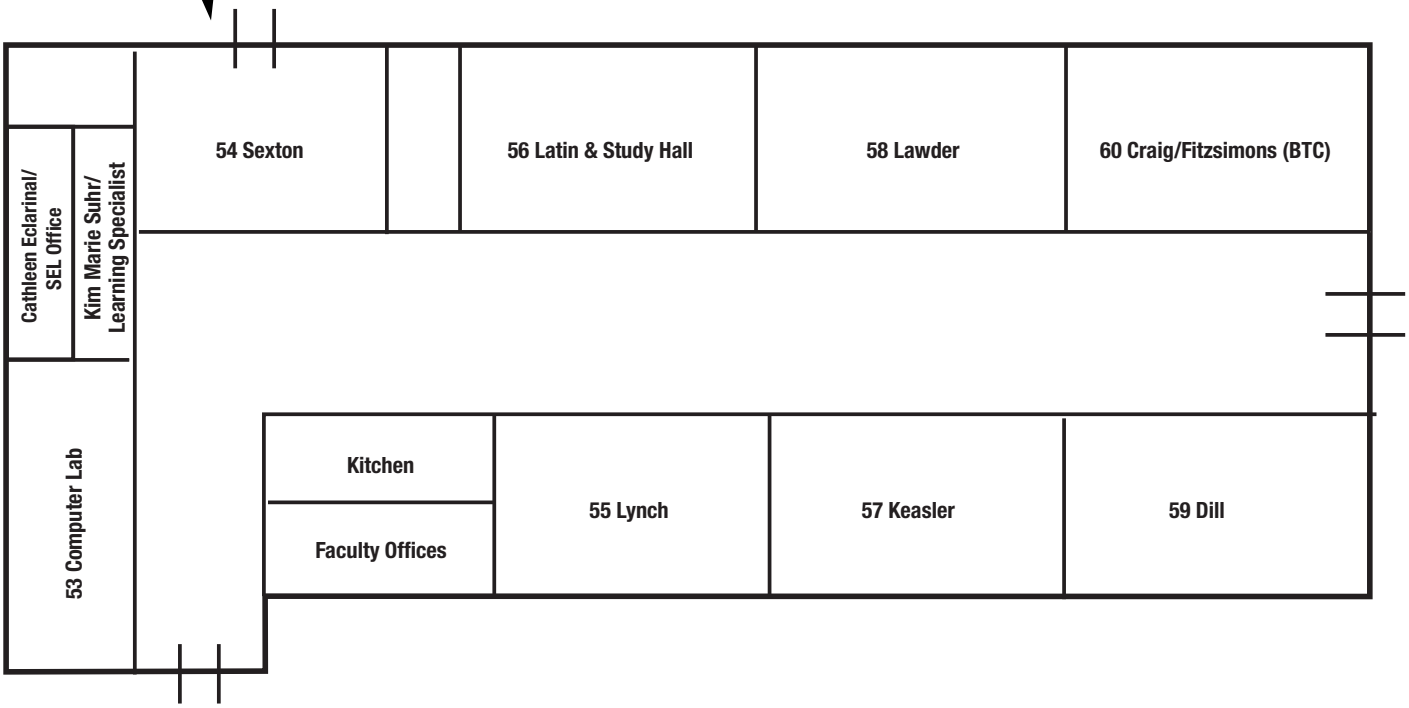
31ST STREET CAMPUS MAP



LOWER SCHOOL MAP

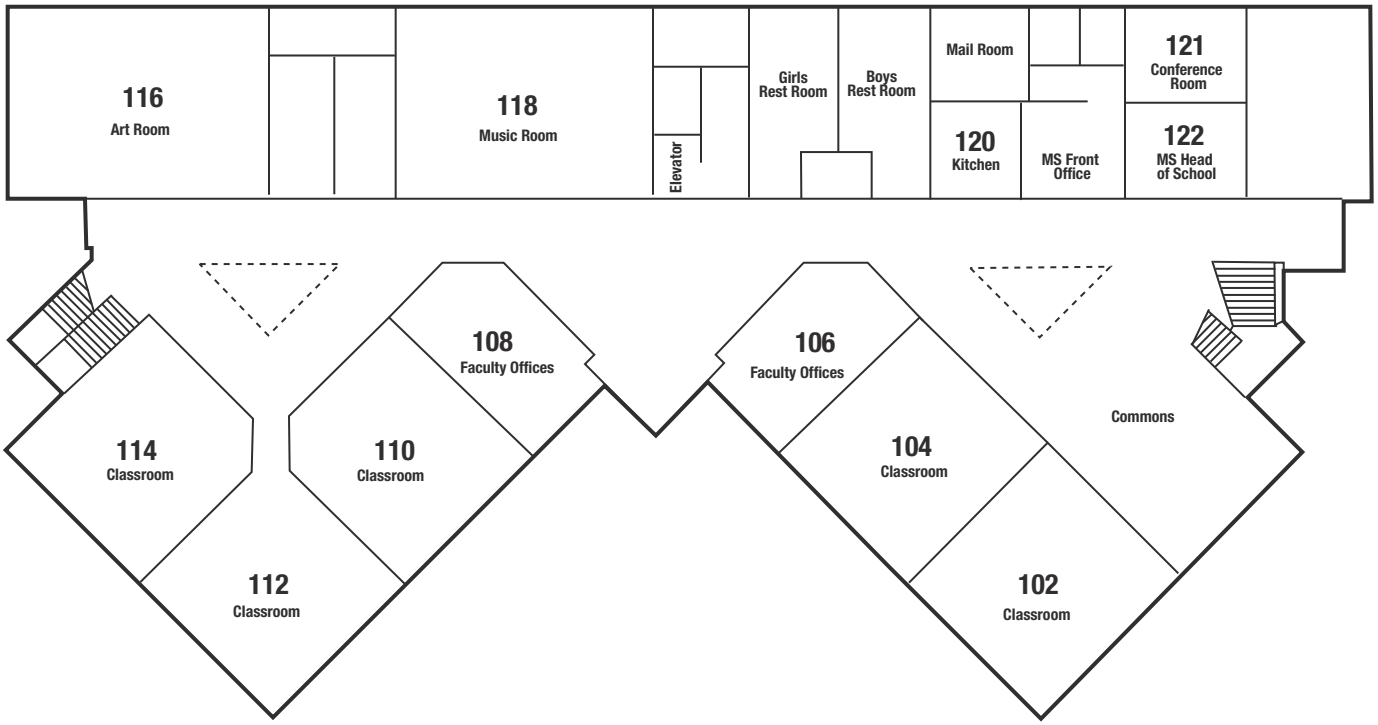


6TH GRADE WING MAP

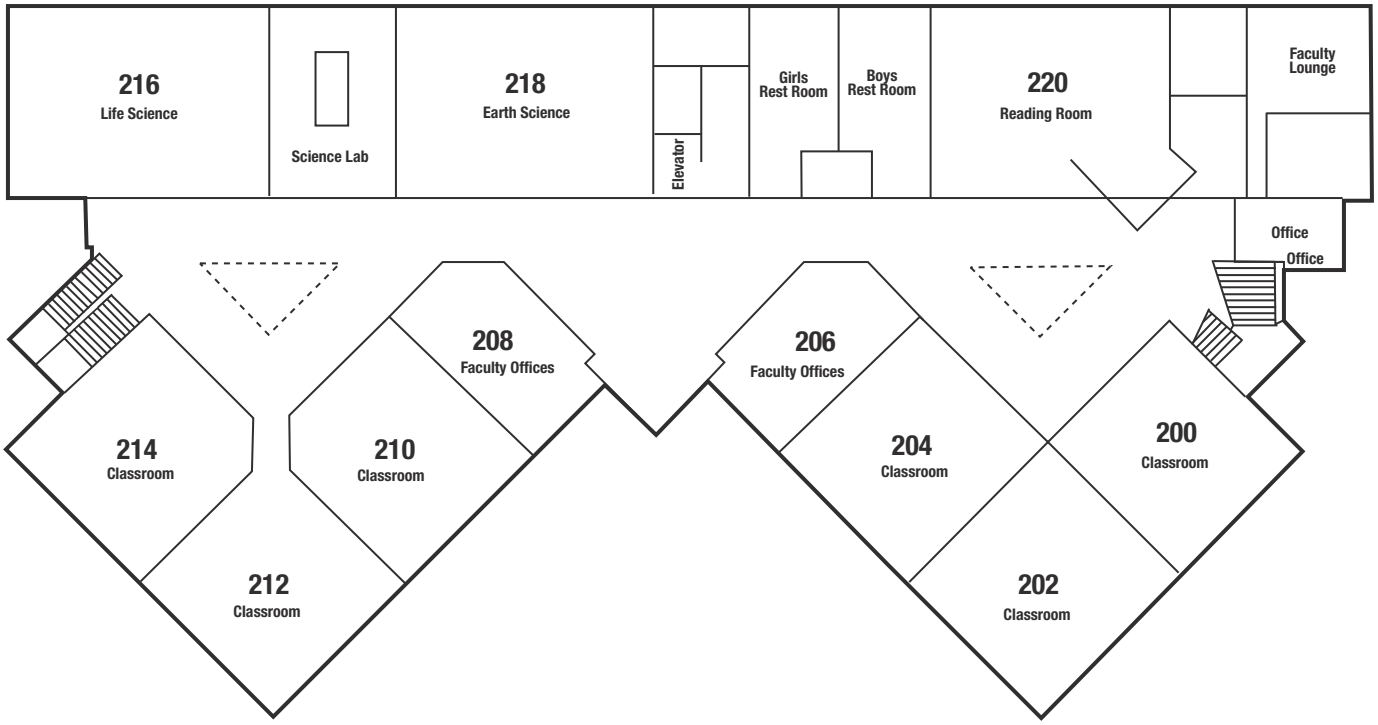


MIDDLE SCHOOL MAP

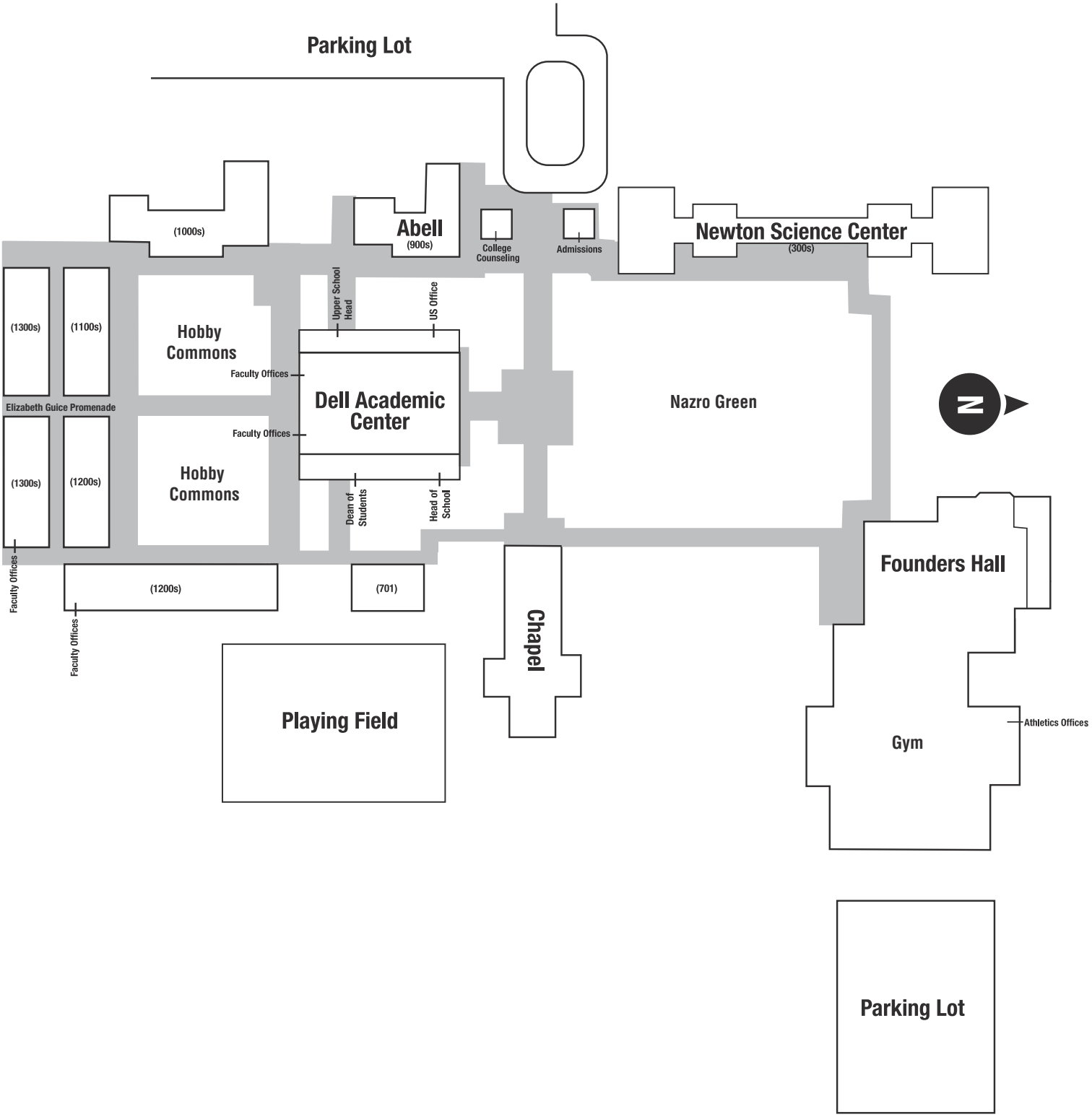
First Floor



Second Floor



UPPER SCHOOL MAP



SAFETY AND HEALTH

EMERGENCY OR DISASTER SITUATIONS

Should an emergency or disaster situation arise in our area while school is in session, we want you to be aware that St. Andrew's has made preparations to respond.

Your cooperation is necessary in any emergency.
1. Do not telephone the school. Telephone lines may be needed for emergency communication.

2. In the event of a serious emergency, students will be kept at school until they are picked up by you or someone who has been listed on your child's Emergency and Field Trip Information Form.

3. Go to our school web site for emergency announcements.

4. Families may be notified of emergency situations through e-mail or "telephone trees."

5. Turn on your radio and/or TV for announcements.

6. During an extreme emergency, when evacuation is necessary, students will be released from a designated campus (or off campus) location.

SEVERE WEATHER

In the event of severe weather, St. Andrew's Episcopal School follows the lead of the Austin Independent School District (AISD). If St. Andrew's deviates from AISD's policy, families will be notified through St. Andrew's website, e-mail, or by phone.

VISITORS TO THE SCHOOL

All visitors to the school, **including parents**, must check in with the front office and wear a visitors' badge while on campus.

HEALTH

Health Crisis – In the event of a health crisis, St. Andrew's will follow the recommendations of state and local health officials regarding the closing of school.

SHOULD YOUR STUDENT STAY HOME FROM SCHOOL?

Chicken Pox
Yes. Students with uncomplicated chicken pox may return on the sixth day after the onset of the rash or when the spots are all dried and crusted, whichever is longer.

Cold, with mild symptoms such as stuffy nose with clear drainage, sneezing, mild cough
No. Your student may attend school if he or she is able to participate in school activities.

Conjunctivitis (pink eye)
Yes. Students may return 24 hours after treatment is started.

Cough
Yes. Students should stay home if the cough is persistent and productive coupled with thick or constant nasal drainage.

Diarrhea
Yes. Students should stay home for 24 hours after the last episode of diarrhea without the use of any medicine.

Fever
Yes. Students should stay home if their temperature is 100 degrees or more. Keep students home until fever-free for 24 hours without the use of fever-controlling medicine.

Fifth Disease
No. By the time the rash appears, students are no longer contagious and do not need to stay home.

Head Lice
Yes. Students may return after their hair has been treated with a topical medicine. If the student has been treated with a lice comb only, all nits must be removed since untreated nits will hatch into lice.

Impetigo
Yes. Students may return to school 24 hours after treatment starts. Sores should be covered when students come to school.

Poison Ivy
No. Poison ivy is not contagious so students do not need to stay home. Open lesions should be covered when students come to school.

Ringworm
Yes. Students may return 24 hours after treatment starts. Areas should be covered when the student returns to school.

Strep Throat
Yes. Students may return to school 24 hours after treatment has started and when fever is no longer present.

Vomiting
Yes. Students should stay home for 24 hours after the last episode of vomiting without the use of any medicine.

For the protection of the other students and employees, your student will be sent home if any of these symptoms, conditions, illnesses are found or suspected during the school day.

SPECIAL EVENTS

The sense of community at St. Andrew's is one of the school's most distinguishing characteristics. A number of special events throughout the year offer opportunities for parents, grandparents, and siblings to participate in the St. Andrew's community. Information about all events will be in each school division's newsletter, published regularly on the web at: www.sasaustin.org. The school calendar, sponsored by the Parents' Council, also includes dates of many of the special events.

Back to School Nights. Held at the beginning of the year these divisional evening meetings seek to acquaint parents with the teachers and curriculum of the school.

Book Fair. Held in Rollins Library in mid-October for Lower and Middle School, and at BookPeople in December for the Upper School, these fairs offer books, videos, tapes and other items for all ages. These community gatherings may include meals, guest authors, and entertainment along with the sale of books. Proceeds benefit the Lower/Middle and Upper School Libraries.

Chapel. Parents are always welcome at Chapel services and are especially invited to attend when their children are serving as acolytes. Check your Division's Chapel schedule for times.

***Eighth Grade Commencement.** This service, held in May, celebrates the completion of Middle School and is held at the Upper School Chapel, followed by a reception for parents and graduates.

Family Fair. This school-wide celebration is being reinvented this year as a community day of fun for all! Generally held on a Saturday in late April or early May on the 31st Street campus, Family Fair activities include outdoor games and entertainment for kids and a picnic supper.

Field Day. This action-packed day of games and field events for students in grades 1-6 is held in mid-May. Students are randomly divided into three teams (red, white, and blue) and participate throughout the day in indoor and outdoor competitions. Hot dogs and ice cream are served for lunch. Parents are welcome to attend as cheerleaders!

Fine Arts Performances. Parents and students are encouraged to attend the many Fine Arts performances offered through the drama and music programs. (Please refer to your calendar for specific performance dates and times.)

First Grade Christmas Pageant. Held in mid-December, our youngest students perform the traditional story of Christ's birth in the LS/MS Chapel.

***Grandparents' and Grandfriends' Day.** Grandparents and Special Friends are invited to visit classes and Chapel. At the Upper School, this day takes place the Wednesday before Easter Break: at the Lower/Middle Schools it occurs on the Thursday before Easter Break.

Halloween Fun House. This "spooky" event is coordinated by the P.E. department. Teachers and coaches dress up in costume and guide students in grades 1-4 through the small gym, which is transformed into a fantastic fun house.

ISAS Arts Festival. Every spring, visual and performing arts students gather with peers from other Independent Schools in the Southwestern States for juried exhibits. Upper School students are chosen to represent St. Andrew's for this three-day festival.

La Virgen de Guadalupe Spanish Play. This January production of the legendary story of Juan Diego is impressively performed by first graders entirely in Spanish.

MS Shakespeare Festival. During this week long event, 7th and 8th grade students present scenes from their studies of William Shakespeare. Costumes created by students for their performances are on display in the Middle School.

Rhythms Night. Held in Crusader Hall and sponsored by the P.E. Department, students in grades 1-4 participate in a program that showcases motor skills to music.

***St. Andrew's Day.** Held in the gym at the Upper School campus in late November, this day celebrates our Patron Saint and includes a service of Holy Communion, lunch on the Nazro Green, and a community-wide service project.

Second Grade Spanish Play. This Spanish production of selected fairy tales performed by the second graders is held in the LS/MS Chapel.

***Service of Lessons and Carols.** This school-wide Christmas service is held in Crusader Hall on the morning of dismissal for Christmas holidays. During the Festival of Lessons and Carols, the story of the fall of man, the promise of the Messiah, and the birth of Jesus is told in ten short Bible readings, interspersed with the singing of Christmas carols and hymns.

***Sixth Grade Service of Holy Communion.** This special service marks the completion of a student's Lower School education. Parents are invited to Chapel followed by

lunch in Crusader Hall.

***US Advent Festival of Lights.** This dramatic event is held at the Upper School Chapel shortly before Christmas vacation and includes evensong liturgy with musical performances by students in the Upper School Choir, the Select Choir group, and other invited guests.

***US Graduation.** Ceremonies are held in May and mark the completion of a St. Andrew's education. Holy Communion and graduation exercises are held on the Southwest Parkway campus, followed by lunch for seniors and their parents.

*Formal dress required

TRADITION OF SUPPORT

In choosing St. Andrew's, families undertake a financial commitment that goes beyond tuition. Our school is fortunate to have a strong tradition of financial support that is part of its culture and seems to grow with each family the longer they are here. We hope you will see St. Andrew's needs as gift opportunities that will benefit not only your children, but others who will follow.

St. Andrew's budget is driven by faculty salaries, which account for more than three quarters of the total budget. The Board of Trustees is committed to offering a wage and benefit package that enables the school to attract the very best faculty. This commitment has a direct effect on tuition. The ever-rising costs of operating the school, including utilities, supplies, and building maintenance present additional challenges.

As an independent school, St. Andrew's receives no financial support from federal, state, or local governments or from the Episcopal Diocese. Gifts from St. Andrew's supporters provide the only other source of income for the school. These gifts are given to the following areas: the Annual Fund, the Endowment Fund, Financial Aid, and Capital Needs.

THE ANNUAL FUND

The Annual Fund is needed to run the school, day-to-day. Annual Fund income is vital to insure the continued excellence of the school's programs and faculty.

The Annual Fund directly supports the following:

Our teachers. Our students' unique educational advantages stem directly from the exceptional quality of classroom instruction at St. Andrew's. Superior teachers make superior schools. Annual Fund proceeds send teachers to valuable enrichment programs that broaden and expand the teaching perspective.

Our educational technology. No education for the 21st century can be first-rate – or even adequate – without first-rate technological equipment and support…as found at St. Andrew's.

The educational "extras." Each year a rich mixture of informative, inspiring non-classroom experiences opens new educational worlds to St. Andrew's students. A St. Andrew's education is an "extras" education.

The moral, spiritual, and emotional dimension. Character is as life-shaping as intelligence…and those who value that principle find it honored daily in every part of St. Andrew's life. Through daily Chapel, community service, social and emotional learning (SEL), and Human Development classes, St. Andrew's provides a firm foundation for the life you want your child to lead and the person you want him or her to become.

The facilities. St. Andrew's surrounds students with a positive physical setting for high-quality education. The operating costs associated with first-class facilities are a significant part of the annual budget.

Without generous support for the Annual Fund, these central elements in a St. Andrew's education are deprived of essential operating support. While tuition provides the backbone of St. Andrew's operating needs, tuition does not pay all the cost of a St. Andrew's education.

All Annual Fund gifts are tax-deductible and make a significant difference to St. Andrew's Episcopal School. In 2010-2011, the outstanding support by our parent, grandparent, friend, faculty/staff, and alumni community completed a very successful year for the St. Andrew's Annual Fund, with 62% parent participation, raising $684,000. Every year 100% of St. Andrew's Faculty, Staff and Board of Trustees contributes to the Annual Fund. It is always our goal to achieve 100% Annual Fund participation by our St. Andrew's families.

FINANCIAL AID

We believe our children should be surrounded and supported by a diverse and dynamic student body and faculty – opening their hearts and minds to the world that surrounds them. A school environment that replicates all segments of society enhances the educational process by bringing alternative experiences and viewpoints to the classroom. St. Andrew's has received commendations for its increasingly generous financial aid program, which allows the school to seek students of character and intelligence from diverse socioeconomic backgrounds. Currently our financial aid program supports approximately 14% of our student body.

The school's commitment to this program is demonstrated in the amount of money distributed annually to deserving students, as well as the amount of funds given each year for financial aid by the school family. For the 2010-2011 school year, approximately $1.6 million in financial aid was distributed to St. Andrew's families. Until this year, the main vehicles for financial aid fundraising have been Family Fair and Spring Fest for Financial Aid, two fun community events held each spring. Beginning in 2011, a single event, the Concert for Financial Aid to be held on Sunday, February 26 will replace these two events as the main fundraiser for this important program. In addition, a portion of tuition proceeds is given

annually in financial aid to encourage and support socioeconomic diversity. St. Andrew's success at reaching out to a socioeconomically diverse community underlines the need to increase the Endowment Fund, which will eventually support annual financial aid requests.

CAPITAL NEEDS

Gifts to capital campaigns can support several areas in the life of the school. Capital campaigns are held for the construction of specific projects. The most recent $23.1 million capital campaign was begun in July 2010 for the construction of a new fine arts center on the Upper School campus. As of August 2011, the school community had committed approximately $19 million towards this goal.

THE ENDOWMENT FUND

An Endowment Fund is the foundation for the future and essential to the financial health of any independent school. At St. Andrew's, our Endowment Fund currently has a balance of $10 million. This is considered to be quite modest for a grade 1-12 independent school of St. Andrew's age and reputation; **the average endowment of other Southwest Preparatory Conference schools is approximately *$49 million***.

The Endowment Fund not only serves as a cushion should financial stress affect the school, but it is also composed of gifts intended to provide for scholarships, thereby supplementing financial aid, and will support teaching chairs and departments, administrative positions, and sustaining funds for programming and facilities.

A healthy endowment is essential for St. Andrew's to thrive in an increasingly competitive environment. Throughout the country, many of the schools recognized as the best also have the largest endowments.

POLICY PROHIBITING SEXUAL MISCONDUCT

St. Andrew's is committed to providing a healthy, safe, and nurturing environment for all our students. Sexual misconduct on the part of any clergyperson, employee, or volunteer violates the mission of the school and is prohibited and will not be tolerated. To this end, all employees of St. Andrew's must receive training and certification in "Safe Guarding God's Children" which is a sexual misconduct prevention program. Further, all volunteers must read, in full, and sign our policy prohibiting sexual misconduct. This policy is available to any community member upon request.

WHOM DO I CONTACT WHEN…(CALL OR E-MAIL)

Please call faculty/staff during school hours, unless you have an emergency.

My child is sick and will miss school:
LS – Deborah Mussett (299-9811) or Nurse Elizabeth Williams (299-9892)
MS – Laura Milton (299-9850)
US – Attendance (299-9700; usattendance@sasaustin.org)

I would like to arrange a parent/teacher conference (spontaneous hallway conferences are not in the best interest of your child and do not maintain confidentiality): Homeroom or subject area teacher

My child will be absent from school on a planned basis:
Division Head and Homeroom teacher

I have a question about the amount of homework:
Homeroom or subject area teacher; MS or US Advisor

I have a question about the dress code: Homeroom Teacher or Division Head; US Advisor

I observed poor sportsmanship at a game: Athletic departments

I think my child might benefit from counseling:
LS – Teacher or Counselor, Mary Lynn Woodall (299-9857)
MS – Advisor or Counselor, Penny Borges (299-9821)
US – Advisor or Counselor, Heather Latreille (299-9690) or the appropriate Lower, Middle or Upper School Division Head

My child might need tutoring or testing:
LS – Teacher or Learning Specialists Pam Craig-grades 1-3 (299-9812) or Kim Marie Suhr-grades 4-6 (299-9848)
MS – Advisor or Counselor, Penny Borges (299-9821)
US – Advisor, or Counselor Heather Latreille (299-9690) or the appropriate Lower, Middle or Upper School Division Head

I have questions about the Lower School After School Care Program (BTC): Sean Fitzsimons (299-9856)

I am concerned about teaching methods: The subject area teacher

I have a question about my tuition account:
Susan Gordon (299-9807) or Karen Cowan (299-9805)

I want to contribute financially to the school:
Catherine Herter (299-9809) or Molly Sherman (299-9808)

I want to check on my Annual Fund donation:
Allison Brubaker (299-9825)

I want to check on my Capital Campaign account:
Molly Sherman (299-9808) or Brenda Hansen (299-9714)
I have a suggestion for The Crusader:
Catherine Herter (299-9809) or Jenny Morgan (299-9810)

I have a suggestion for the website:
Clint Hagen (299-9731), Jim Heck (299-9718), or Jenny Morgan (299-9810)

I would like to recommend a family to the school:
LS/MS – Diane Williams (299-9802)
US – Malia Aycock (299-9720) or Steven Garcia (299-9707)

I need to change our address, phone number or emergency contact information:
LS – Deborah Mussett (299-9811)
MS – Laura Milton (299-9850)
US – Joan Winter (299-9700)
Development Office – Brenda Hansen (299-9714)

I hear any rumors about the school: Lucy Nazro (299-9801)

I have a question about the Board of Trustees:
Lucy Nazro (299-9801), Catherine Miller (477-7020)

My child needs to replace a textbook:
The Teacher, Karen Cowan (299-9805)

My child needs to replace a library book:
The appropriate division librarian

I have a question about religious practices:
LS/MS Chaplain Ashley Brandon (299-9679)
US Chaplain Rob Leacock (299-9704)

I think a teacher or administrator has been unfair:
Follow grievance procedures as outlined on page 2 of this Handbook.

I want to commend a teacher or administrator:
The teacher/Division Head

I would like to be involved with or find out more about Diversity:
Philippa Strelitz (299-9656)

I would like to learn more about Social and Emotional Learning (SEL):
LS – Cathleen Eclarinal (299-9842)
MS – Counselor, Penny Borges (299-9821)
US – Counselor, Heather Latreille (299-9690)

I want to find out if an athletic event has been canceled.
LS/MS – Athletic Line (299-2889)
US – On Athletic page of website

GRADES 1-4 GENERAL INFORMATION

ABSENCE/TARDY POLICY:

In order to ensure the success of your student, regular attendance is strongly encouraged at St. Andrew's. Even if a student is diligent about making up missed work, there is no adequate way to compensate for the missed teacher explanations and instructions. There is no substitute for a student's presence, listening, questioning, and participation.

Absences:

Absences are excused for illness, family emergency, religious exercise, or inter-divisional visits. Families who keep a child out of class for other reasons must realize that such absences will be treated as unexcused. (However, recognizing that important educational opportunities sometimes present themselves, parents should request permission for a student to miss classes by conferring with the Head of the Lower School and the student's homeroom teacher.) If a student is absent, parents should call or e-mail the student's teacher by 8:45 a.m. Assignments may be obtained after school from the teacher. A student who does not attend classes may not participate in other school activities that day.

Absences due to travel:

Absences due to travel are discouraged because the student is placed at an academic disadvantage. For example, group process learning can not be made up. However, if you do request to take your child out of school for a trip, please send a note to Ms. Wilson and to your child's homeroom teacher forty-eight hours in advance. Missed work and tests will be given upon the student's return and a time frame for completing all work will be determined by the teacher. Absences will be noted on the report card.

Tardy Policy:

If a student arrives after the 8:00 bell, he/she needs to come directly to the front office to check in and get a tardy slip. A determination of excused or unexcused will be made at that time. If a student receives three or more tardies within a six weeks period, parents will receive a phone call notification.

Students are allowed five tardies per semester (from the beginning of school until mid-January and again from mid-January until the end of school). On the sixth tardy of the semester, a meeting with the parents, student, homeroom teacher, and either Ms. Wilson or Mr. Dickey will be called to discuss strategies to resolve the problem.

CARPOOLS AND PARKING:

Please observe the no parking or stopping signs on the south side of 31st Street. There is also **NO PARKING** in the Lower School driveway between 7:30-8:30 and between 2:45-3:45 except in the designated parking spaces and no parking on Bailey Lane between 7:30-8:30 and 2:45-4:00 - Please do not leave your vehicle unattended in the carpool line. If you have multiple grades in your carpool, use the pick up point for the youngest student. **Students who are not picked up by 3:30 are required to attend Beyond the Classroom. Please do not park in faculty parking spaces.** Students in grades 1& 2 are picked up in the afternoon in the Lower School driveway. Approach the circular driveway on 31st Street from Lamar Blvd. (this helps avoid circular gridlock when cars come from 34th St. and try to turn left into the driveway), then exit following the security guard's instructions, by turning left back towards Lamar Blvd. (You may turn right if you are also picking up a Middle School student.) It is very helpful if you have your carpool sign visible at all times. If you need to wait for a student or send a student back inside the school, please pull out of the carpool line.

Students in grades 3 & 4 are picked up in the afternoon on Bailey Lane. (When it is raining, they will stand under the library porch on Bailey Lane.) When picking up, please remember to pull forward to the stop sign for efficient "loading".

CELL PHONES:

Cell phones may not be used in school buildings regardless of the time of day with the following exception: at the conclusion of an athletics practice or game or other extracurricular activity with the permission of the coach or a supervising adult. Students have access to a phone in the office so it is not necessary for your child to bring a cell phone to school. However, if you still feel your child needs to carry one, <u>it must remain off and in a backpack during the school day</u>. **Picture taking or filming**: may only be done with the approval of school personnel.

CHAPEL SCHEDULE:

8:05 1st and 2nd Grade
9:00 3rd and 4th Grade

CHEWING GUM, CANDY, AND SOFT DRINKS:

Chewing gum, candy, and soft drinks are not allowed on campus during the school day.

CONFERENCES:

Teachers will have conferences in the fall and in the spring with the parents of each student. These conferences are by appointment and are in person. At mid-term there will be a telephone conference with each parent. If needed, parents or teachers can initiate additional conferences.

GRADES 1-4 GENERAL INFORMATION

DISTRACTING OBJECTS:

All distracting objects, which include Leapsters, iPods, trading cards, sillybands, etc. are to be left at home. Students should not bring "stuff" to school to play with or trade. Decks of cards, checkers and other games are available to students before the morning bell rings.

DOCTORS' APPOINTMENTS:

Whenever possible, teachers should be notified of appointments in advance. Parents should make every effort not to schedule recurring appointments (such as orthodontics) at the same time of day so that students do not continually miss the same class. Students must be signed in and out in the Lower School office by an adult and are not permitted to wait outside for their ride.

EARLY MORNING ARRIVAL:

Upon arrival at school, students are to remain in the Lower School hallway by the office until the 7:45 a.m. bell rings. Please do not enter other hallways or the classrooms without teacher permission.

GRADING SCALE FOR GRADES 1-2

E	100-97
S+	96.90-90
S	89.90-80
S-	79.90-70
BE	69.90-0 (Below expectations)
P	Passing
INC	Incomplete

GRADING SCALE FOR GRADES 3-12

Grade	GPA	Range
A+	4.3	100-97
A	4.0	96-93
A-	3.7	92-90
B+	3.3	89-87
B	3.0	86-83
B-	2.7	82-80
C+	2.3	79-77
C	2.0	76-73
C-	1.7	72-70
D+	1.3	69-67
D	1.0	66-63
D-	0.7	62-60
F	0.0	59-0

In the Lower School, art, music and P.E. use a slightly different system.

HOMEWORK:

Homework is given on a regular basis to support classroom activities, beginning with about 20 minutes per night in first grade and increasing at that rate with each successive year.

INFIRMARY/NURSE/MEDICATIONS:

The LS/MS Infirmary is located at the end of the fifth grade hallway (on the left, before you reach the small gym). Elizabeth Williams is our on-site RN. She will administer all medications and preside over the daily medical needs of our LS/MS students. All medications (Benadryl, EpiPens, Inhalers, etc.) will be kept locked up in the infirmary. **Under no circumstances should students share medications with other students or keep medication (of any sort) in the back packs.** If your child takes daily prescription medications you will need to fill out a permission slip (which will be kept on file) with the nurse along with the dosage needed. Any medical situations regarding your child should be discussed with the school nurse. Elizabeth is also certified to administer insulin injections.

MESSAGES:

Please make every effort to finalize your child's plans before the school day begins. **Tell students if they are not picked up during carpool, they will automatically go to Beyond the Classroom.** If you need to leave a message for your child (voice mail or e-mail), please do so by 1:30 pm.

INVITATIONS/PARTY POLICY:

When hosting a party that includes the majority of the class, all students should be included (or the full subset such as all boys or all girls). Invitations should not be distributed at school unless the whole class in invited.

JUMPSTART:

This after school program is offered in the fall for 3rd-6th graders to help students learn efficient and effective skills for doing their homework. Students may sign up for the program through Beyond the Classroom.

LOST AND FOUND:

Please check the bins in the 3rd, 5th, and 6th grade wings, Crusader Hall, and Beyond the Classroom on a regular basis to reclaim lost items.

LUNCH:

Lunch is served daily in the Dining Hall located in Nazro Hall. Mondays are Parents' Council "pizza days". Parents sign students up for pizza each **semester at through the St. Andrew's web site**.

GRADES 1-4 GENERAL INFORMATION

Tuesdays through Fridays, lunch is prepared by San Miguel Management. Parents sign students up for lunch by going to **http://www.saslunch.com**, where you will find an introduction to San Miguel Management, including a menu, nutrition information, instructions on setting up and accessing your account, a blackboard for questions and answers, as well as a chance to virtually meet team members. You can find a link to San Miguel's lunch website at our SAS website. All students will be asked to put $20 in their account to cover lunches, a la carte items or drinks throughout the year; any monies remaining in your child's account are refunded to you at the end of the school year.

All payments should be made directly to San Miguel Management, with several payment options: (1) via the website by credit card or bank draft (ACH); (2) by check in the dropbox in the office; (3) through PayPal.com using food@sanmiguelmanagement.com as the payee; or (4) by check mailed directly to San Miguel Management, L.P., 2222 Rio Grande, Suite D-200, Austin, TX 78705-5110.

Any questions regarding this lunch program should be directed to Rose Myers, Food Service Director, who can be contacted at food@sanmiguelmanagement.com or 512-610-7622.

If students bring a lunch from home, they should bring it with them in the morning; it is disruptive to students to have lunches brought to them during the day. If an emergency arises and a parent must bring a lunch, please mark it with the student's name and leave it on the ledge in front of the Lower School or in the student's cubby. Lower school students are to have fast food or restaurant lunches only on their birthday or special occasions.

OUTSIDE HELP:

When a child appears to have a problem, which may warrant outside expertise, the teacher will discuss the matter with the Learning Specialist and Lower School Head. They may then make a specific recommendation to the parents.

PROGRESS REPORTS:

In the fourth grade, progress reports are sent to parents, as needed, to notify them of students who are having academic problems.

PUBLIC NOTORIETY:

If a St. Andrew's student's behavior draws negative attention to the school, the school has the right to deal with that student through its disciplinary procedures.

SCHOOL DAY:

- **1st Bell at 7:45 a.m.**
- **Tardy Bell at 8:00 a.m.**
- **Dismissal Bell at 3:15 p.m.**

GRADES 1-4 ACADEMIC POLICIES

ACADEMIC HONESTY/DISHONESTY:
In the **Crusader Creed** we have stated our commitment to honesty in our personal and academic endeavors at St. Andrew's. **Academic Dishonesty** or "cheating" undermines the value of a St. Andrew's education for everyone, especially for the very few students that are tempted or pressured to cheat or be dishonest. Students should be aware of what constitutes **Academic Dishonesty**, which includes the following:

a. Copying another classmate's work and submitting it as your own;

b. Giving your work to a classmate to copy;

c. Faxing, e-mailing, or phoning homework answers to another classmate;

d. Possessing or using some form of a "cheat sheet" during an exam or quiz (this includes writing on one's hand);

e. Leaving books, notes, or other materials open during an exam or quiz;

f. Looking at another student's paper during an exam or quiz;

g. Showing your exam or quiz to another student during the testing;

h. Talking during an exam or quiz;

i. Telling what is on a test to a student who has not yet taken the test OR asking a student who has already taken a test what is on the test;

j. Copying someone else's work from printed material of any kind or from a computer source and submitting it as your own (i.e. plagiarism).

Working together on an assignment is appropriate only when you follow your teacher's guidelines. Collaborative work is a very valuable tool and applicable when specified by the teacher.

Evidence of Academic Dishonesty will be dealt with on an individual basis

INCOMPLETE ASSIGNMENTS:
Homework and other school assignments must be completed for the academic process to move forward. A daily monitored **Study Hall** will be held during all Lower School lunch periods. Students who receive an Incomplete Assignment form for missing homework or other assignments will report to the **Study Hall** and will bring an assignment to work on during their lunch period.

GRADES 1-4 AFTER-SCHOOL POLICIES

GENERAL AFTER-SCHOOL POLICIES

All students remaining on the St. Andrew's campus after their dismissal bell must do one of the following:

a. Go to Beyond the Classroom (BTC) after school program
b. Participate in a sanctioned after school activity such as athletics, scouts, service trip, etc.
c. Homework with an adult in the library
d. Work with a tutor at an approved site on campus

ATHLETIC EVENTS

Attending Athletic Events

1st-4th graders who want to watch an athletic event should either attend the event with a supervising adult or sign in with BTC, and when possible, attend with a staff member. Students will be expected to adhere to the BTC rules and discipline policies.

Athletic Games and Practice:

Students staying for an athletic practice should report to their coaches when they are dismissed from school. If they have a later game or practice they should sign in with BTC. These students will be dismissed 30 minutes before their game or practice to join their team.

In the case of a rained out practice or game, students will be given the opportunity to call home. Students should be picked up immediately or go to a supervised BTC study hall.

Younger siblings attending athletic events should be supervised by an adult. Please make sure these youngsters do not play on the court/stage/field or with the equipment. BTC cannot be responsible for children on the playscape or in the surrounding areas who are not enrolled in the BTC program.

LIBRARY USAGE

Students are welcome to work in the library after school, but must be supervised by an adult. Please note: occasionally the library is closed for faculty meetings, etc.

BEYOND THE CLASSROOM

Beyond the Classroom, our after school program, offers opportunities for student enrichment along with time to study and play. Please contact BTC Director Sean Fitsimons with questions related to the after school program.

BTC is designed to allow students to participate as many days a week as desired. An experienced professional teaches each enrichment class, and all activities take place on our school campus. Students are usually grouped as follows: 1st and 2nd graders, 3rd and 4th graders, and 5th and 6th graders. **Students must register online each 12 weeks**.

DAILY SCHEDULE:

3:15-3:30 - Chapel check-in
3:15-3:30 - Carpool care (students wait for siblings who are in 5th and 6th grade)
3:15-4:00 - Carpool care at the playscape (students wait for siblings who are in the 7th and 8th grade)
3:35-3:45 - Snack/play
3:45-4:15 - Enrichment activity or study hall
4:15-5:00 - Enrichment activity or study hall
5:15-5:30 - Pick up at the playscape on Bailey Lane

ENROLLMENT OPTIONS:

3:15-3:35 Carpool Care

Carpool supervision is offered to 1st-4th graders waiting to carpool with 5th & 6th graders, or as a "drop-in" option. Students come to the Chapel to check-in and are escorted to carpool pick-up on Bailey Lane.

Full Afternoon Care (2 options)

Option I — Full afternoon care includes 3:15-3:45 care/snack, monitored study hall and supervised free play. Cost will vary according to the number of days in which a student enrolls.
Option II — Includes Option I and enrichment class(es) for an additional fee.

"Drop-in" Care

Drop-in care includes study hall and free play and is offered for an hourly fee. Parents should notify the teacher and the Beyond the Classroom office (299-9856) when a student is staying for BTC.

*The after-school program follows the St. Andrew's calendar and does not usually offer care on "early dismissal" days. Check the school calendar for the schedule.

PROCEDURES:

Absences

If a student is absent from Beyond the Classroom or plans to leave with a person other than a parent, please notify the Beyond the Classroom office. We can't let students leave without a note or a call. We don't want anyone to miss a birthday party or another special event simply because we were not notified that the student had permission to leave.

Making Reservations and/or Leaving Messages

Please call the BTC Office (299-9856) to make reservations for "drop-ins," full or extended afternoon care (leave your name, your child's name and the day you would like to have your child in after-school care) and send a note to your child's teacher. Messages are taken off the recorder at 2:00p.m. each day.

GRADES 1-4 AFTER-SCHOOL POLICIES

"Hiding Out"
We've had a few incidents in which students were found "hiding out" (not reporting to the properly supervised program or activity.) This is both unsafe and unacceptable behavior. If a student engages in this behavior, disciplinary action will follow.

Late pickup after 5:45
If students are not at the playscape, parents should pick up their children in the BTC office located in the sixth grade building, room 60.

Bad Weather Days
Students will be in the Lower School multipurpose room or room 56 in the 6th grade wing. From 5:15-5:30, parents may pick up students on the library porch on Bailey Lane.

Late Pick-Up Charges
Late charges will be assessed beginning at 5:31 p.m. at a rate of $5 for the first 5 minutes and $2 for each following minute. Billings for late pick-up will be noted in your billing statement from the school.

Billing System
All billings for BTC come through the Business Office and will be included on your monthly statement. BTC will be a separate line item, with care/ enrichment, drop-in, or late pick-up noted. Please keep this information for tax purposes.

Payments for tuition and BTC can be made with one check, but to assure that your account is properly credited, please:
- Write the student's first and last name on all checks;
- When paying for more than one child with a single check, write each child's name on the check and the amount paid for each child;
- Return the top of the statement with your payment and make checks payable to St. Andrew's Episcopal School.

Snacks
Snacks are provided only for students enrolled in after-school care. First through sixth graders do not have the privilege to use the snack machines located at the Middle School. No snacks may be taken to the classrooms during study hall.

Study Hall
Study Hall is part of the after-school curriculum and is supervised by one or more BTC staff members. BTC staff members check work to see if it is completed and, if time permits, to see if it's correct. Parents still need to check over the work for accuracy. Students are required to come prepared with books and assignments; they will not be allowed to return to their classroom. Pencils, paper, colors, and rulers are available when needed.

GRADES 1-4 DRESS CODE

Students are expected to dress neatly, comfortably, and appropriately for the occasion. Students are asked to dress formally for important school functions such as St. Andrew's Day, Lessons and Carols, Grandparents' Day, and Graduation. (Formal dress events are indicated with an * in the All-School Parent Handbook under Special Events).

Formal dress for boys consists of a coat and tie, dress shirt (tucked in and buttoned), belt, slacks, dress shoes, and socks; formal dress for girls consists of dress shoes and a dress, a nice pantsuit, or a skirt and blouse. Skirts shorter than 2" above the knee or other revealing garments are not acceptable.

Semi-formal dress is similar to formal, but does not require a coat or tie.

Lower School "Wednesday School Dress Day" for boys consists of a collared shirt with khaki or navy pants or shorts and for girls the same or khaki or navy skirt. School dress is also required for field trips unless otherwise noted.

On a daily basis, the school considers it important that students are well groomed and do not wear distracting clothing or hairstyles. If students are not dressed according to our dress code, parents will be contacted and asked to bring their child appropriate clothing for the day.

Guidelines for acceptable dress at St. Andrew's are as follows:

1st-4th GRADE DRESS CODE DO'S AND DONT'S

DO'S

1. Clothing must be in good repair.
2. Hemmed, **2" above the knee or longer** length skirts or shorts are acceptable.
3. T-shirts must have appropriate logos/decoration.
4. Clothing must be worn to size.
5. Athletic footwear that secures to the foot must be worn for the entire day except on formal dress days.
6. Jean shorts are fine as long as they do not have holes or frayed hems and meet the length criteria.
7. Leggings are acceptable but they do not take the place of clothing of the appropriate length (ie: skirts must still be the correct length with or without the leggings).

DONT'S

1. No skirt, pair of shorts, or dress may shorter than 2" above the knee, hemmed. No words may be written on the seat of clothing.
2. T-shirts that promote violence, death, drugs, alcohol, sex, or obscenities are not acceptable.
3. No sleeveless shirts of any kind are allowed. All shirts must be long enough to be tucked in. Clothing that exposes a student's underwear or cleavage may not be worn.
4. Hats may not be worn inside buildings.
5. Athletic shorts may only be worn for athletics, not during the school day. The one exception is the baggy, to-the-knee athletic shorts.
6. Flip flops, Toms, Uggs, Sperry's or any rubber-soled shoes that do not secure to the foot are not allowed.

GRADES 1-4 SELF-DISCIPLINE POLICY

The Crusader Creed

As members of the St. Andrew's community we will be responsible, respectful, honest and fair to make our school an enjoyable and safe place to learn.

During the 2003-2004 school year, the LS and MS students and faculty met, discussed and voted to create a guiding statement of belief and conduct for grades 1-8 that was named the **Crusader Creed**. Each subsequent year, around the end of the first six weeks grading period, we have had a ceremony of rededication to the principles of the **Crusader Creed**. These are our general campus expectations. The **Crusader Creed** is a measuring tool to be used each day to check how we are doing towards living up to our highest values and goals. Each individual classroom may also have a similar set of beliefs or expectations developed as a classroom exercise each year to highlight these concepts. These values of responsibility, respect, honesty, fairness and safety supersede, but do not diminish the expectations we have always held for ourselves: i.e. to be on time, to bring our materials, to listen and follow directions, to have permission to talk or leave our seats, to be safe with our hands, feet and bodies, to not damage any property, and to leave distracting and harmful objects at home.

Generally our students are excellent citizens and are responsible and caring members of the St. Andrew's community. Our emphasis on Social and Emotional Learning and frequent community time in all grades provides students with ways to connect and often work out problems before they develop. Because of this, over the years at St. Andrew's we have had fewer and fewer serious problems. The great majority of our students are very good at being what we call **Self-Managers**. **Self-Managers** have a good understanding and acceptance of the values stated in the Crusader Creed and in most situations are able to manage or control themselves and be self-disciplined.

However, even **Self-Managers**, occasionally have a conflict or make a mistake. When a problem involving the **Crusader Creed** values or its inherent expectations occurs at school, the student will first discuss the situation with the supervising faculty or staff member. Whenever humanly possible, the student who has made a mistake will be encouraged to find a positive solution to the problem and to come up with a way to make things right or to make amends to the parties involved. This emphasis on problem solving to find a solution to fix a mistake, repair a damaged relationship or make amends is another characteristic of a **Self-Manager**. Sometimes the amends will entail very simple actions and be taken care of immediately and in other situations it may take more time and energy to mend relationships and make things right. In more involved cases, after thought and planning, the student will review his/her plan of amends with his/her teacher, Mr. Dickey, Ms. Eclarinal, Ms. Woodall or with Ms. Wilson. If the plan is approved, it needs to be acted upon and completed in a timely fashion, usually in one to two days or in whatever time frame is set up.

Occasionally students struggling with self-management, in a particular classroom situation, are sent to discuss the difficulty with Ms. Wilson. The first time this happens, the student and Ms. Wilson will discuss strategies for the future. Any subsequent visits will result in either a phone or personal conference with Ms. Wilson, the homeroom teacher, and the parent to review the situation and pursue solutions.

NOTE ABOUT OFF-CAMPUS TRIPS:
Because behavior on trips away from the St. Andrew's campus reflects on our whole community and affects our ability to participate in future outside learning experiences, any field trip misbehavior will result in a student being excluded from the next trip. Repeated misbehaviors may result in the student not being allowed to participate in any future trips during that school year.

SUSPENSION AND EXPULSION
Self-Managers deal with occasional problems and behavioral mistakes by problem solving and making amends. When a student does not act as a Self-Manager, he/she is placed in the **Monitor System**. Students on the **Monitor System** need the structure of occasional consequences. However, if neither making amends nor traditional consequences seem to be effective in helping the student learn from his/her mistakes (the youngster continues to struggle with the problem), a parent conference will be arranged with Ms. Wilson. The goal of this conference will be to find solutions to the problem.

ZERO TOLERANCE-SEVERE CLAUSE
The **Zero Tolerance-Severe Clause** is invoked for student fighting or physical assault, deliberate destruction of school property, directed obscenity, profanity or a racist remark, insubordination, verbal assault or threatening harm or flagrant disrespect. The **Severe Clause** can also be invoked for a student possessing certain contraband items such as matches, cigarette lighters, smoking materials, firecrackers, knives, weapons, drugs or alcohol at school or at any school function. The student will be sent immediately to Ms. Wilson or Mr. Dickey. They will decide whether or not the **Severe Clause** and its penalties will be invoked.

If the **Severe Clause** is invoked, the parents (and sometimes the student) will be included in discussions of possible out-

comes with Mrs. Wilson and the discipline committee.

Possible Outcomes
a. Appropriate amends
b. In-school suspension and possible probation
c. Home suspension and possible probation

PROBATION
When suspended, a student is considered to be on probation for a number of weeks (to be determined by Mrs. Wilson and the discipline committee). The probation period will be recorded in written form and disseminated to the parties involved. While on probation, a student is not permitted to participate in activities such as class parties or field trips.

SOCIAL WELL-BEING POLICY
Statement of Intent
St. Andrew's is committed to providing a caring, friendly, and safe environment for all of our students enabling them to learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our school. If bullying does occur, all students are assured that incidents will be dealt with promptly and effectively. We are a *TELLING* school. This means that anyone who is aware of a bullying situation is expected to tell the faculty and/or other administrative staff.

Procedures
1. Students (or knowledgeable adults) should report bullying incidents to the appropriate supervising adult (subject or classroom teacher).
2. Teacher will record incident and appropriately address students.
3. In serious cases, teachers will involve the head of Lower School and the counselor. Parents will be informed and asked to come to a meeting to discuss the problem.
4. All adults will work to help the student "bullying" to change his or her behavior and to provide the student "bullied" with coping skills.
5. Outcomes:
    a. The student bullying will be asked to make amends.
    b. If possible, students will be reconciled.
    c. After the incident/incidents have been investigated and resolved, each case will be monitored to ensure that repeated bullying does not take place.

GRADES 5-6 GENERAL INFORMATION

ABSENCE/TARDY POLICY:
In order to ensure the success of your student, regular attendance is strongly encouraged at St. Andrew's. Even if a student is diligent about making up missed work, there is no adequate way to compensate for the missed teacher explanations and instructions. There is no substitute for a student's presence, listening, questioning, and participation.

Excessive absences will result in a conference with parents, the homeroom teacher, and the Lower School Head to determine the nature of these absences as well discussing strategies for making up missed work.

Absences:
If a student is absent, parents should call or e-mail the homeroom teacher by 8:45 a.m.

In a departmentalized system, it is very important not to fall behind on daily assignments. Major tests and quizzes that are missed during an absence need to be made up during lunch (or at an agreed upon time and place by the teacher and student) when the student returns. A student, who is absent from school during the day, including part of the day, cannot participate in extracurricular events that afternoon or evening.

In 5th grade, assignments can be accessed on the website or obtained from the teacher upon the student's return to school. When a student returns from illness or an excused absence, he/she will attend study hall until all assignments have been completed (up to one week after return) to receive full credit.

In 6th grade, assignments may be picked up from the assignment bulletin board that afternoon at 3:45 p.m. Books will be in the student's cubby. Upon a student's return from illness or an excused absence, he/she will be allowed up to one day for each day absent to turn in missed work. If a student is on campus during the school day, he/she should leave all completed work that is due that day with the teacher(s). Upon returning from an absence, give homework to each teacher before 8 a.m.

Absences due to travel are discouraged because the student is placed at an academic disadvantage. For example, group process learning can not be made up. However, if you do request to take your child out of school for a trip, please send a note to Ms. Wilson and to your child's homeroom teacher forty-eight hours in advance. Missed work and tests will be given upon the student's return and a time frame for completing all work will be determined by the teacher. Absences will be noted on the report card.

Incomplete grades due to absence:
Any incomplete grades that appear on a report card must be made up within the first three weeks of the following six week reporting period. Otherwise, the incomplete is recorded as a failing grade and is permanent.

Tardy Policy:
If a student arrives after the 8:00 bell, he/she needs to come directly to the front office to check in and get a tardy slip. A determination of excused or unexcused will be made at that time. If a student receives three or more tardies within a six weeks period, parents will receive a phone call notification.

If a student is late to a class during the day, he/she should go directly to the classroom to avoid any additional missed class time. However, the student's name will be sent to the office and the tardy will be recorded.

Students are allowed five tardies per semester (from the beginning of school until mid-January and again from mid-January until the end of school). On the sixth tardy of the semester, a meeting with the parents, student, homeroom teacher, and either Ms. Wilson or Mr. Dickey will be called to discuss strategies to resolve the problem.

AWARDS:
All 5th and 6th graders are eligible for academic, athletic and community service recognition. The community service program recognizes students who demonstrate outstanding dedication to service; these awards are offered once each semester. Student athletes have the opportunity to be recognized after each of the three athletic seasons and then again at the conclusion of the year. Academic awards are given at the conclusion of each semester.

CARPOOLS AND PARKING:
Please observe the no parking or stopping signs on the south side of 31st Street. There is also NO PARKING on Bailey Lane between 2:45-4:00. Do not leave your vehicle unattended in the carpool line. If you have multiple grades in your carpool, use the pick up point for the youngest student. Students who are not picked up by 3:45 are required to attend Beyond the Classroom. **Please do not park in faculty parking spaces.**

Students in grades 5 & 6 are picked up in the afternoon on Bailey Lane. They should be picked up in the carpool line rather than in the classrooms or hallways. If you need to wait for a student or send a student back inside the school, please pull out of the carpool line. When picking up, pull forward to the stop sign for efficient "loading".

GRADES 5-6 GENERAL INFORMATION

On school days with special dismissal times, students in grades 5 & 6 will be picked up in circle driveway #2, in front of the sixth grade wing.

CELL PHONES:

Cell phones may not be used in school buildings regardless of the time of day with the following exception: at the conclusion of an athletics practice or game or other extracurricular activity with the permission of the coach or a supervising adult. Students have access to a phone in the office so it is not necessary for your child to bring a cell phone to school. However, if you still feel your child needs to carry one, it must remain off and in a backpack during the school day. **Picture taking or filming**: may only be done with the approval of school personnel.

CHAPEL SCHEDULE:

Monday-Friday 9:40 a.m.

CHEWING GUM, CANDY, AND SOFT DRINKS:

Chewing gum, candy, and soft drinks are not allowed on campus during the school day.

CONFERENCES:

Teachers will have conferences in the fall and in the spring with the parents of each student. These conferences are by appointment and are in person. At mid-term there will be a telephone conference with each parent. If needed, parents or teachers can initiate additional conferences.

DISTRACTING OBJECTS:

All distracting objects, which include Leapsters, iPods, trading cards, sillybands, etc. are to be left at home. Students should not bring "stuff" to school to play with or trade. Decks of cards, checkers and other games are available to students before the morning bell rings.

DOCTORS' APPOINTMENTS:

Whenever possible, teachers should be notified of appointments in advance. Parents should make every effort not to schedule recurring appointments (such as orthodontics) at the same time of day so that students do not continually miss the same class. Students must be signed in and out in the school office by an adult and are not permitted to wait outside for their ride.

EARLY MORNING ARRIVAL:

When students arrive early, they should remain in the hallway in front of the Lower School office (5th grade) or the multi-purpose room (6th grade) until the 7:45 a.m. bell rings. They should not enter the 5th grade hallway, 6th grade wing, or the classrooms without teacher permission. This year we are planning to allow 5th & 6th graders to also gather in the small gym when supervision is available.

GRADING SCALE FOR 3RD – 12TH GRADES

Grade	GPA	Range
A+	4.3	100-97
A	4.0	96-93
A-	3.7	92-90
B+	3.3	89-87
B	3.0	86-83
B-	2.7	82-80
C+	2.3	79-77
C	2.0	76-73
C-	1.7	72-70
D+	1.3	69-67
D	1.0	66-63
D-	0.7	62-60
F	0.0	59- 0

HOMEWORK:

Homework is given daily during the week to support classroom activities, beginning with about 20 minutes per night in first grade and increasing at that rate with each successive year.

INFIRMARY/NURSE/MEDICATIONS:

The LS/MS Infirmary is located at the end of the fifth grade hallway (on the left, before you reach the small gym). Elizabeth Williams is our on-site RN. She will administer all medications and preside over the daily medical needs of our LS/MS students. All medications (Benadryl, EpiPens, Inhalers, etc.) will be kept locked up in the infirmary. **Under no circumstances should students share medications with other students or keep medication (of any sort) in the back packs.** If your child takes daily prescription medications you will need to fill out a permission slip (which will be kept on file) with the nurse along with the dosage needed. Any medical situations regarding your child should be discussed with the school nurse. Elizabeth is also certified to administer (and very knowledgeable of insulin injections).

INVITATIONS/PARTY POLICY:

When hosting a party that includes the majority of the class, all students should be included (or the full subset such as all boys or all girls). Invitations should not be distributed at school unless the whole class is invited.

JUMPSTART:

This after school program is offered to help students learn efficient and effective skills for doing their school work. Students may sign up for the program through Beyond the Classroom.

GRADES 5-6 GENERAL INFORMATION

LOST AND FOUND:

Please check the bins in the 3rd, 5th, and 6th grade wings, Crusader Hall, and Beyond the Classroom on a regular basis to reclaim lost items.

LUNCH:

Tuesdays through Fridays, lunch is prepared by San Miguel Management. Parents sign students up for lunch by going to **http://www.saslunch.com**, where you will find an introduction to San Miguel Management, including a menu, nutrition information, instructions on setting up and accessing your account, a blackboard for questions and answers, as well as a chance to virtually meet team members. You can find a link to San Miguel's lunch website at our SAS website. All students will be asked to put $20 in their account to cover lunches, a la carte items or drinks throughout the year; any monies remaining in your child's account are refunded to you at the end of the school year.

All payments should be made directly to San Miguel Management, with several payment options: (1) via the website by credit card or bank draft (ACH); (2) by check in the dropbox in the office; (3) through PayPal.com using food@sanmiguelmanagement.com as the payee; or (4) by check mailed directly to San Miguel Management, L.P., 2222 Rio Grande, Suite D-200, Austin, TX 78705-5110.

Any questions regarding this lunch program should be directed to Rose Myers, Food Service Director, who can be contacted at food@sanmiguelmanagement.com or 512-610-7622.

If students bring a lunch from home, they should bring it with them in the morning; it is disruptive to students to have lunches brought to them during the day. If an emergency arises and a parent must bring a lunch, please mark it with the student's name and leave it on the ledge in front of the Lower School or in the student's cubby. Lower school students are to have fast food or restaurant lunches only on their birthday or special occasions.

MESSAGES:

Please make every effort to finalize your child's plans before the school day begins. **Tell students if they are not picked up during carpool they will automatically go to Beyond the Classroom.**

Parents should call or e-mail the homeroom teacher with a message before noon. Messages will be attached to the student's homeroom door clip. If a parent needs to leave a message after lunch, he/she should call the office. The office staff will attach these messages to the appropriate homeroom clip around 3:15. Please remind your student to check the door clips before leaving for the day. (During the teaching day, the faculty cannot guarantee they will see e-mails and/or hear voice messages.) If there is a true emergency, please call the office and we will, of course, interrupt the class.

OUTSIDE HELP:

When a child appears to have a problem, which may warrant outside expertise, the teacher will discuss the matter with the Learning Specialist who may then make a specific recommendation to the parents.

PROGRESS REPORTS:

Progress reports are mailed to parents in the middle of each six weeks to notify them of students having academic problems. They should be signed by a parent and returned within 3 days to the teacher who sent the Progress Report.

PUBLIC NOTORIETY:

If a St. Andrew's student's behavior draws negative attention to the school, the school has the right to deal with that student through its disciplinary procedures.

SPECIAL CELEBRATIONS:

Fifth grades have Halloween, Christmas, and Valentine's treats during lunch periods. Sixth graders have treats at lunch except for Christmas, when they have a special breakfast. There are no student gift exchanges for any of the special celebrations listed above.

SCHOOL DAY:

- **1st Bell at 7:45 a.m.**
- **Tardy Bell at 8:00 a.m.**
- **Dismissal Bell at 3:30 p.m.**

GRADES 5-6 ACADEMIC POLICIES

ACADEMIC HONESTY/DISHONESTY

In the **Crusader Creed** we have stated our commitment to honesty in our personal and academic endeavors at St. Andrew's. **Academic Dishonesty** or "cheating" undermines the value of a St. Andrew's education for everyone, especially for the very few students that are tempted or pressured to cheat or be dishonest. Students should be aware of what constitutes **Academic Dishonesty**, which includes the following:

a. Copying another classmate's work and submitting it as your own;

b. Giving your work to a classmate to copy;

c. Faxing, e-mailing, texting or phoning homework answers to another classmate;

d. Possessing or using some form of a "cheat sheet" during an exam or quiz (this includes writing on one's hand);

e. Leaving books, notes, or other materials open during an exam or quiz;

f. Looking at another student's paper during an exam or quiz;

g. Showing your exam or quiz to another student during the testing;

h. Talking during an exam or quiz;

i. Telling what is on a test to a student who has not yet taken the test OR asking a student who has already taken a test what is on the test;

j. Copying someone else's work from printed material of any kind or from a computer source and submitting it as your own (i.e. plagiarism).

Working together on an assignment is appropriate only when you follow your teacher's guidelines.

Collaborative work is a very valuable tool and applicable when specified by the teacher.

Evidence of Academic Dishonesty will result in the following consequences:

- 5th Grade

1st Offense: A zero and a call to parents
2nd Offense: A zero, an administrative conference (with amends), and a call to parents

- 6th Grade

1st Offense: A zero, an administrative conference, and a call to parents
2nd Offense: A zero, an administrative conference (with amends), and a call to parents

INCOMPLETE ASSIGNMENTS

Homework and other school assignments must be completed for the academic process to move forward. A daily monitored Study Hall will be held during all Lower School lunch periods.

In 5th grade, work completed during the school day, but after the original class session, receives only half credit. After that school day, the grade will be recorded as a 0.

In 6th grade, students who do not complete an assignment will fill out an Oh, Why? form.

Incomplete assignments will receive a zero grade, but the student must still complete and turn in the late assignment. Parents will be notified if incomplete work becomes excessive.

GRADES 5-6 AFTER-SCHOOL POLICIES

GENERAL AFTER-SCHOOL POLICIES

All students remaining on the St. Andrew's campus after their dismissal bell must do one of the following:

a. Go to Beyond the Classroom (BTC) after school program
b. Participate in a sanctioned after school activity such as athletics, scouts, service trip, etc.
c. Homework with an adult in the library
d. Work with a tutor at an approved site on campus

ATHLETIC EVENTS

Attending Athletic Events

5th/6th graders who want to watch an athletic event should either attend the event with a supervising adult or sign in with BTC, and when possible, attend with a staff member. Students will be expected to adhere to the BTC rules and discipline policies. In addition, students are **not allowed** in the two stairwells leading to the second story of Nazro Hall, unless the students are in a BTC class being held in one of the Nazro Hall classrooms.

Athletic Games and Practice:

5th/6th graders staying for an athletic practice should report to their coaches when they are dismissed from school. If they have a later game or practice they should sign in with BTC. These students will be dismissed 30 minutes before their game or practice to join their team.

In the case of a rained out practice or game, students will be given the opportunity to call home. Students should be picked up immediately or go to a supervised BTC study hall.

Younger siblings attending athletic events should be supervised by an adult. Please make sure these youngsters do not play on the court/stage/field or with the equipment. BTC cannot be responsible for children on the playscape or in the surrounding areas who are not enrolled in the BTC program.

LIBRARY USAGE

Students are welcome to work in the library after school, but must be supervised by an adult. Please note: occasionally the library is closed for faculty meetings, Board meetings, etc.

BEYOND THE CLASSROOM

Beyond the Classroom, our after school program, offers opportunities for enrichment along with time to study and play. Please contact BTC Director Sean Fitsimons with questions related to the after school program.

BTC is designed to allow students to participate as many days a week as desired. An experienced professional teaches each enrichment class, and all activities take place on our school campus. Students are usually grouped as follows: 1st and 2nd graders, 3rd and 4th graders, and 5th and 6th graders. **Students must register online each 12 weeks.**

DAILY SCHEDULE:

3:35-4:00 - Snack, break, and free play at the playscape or wait for siblings who are in 7th and 8th grade.
4:00-5:00 - Study Hall and/or Enrichment Activity
5:00-5:15 - Free play at the playscape.
5:15-5:30 - Pick up at the playscape on Bailey Lane.

ENROLLMENT OPTIONS:

Full Afternoon Care (2 options)

Option I – Full afternoon care includes 3:35-5:30 Care/Snack, monitored study hall and supervised free play. Cost will vary according to the number of days in which a student enrolls.

Option II – Includes Option I and enrichment class (es) for an additional fee.

"Drop-in" Care

Drop-in care includes study hall and free play and is offered for an hourly fee. Parents should notify the teacher and the Beyond the Classroom office (299-9856) when a student is staying for BTC.

*The after-school program follows the St. Andrew's calendar and does not usually offer care on "early dismissal" days. Check the school calendar for the schedule.

PROCEDURES:

Absences

If a student is absent from Beyond the Classroom or plans to leave with a person other than a parent, please notify the Beyond the Classroom office and let us know the arrangements. We cannot let students leave without a note or a call. We don't want anyone to miss a birthday party or another special event simply because we were not notified that the student had permission to leave.

Making Reservations and/or Leaving Messages

Please call the BTC Office (299-9856) to make reservations

GRADES 5-6 AFTER-SCHOOL POLICIES

for "drop-ins," full or extended afternoon care (leave your name, your child's name and the day you would like to have your child in after-school care) and send a note to your child's teacher. Messages are taken off the recorder at 2:00 p.m. each day.

"Hiding Out"

We have had a few incidents in which students were found "hiding out" (not reporting to the properly supervised program or activity.) This is both unsafe and unacceptable behavior. If a student engages in this behavior, disciplinary action will follow.

Pick-Up Locations

Monday-Thursday:

- Before 5:15, parents should come to the playscape behind the school on Bailey Lane. Students will be located via a walkie-talkie.
- From 5:15-5:30, parents should pick up students in front of the playscape, except on bad weather days. (See *Bad Weather Days* following)
- Late pickup after 5:45 – if students are not in front of the playscape, parents should pick up their children at the BTC office located in the sixth grade building, room 60.

Friday:

Friday's Fun is a less structured afternoon with most students electing to watch a movie, or play games.

Bad Weather Days:

Students will be in the Lower School multipurpose room. Between 5:00-5:30, parents may pick up students on the library porch.

Late pickup after 5:45

If students are not at the playscape, parents should pick up their children in the BTC office located in the sixth grade building, room 60.

Bad Weather Days

Students will be in the Lower School multipurpose room or room 56 in the 6th grade wing. From 5:15-5:30, parents may pick up students on the library porch on Bailey Lane.

Late Pick-Up Charges

Late charges will be assessed beginning at 5:31 p.m. at a rate of $5 for the first 5 minutes and $2 for each following minute. Billings for late pick-up will be noted in your billing statement from the school.

Billing System

All billings for BTC come through the Business Office and will be included on your monthly statement. BTC will be a separate line item, with Care/ Enrichment, Drop-In, or Late Pick-Up noted. Please keep this information for tax purposes. Payments for tuition and BTC can be made with one check, but to assure that your account is properly credited, please:

- Write the student's first and last name on all checks;
- When paying for more than one child with a single check, write each child's name on the check and the amount paid for each child;
- Return the top of the statement with your payment. Make checks payable to St. Andrew's Episcopal School.

Snacks

Snacks are provided only for students enrolled in after-school care. First through sixth graders do not have the privilege to use the snack machines located at the Middle School. No snacks may be taken to the classrooms during study hall.

Study Hall

Study Hall is part of the after-school curriculum and is supervised by one or more BTC staff members. Students are required to come prepared with books and assignments; they will not be allowed to return to their classroom. Pencils, paper, colors, and rulers are available when needed.

GRADES 5-6 ATHLETIC POLICIES

PHILOSOPHY

Our philosophy is to provide students an opportunity to participate in a competitive environment where commitment, good sportsmanship, and teamwork are present. Our program strives to develop skills and strategies that will allow our athletes to continue to compete at the next level.

ATHLETES MUST:

- Clear missed practices with the coach beforehand (except illness).
- Attend school on the day of competition. (There are some rare exceptions to this rule. Please call the Athletic Department for clarification or ruling.)
- Treat officials and opponents with respect.
- Accept victory modestly, defeat gracefully, and never quit.
- Never swear, cheat, boast or brag.
- Come prepared for games (with complete uniform, and be on time).
- Keep all comments to teammates positive.

BEHAVIORAL PROBATION:

If you are put on behavioral probation by the school, you may loose your privilege to attend practices and/or games. If you are eligible to play once you are off probation, you must expect to work extra hard in practices and understand that playing time will be gradual.

COMMITMENT

Participating for your school team is an important decision. You should consider all of your other commitments before joining the team. Attendance will be kept at all practices and games. Any missed practice (or partial practice) will effect playing time in games. If you miss two practices you will not be allowed to play in the next game. If you miss a total of three games you will not be allowed to continue the season. Missing more than 15 minutes of a practice constitutes missing a practice. Sickness, injury, religious holidays, and family emergencies are the only excused absences for practices and games. REMEMBER, YOUR TEAMMATES AND COACHES ARE COUNTING ON YOU!

COMMUNICATION:

Communication is a bridge between athletes, coaches and parents. Keeping the lines of communication open will help keep everyone informed and unified. If questions arise, please talk to your coach first. If you need further assistance call the Athletic Directors Tom Costas (299-9829) or Maria Brummer (299-9830).

PARENTS

- Introduce yourself to your son or daughter's coach early in the season.
- All players will make mistakes at times during competition. Please keep comments positive to encourage our players to get better.
- If a problem arises concerning your coach, please contact the coach right away so it can be resolved early and without affecting team unity.

PLAYING TIME:

The amount of time played in each game is the result of attending practices, working hard, following directions, and displaying good sportsmanship and a positive attitude.

SPORTSMANSHIP:

Good sportsmanship is vital to a successful program. This involves treating your teammates, coaches, referees and opponents with respect, both on and off the court. Poor sportsmanship (foul language and unnecessary roughness) has no place in our program.

SPECTATORS

We appreciate your support during games and know that school spirit is a positive support system for our athletes. While we encourage this enthusiasm, we hope you will abide by the following requests:

- No yelling (or booing) at referees or opponents.
- Respect opponent's concentration (ex: free throws, volley ball service).
- Keep all comments during and after games positive.
- Sit in the bleachers. You may not sit on the team bench or the stage.

TRANSPORTATION:

Unless otherwise stated, transportation to games is not provided by the school. Students practicing at the Upper School will have transportation provided.

GRADES 5-6 DRESS CODE

Students are expected to dress neatly, comfortably, and appropriately for the occasion. Students are asked to dress formally for important school functions such as St. Andrew's Day, Lessons and Carols, Grandparents' Day, and Graduation. (Formal dress events are indicated with an * in the All-School Handbook under Special Events).

Formal dress for boys consists of a coat and tie, dress shirt (tucked in and buttoned), belt, slacks, dress shoes, and socks; formal dress for girls consists of dress shoes and a dress, a nice pantsuit, or a skirt and blouse. Skirts shorter than 2" above the knee or other revealing garments are not acceptable.

Semi-formal dress is similar to formal, but does not require a coat or tie.

Lower School "Wednesday School Dress Day" for boys consists of a collared shirt with khaki or navy pants or shorts and for girls the same or khaki or navy skirt. School dress is also required for field trips, unless otherwise noted.

On a daily basis, the school considers it important that students are well groomed and do not wear distracting clothing or hairstyles. If students are not **dressed according to our dress code**, parents will be contacted and asked to bring their child appropriate clothing for the day.

Guidelines for acceptable dress at St. Andrew's are as follows:

GRADE 5-6 DRESS CODE DO'S AND DONT'S

DO'S

1. Clothing must be in good repair.
2. Hemmed, **2" above the knee or longer** length skirts or shorts are acceptable.
3. T-shirts must have appropriate logos/decoration.
4. Clothing must be worn to size.
5. Athletic footwear that secures to the foot must be worn for the entire day except on formal dress days.
6. Jean shorts are fine as long as they do not have holes or frayed hems and meet the length criteria.
7. Leggings are acceptable but they do not take the place of clothing of the appropriate length (ie: skirts must still be the correct length with or without the leggings).

DONT'S

1. No skirt, pair of shorts, or dress may shorter than 2" above the knee, hemmed. No words may be written on the seat of clothing.
2. T-shirts that promote violence, death, drugs, alcohol, sex, or obscenities are not acceptable.
3. No sleeveless shirts of any kind are allowed. All shirts must be long enough to be tucked in. Clothing that exposes a student's underwear or cleavage may not be worn.
4. Hats may not be worn inside buildings.
5. Athletic shorts may only be worn for athletics, not during the school day. The one exception is the baggy, to-the-knee athletic shorts.
6. Flip flops, Toms, Uggs, Sperry's or any rubber-soled shoes that do not secure to the foot are not allowed.

GRADES 5-6 SELF DISCIPLINE POLICY

The Crusader Creed

As members of the St. Andrew's community we will be responsible, respectful, honest and fair to make our school an enjoyable and safe place to learn.

During the 2003-2004 school year, the LS and MS students and faculty met, discussed and voted to create a guiding statement of belief and conduct for grades 1-8 that was named the **Crusader Creed**. Each subsequent year, around the end of the first six weeks grading period, we have had a ceremony of rededication to the principles of the **Crusader Creed**. These are our general campus expectations. The **Crusader Creed** is a measuring tool to be used each day to check how we are doing towards living up to our highest values and goals. Each individual classroom may also have a similar set of beliefs or expectations developed as a classroom exercise each year to highlight these concepts. These values of responsibility, respect, honesty, fairness and safety supersede, but do not diminish the expectations we have always held for ourselves: i.e. to be on time, to bring our materials, to listen and follow directions, to have permission to talk or leave our seats, to be safe with our hands, feet and bodies, to not damage any property, and to leave distracting and harmful objects at home.

Generally our students are excellent citizens and are responsible and caring members of the St. Andrew's community. Our emphasis on Social and Emotional Learning and frequent community time in all grades provides students with ways to connect and often work out problems before they develop. Because of this, over the years at St. Andrew's we have had fewer and fewer serious problems. The great majority of our students are very good at being what we call **Self-Managers**. **Self-Managers** have a good understanding and acceptance of the values stated in the Crusader Creed and in most situations are able to manage or control themselves and be self-disciplined.

However, even **Self-Managers**, occasionally have a conflict or make a mistake. When a problem involving the **Crusader Creed** values or its inherent expectations occurs at school, the student will first discuss the situation with the supervising faculty or staff member. Whenever humanly possible, the student who has made a mistake will be encouraged to find a positive solution to the problem and to come up with a way to make things right or to make amends to the parties involved. This emphasis on problem solving to find a solution to fix a mistake, repair a damaged relationship or make amends is another characteristic of a **Self-Manager**. Sometimes the amends will entail very simple actions and be taken care of immediately and in other situations it may take more time and energy to mend relationships and make things right. In more involved cases, after thought and planning, the student will review his/her plan of amends with his/her teacher, Mr. Dickey, Ms. Eclarinal, Ms. Woodall or with Ms. Wilson. If the plan is approved, it needs to be acted upon and completed in a timely fashion, usually in one to two days or in whatever time frame is set up.

Occasionally students struggling with self-management, in a particular classroom situation, are sent to discuss the difficulty with Ms. Wilson. The first time this happens, the student and Ms. Wilson will discuss strategies for the future. If the student is asked to see Ms. Wilson again, he/she will be asked to call a parent to explain the situation and the strategy for correcting the problem. If Ms. Wilson sees the same student again, the student will have an after-school work detail assigned for that day or the next. Any subsequent discipline problems could result in going before the **Lower School Discipline Committee** (see next page).

NOTE ABOUT OFF-CAMPUS TRIPS:
Because behavior on trips away from the St. Andrew's campus reflects on our whole community and affects our ability to participate in future outside learning experiences, any field trip misbehavior will result in a student being excluded from the next trip. Repeated misbehaviors may result in the student not being allowed to participate in any future trips during that school year.

SUSPENSION AND EXPULSION
Self-Managers deal with occasional problems and behavioral mistakes by problem solving and making amends. When a student does not act as a Self-Manager, he/she is placed in the **Monitor System**. Students on the **Monitor System** need the structure of occasional consequences. However, if neither making amends nor traditional consequences seem to be effective in helping the student learn from his/her mistakes (the youngster continues to struggle with the problem), a parent conference will be arranged with Ms. Wilson. The goal of this conference will be to find solutions to the problem. If the problem persists, the student and parents meet with the **Lower School Discipline Committee** (see below).

ZERO TOLERANCE-SEVERE CLAUSE
The **Zero Tolerance-Severe Clause** is invoked for student fighting or physical assault, deliberate destruction of school property, directed obscenity, profanity or a racist remark, insubordination, verbal assault or threatening harm or flagrant disrespect. The **Severe Clause** can also be invoked for a student possessing certain contraband items such as matches, cigarette lighters, smoking materials, firecrackers, knives, weapons, drugs or alcohol at school or at any school func-

tion. The student will be sent immediately to Ms. Wilson or Mr. Dickey. They will decide whether or not the **Severe Clause** and its penalties will be invoked.

If the **Severe Clause** is invoked, the Lower School Discipline Committee will be convened. The parents and student will be included in discussions of possible outcomes. This committee will consist of Lower School faculty, Ms. Wilson, and Mr. Dickey.

Procedures of the Lower School Discipline Committee

1. The parents and student will be present.
2. The issue will be examined and discussed from both the school and home perspectives.
3. The committee will continue to meet without the parents and student to determine the appropriate disciplinary action.
4. Parent and student will reconvene with the Lower School Discipline Committee to hear the outcome.
5. Possible Outcomes:
   a. Appropriate amends
   b. Assignment to work details
   c. In-school suspension and possible probation
   d. Home suspension and possible probation

PROBATION

When suspended, a student is considered to be on probation for a number of weeks (to be determined by the Lower School Discipline Committee). The probation period will be recorded in written form and disseminated to the parties involved. While on probation, a student is not permitted to participate in activities such as class parties or field trips.

SOCIAL WELL-BEING POLICY

Statement of Intent

St. Andrew's is committed to providing a caring, friendly, and safe environment for all of our students enabling them to learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our school. If bullying does occur, all students are assured that incidents will be dealt with promptly and effectively. We are a *TELLING* school. This means that anyone who is aware of a bullying situation is expected to tell the faculty and/or other administrative staff.

Procedures

1. Students (or knowledgeable adults) should report bullying incidents to the appropriate supervising adult (subject or classroom teacher).
2. Teacher will record incident and appropriately address students.
3. In serious cases, teachers will involve the head of Lower School and the counselor. Parents will be informed and asked to come to a meeting to discuss the problem.
4. All adults will work to help the student "bullying" to change his or her behavior and to provide the student "bullied" with coping skills.
5. Outcomes:
   a. The student bullying will be asked to make amends.
   b. If possible, students will be reconciled.
   c. After the incident/incidents have been investigated and resolved, each case will be monitored to ensure that repeated bullying does not take place.

GRADES 7-8 GENERAL INFORMATION

ABSENCE/TARDY POLICY:

1. Excessive absences are detrimental to a student's academic progress. Even if a student is diligent about making up missed work, there is no adequate way for him/her to recover missed teacher explanations and instructions. There is no substitute for a student's presence in the classroom, listening, questioning, and participating. The Middle School faculty urges all students and their parents to be fully aware of the impact of missed class days.

2. If a student is absent on a particular day, a parent or guardian must call the school office to acknowledge the absence **prior to 8:45 a.m.** At this time, a parent may request that assignments be gathered and posted for pick up (after 3:00 p.m.). Assignments will not be posted unless they are requested on each day of absence.

3. Absences are excused in the cases of illness, family emergency, religious exercise, or recruiting visits to St. Andrew's Upper School. Families that keep their student out of school for reasons other than these must realize that such absences will be treated as unexcused. However, recognizing that important educational opportunities sometimes present themselves or that some students will want to visit an out-of-system high school, St. Andrew's is willing to honor three unexcused absences in a school year as long as the student's general attendance record is good. To receive credit for work missed during such an absence, a student should:

   a. Request a "planned absence form."
   b. Give the Middle School Office and Faculty advance written notice by completing and submitting a "Planned Absence Form" by 9:00 a.m. on the day preceding the first day of absence. (These forms are available in the Middle School Office.)
   c. Complete all assignments before his/her return.
   d. Submit all such work immediately upon his/her return.

Zeroes will be assigned for work missed if these guidelines are not followed. In exceptional situations, this policy and its effects may be reviewed by the Middle School Honor Council.

4. A student missing **more than 10%** of the classes of a high school credit course may be denied the implied placement in the following year. Determinations under this policy will be made by the Middle School Honor Council.

5. A student who arrives to a class after its scheduled start time is considered tardy. (More than 15 minutes is considered an absence.)

6. Tardiness to first period is excused for doctor and dental care only. **After four tardies in a trimester to any class, a student will be issued a referral for every subsequent tardy.**

7. When returning from a dental or medical appointment during school hours, a doctor's notice is required by the Middle School Office.

8. To insure that students are properly accounted for, anyone arriving late or leaving early must sign in at the office and **present a note** from his/her parents explaining the circumstances.

9. If a student is absent for more than half a day due to illness or a planned absence, then he/she cannot participate in extracurricular events that afternoon or evening. (This policy excludes absence due to doctor appointments.)

AFTER-SCHOOL SUPERVISION:

1. Students who stay after school Monday through Thursday usually have between 15 minutes before they must report to study hall. During this break, the school requires students to remain on campus. Unsupervised students on campus after 3:30 must check into study hall in the Middle School building. A fee of $8 per hour is charged for this service and is billed on tuition statements.

2. Students must come prepared with all materials as they will not be allowed to leave the study hall room after they've checked in.

3. If their parents have not yet arrived, students returning from practice must collect their materials and go directly to study hall.

4. If students are picked up within 15 minutes of sign-in, then no fee will be charged.

5. Parents picking up their children after study hall has begun will have to come into the building to check them out.

6. Because there is usually a game, we do not attempt to supervise student activity on Fridays after school. Students and their families should make alternate arrangements for supervision on these days.

7. At the discretion of the proctor, inappropriate behavior in after-school study hall may be handled through the MS discipline system.

BOOK COVERS:

Books must be covered at all times.

GRADES 7-8 GENERAL INFORMATION

CANDY & GUM:
Students are **not** allowed to bring candy and/or gum to school.

CHAPEL:
All students and faculty attend daily Chapel. Parents are welcome to join in these services. After picking up a prayerbook at the entrance, participants are asked to be quiet, recognizing that the Chapel is a place of worship. If one cannot take an active part in the prayers because of personal religious beliefs, a respectful silence should be maintained. After the service is over, students should return their prayerbooks to the rack at the entrance on their way out.

NOTE: Chapel speakers are entitled to the community's respect and attention. Please be a gracious listener when such guests are speaking at services.

Chapel Schedule

M	11:53 a.m.
TWTH	11:13 a.m.
F	11:28 a.m.

CLASSROOM GUIDELINES:
1. Students should bring to each section the appropriate textbooks and other materials (e.g. homework, paper, pencils, etc.) necessary to participate in class. All should be ready when the bell rings, if not tardies may be given at the discreation of the teacher

2. No packs, bags, satchels, or the like are allowed in classrooms. These should be stored in lockers.

3. Teachers, not bells, dismiss classes. Students should gather their things to leave a class only when instructed to by their teacher.

FOOD & DRINK:
Excepting special occasions, the consumption of food and drink is confined to lunch periods and snack time. Please bring a healthy snack (no candy or sodas) on snack days (Monday-Friday).

GIFTS:
Unless all students in a grade are included, we ask that gifts not be exchanged here at school.

GRADING SCALE & HONOR ROLL:
A student can make honor roll in either of two ways:
1. By achieving a GPA of 3.8 or higher, or
2. By making an A- or higher in every class.

Grade	GPA	Range
A+	4.3	97-100
A	4.0	93-96
A-	3.7	90-92
B+	3.3	87-89
B	3.0	83-86
B-	2.7	82-80
C+	2.3	77-79
C	2.0	73-76
C-	1.7	70-72
D+	1.3	67-69
D	1.0	63-66
D-	0.7	60-62
F	0.0	0-59

NOTE 1: To meet the standards for honor roll, GPAs will not be rounded.
NOTE 2: Grades for special subjects and fine arts will affect honor roll on a weighted average basis.

GUESTS:
St. Andrew's students are asked **not** to bring guests from other schools to closed functions (i.e. dances, parties, lock-ins). Lunch guests are welcome on a pre-arranged basis only; please check with Mrs. Nezzer, Mr. Bruce, Mrs. Borges, or Ms. Milton.

HOMEWORK:
Students should expect approximately two hours of homework preparation for each day of class (20-25 minutes per class). The actual time required by individuals will vary according to their personal efficiency and gifts. Furthermore, it is the general policy of the Middle School not to accept late work unless you've been ill or there are unusual and extenuating circumstances (including excused absences). Please keep these expectations in mind as you plan outside activities.

INVITATIONS:
Distributing private event invitations here at school is discouraged because of the potential for hurt feelings. Please talk with Mrs. Nezzer or Ms. Milton regarding exceptions.

LUNCH:
Lunch is served daily in the Dining Hall located in Nazro Hall. Mondays are Parents' Council "pizza days". Students sign up for pizza **each semester through the St. Andrew's web site**.

Tuesdays through Fridays, lunch is prepared by San Miguel Management. Parents sign students up for lunch by going to **http://www.saslunch.com**, where you will find an introduc-

tion to San Miguel Management, including a menu, nutrition information, instructions on setting up and accessing your account, a blackboard for questions and answers, as well as a chance to virtually meet team members. You can find a link to San Miguel's lunch website at our SAS website. All students will be asked to put $20 in their account to cover lunches, a la carte items or drinks throughout the year; any monies remaining in your child's account are refunded to you at the end of the school year.

All payments should be made directly to San Miguel Management, with several payment options: (1) via the website by credit card or bank draft (ACH); (2) by check in the dropbox in the office; (3) through PayPal.com using food@sanmiguelmanagement.com as the payee; or (4) by check mailed directly to San Miguel Management, L.P., 2222 Rio Grande, Suite D-200, Austin, TX 78705-5110.

Any questions regarding this lunch program should be directed to Rose Myers, Food Service Director, who can be contacted at food@sanmiguelmanagement.com or 512-610-7622.

1. General lunch guidelines:

1. General guidelines:

a. All students must clean up after they eat; student lunch proctors pick up the area only after individuals take responsibility for their trash.
b. Throwing food is an automatic referral.
c. Students will eat outside on Mondays and Fridays. They'll eat in Nazro Hall on Tuesdays and Thursday. On Wednesdays, students will either eat outside or with advisory.

2. When eating on the deck:

a. With proctor permission, restroom access is in Crusader Hall.
b. Students may not migrate to the south side of the main field.
c. Students must give way to PE classes using the main field.
d. Students must share the field with those lower school students also wanting access.

3. When eating on the patio: With proctor permission, restroom access is in the MS building.

4. When eating in Nazro Hall, students must remain seated at their assigned tables until dismissed. Restroom access on these days will be to the foyer bathrooms in Crusader Hall.

Note: In the event of inclement weather, students will eat in Nazro Hall.

MESSAGES:
The staff will take and post short messages for students on their lockers.

PEP RALLIES:
Pep rallies will be held four times a year. "Dress-Up Days" will be held on Wednesday through Friday of Spirit Week. Exceptions to these guidelines should be cleared with the cheerleader sponsor and Mrs. Nezzer.

PERSONAL EFFECTS:
Books, backpacks, or clothing should not be left on the floor, in the commons, or on picnic tables. All items must be stored in lockers. The bathroom may not be used as a storage area. Items found in these areas may be gathered and stored in the main office until after school.

NOTE: Athletic equipment will be stored in the bins provided on the side porch. Musical instruments must be stored in the music room storage closet.

PUBLIC DISPLAY OF AFFECTION:
Public display of affection is inappropriate in a school environment.

PUBLIC NOTORIETY:
If a St. Andrew's student's behavior draws negative attention to the school, the school has the right to deal with that student through its disciplinary procedures.

RESPECT:
Respect for others in the community is central to life at St. Andrew's. Please follow the golden rule: "Do unto others as you would have them do unto you."

SCHOOL DAY:
School is in session from 7:50 a.m. to 3:30 p.m.
See the schedules below.

Mondays

7:50-8:35	Period 1
8:40-9:25	Period 2
9:28-9:38	Morning Meeting
9:38-10:05	Advisory/Snack
10:10-10:55	Period 3
11:00-11:45	Period 4
11:53-12:18	Chapel
12:22-12:55	Lunch

1:00-1:45	Period 5
1:50-2:35	Period 6
2:40-3:30/4:00	PE/Athletics

Tuesdays/Wednesdays/Thursdays

7:50-8:35	Period 1
8:40-9:25	Period 2
9:30-10:15	Period 3
10:20-11:05	Period 4
11:13-11:38	Chapel
11:40-12:10	Lunch*
12:15-1:00	Period 5
1:05-1:50	Period 6
1:55-2:40	Period 7
2:45-3:30/4:00	PE/Athletics

**Wednesdays lunch will be with advisory*

Fridays

7:50-8:30	Period 1
8:35-9:15	Period 2
9:18-9:26	Morning Meeting
9:26-9:50	Advisory/Snack
9:55-10:35	Period 3
10:40-11:20	Period 4
11:28-11:53	Chapel
11:56-12:30	Lunch
12:35-1:15	All School Study Hall
1:20-2:00	Period 5
2:05-2:45	Period 6
2:50-3:30	Clubs

SERVICE RECOMMENDATIONS/ COMMUNITY SERVICE:

In each of his/her Middle School years, a St. Andrew's student is encouraged to complete 15 hours of service to the school and community. At least 5 of these hours must be service to the community earned by students outside of school-sponsored activities. If these guidelines are met, the student will be recognized as graduating with distinction. In addition to earning distinction, students will be recognized for going above and beyond the recommended 15 hours per year. Students will receive recognition for completing community service at the following levels during the course of their time in the Middle School:

Level I: Between 31-50 hours
Level II: Between 51- 100 hours
Level III: More than 100 hours

Note: Seventh graders who do not complete 15 hours in the 7th grade may make up the needed hours in the 8th grade by doing 2 hours for every uncompleted 7th grade hour. Seventh graders may earn more than the hours required and carry over into the 8th grade as many as 7.5 service hours. Service completed during the summer may be used to meet up to 5 hours of the upcoming year's service requirement. If a student earns more than 5 hours over the summer the extra hours will be included in their total number of hours during Middle School. Similarly, if a student earns more hours than can be carried over, the extra hours will be included in his/her Middle School total.

STUDENT OFFICERS:

1. General Guidelines - An officer in one school organization cannot run for (nor occupy) an officer's seat in another school organization. This rule pertains most notably to Student Council and MSHS officers and to cheerleaders.

2. Academic Requirements - Student Council officers or cheerleaders must maintain a grade point average of 1.7 or higher during their terms of service. If an individual's grade point falls below this level during the term, that student will be placed on academic probation and not allowed to participate in regular duties of office until his/her GPA meets the minimum standard. Student leaders can only go on or off probation at the end of a grading period.

STUDY HALL GUIDELINES:

1. No student will be dismissed from a study hall until all are seated and roll is taken.
2. To be excused from study hall, a student must have a hall pass signed by a faculty member.
3. Students out of study hall for more than a few minutes must be supervised by a teacher.
4. Students will not generally be excused from study hall to go to their lockers or the bathroom.
5. No school service will be done during study hall.
6. No food or drinks are allowed in or during study hall.
7. No electronics (ie: iPods, iPhones, etc.) are allowed in study hall.
8. **Study hall is for STUDYING**. While an occasional and whispered conversation about some pressing matter may be tolerated, socializing is not. Please come to study hall prepared to work.
9. Group work is allowed only with permission from the faculty assigning homework.

TELEPHONE CALLS & CELL PHONES:

Phone Calls - A courtesy phone is available for student use on the wall outside the MS Office window. After getting Ms. Milton's permission to use it, please restrict your calls to one minute.

Cell Phones - Students may have cell phones. During the school day, they must be kept in lockers and in the "off" position. Violations will lead to confiscation of the phone

and possible disciplinary action. Please do not call or text your student on his/her cell phone during the academic day.

TESTING POLICY:
Major exams and due dates on major papers will be registered on the on-line testing calendar. No more than **two** such procedures will be registered on a single day for any grade.

TRIMESTER SYSTEM:
The Middle School operates on a trimester system. Each marking period is twelve weeks long. During those twelve weeks the following academic updates will occur:

- **3 Weeks into Trimester -** Grade updates available
- **6 Weeks into Trimester -** Narrative progress reports written for all students in all courses
- **9 Weeks into Trimester -** Grade updates available
- **End of Trimester -** Report cards for all students

Middle School final exams will be given at the end of the third trimester.

TUTORIALS:
1. Making a D+ or lower on either a progress report or report card will result in a student being assigned to middle school tutorials for six weeks. The number of times a student must attend each week depends on the number of class averages below 70:

a. With one average below 70, a student is required to attend tutorials for two hours.
b. With two averages below 70, a student is required to attend tutorials for three hours.
c. With three or more averages below 70, a student is required to attend tutorials for four hours.

2. Tutorials will be held three afternoons a week based on the needs of the tutorial community.

3. A student who qualifies for tutorials may enlist the services of a private tutor for the required hours. The tutor's contact information and hours will need to be submitted to Mr. Jones.

4. "Cutting" or failing to attend a tutorial will result in the assignment of a work crew. (Students who are more than five minutes late will be counted as absent.)

UNAUTHORIZED ITEMS:
Students should bring to school only those items needed for school work. iPads, iTouch, iPods, computer games, wireless e-mail devices, knives, guns, sharp instruments, matches, lighters, skateboards, laser pointers, etc., are not to be brought to school without prior permission from Mrs. Nezzer. Such items will be collected and taken to the Office where they can be reclaimed by the owner's parents.

VENDING MACHINES:
Access to the vending machines is an after school privilege. If that privilege is abused (i.e. cans and trash left about or brought into the buildings), then the machines will be turned off.

VISITORS TO THE SCHOOL:
All visitors to the school, including parents, must check-in with the front office and wear the issued visitors' badge while on campus.

WRITING EXPECTATIONS:
In an effort to raise the quality of student writing, the faculty have agreed in principle to grade student sentence and written work with an close eye to the following list of transgressions:

- Run-on sentences and/or fragments (unless the responses required are short)
- Careless capitalization errors, particularly of proper nouns and the pronoun "I"
- Careless spelling errors, particularly of words that are in the written instructions
- Careless punctuation errors, particularly in the use of possessives, commas, and end marks
- Contractions in academic writing
- Use of slang or IM lingo (e.g. u, b4, im, ur, 2, r, etc.)
- Obvious failure to proofread
- Failure to **reference** quotations or to cite sources
- Use of first/second person in academic writing (e.g. I, me, my, mine, we, us, our, ours, you, your, yours)
- Related Product Expectation: No crumpled, torn, and/or illegible papers.

GRADES 7-8 ACADEMIC POLICIES

ACADEMIC DISHONESTY:
The students are expected to behave honestly in their learning. Cheating undermines the value of a St. Andrew's education for everyone, especially for the person who cheats.

Definition
At St. Andrew's Middle School, cheating includes the following:

a. Copying another classmate's work and submitting it as your own

b. Giving your work to a classmate to copy by means of verbal or printed communication.

c. Sending homework answers to another student by either phone, computer, or wireless device.

d. Possessing or using some form of a "cheat sheet" during an exam or quiz

e. Leaving books, notes, or other materials open during an exam or quiz

f. Looking at another student's paper during an exam or quiz

g. Showing your exam or quiz to another student during testing

h. Talking during an exam or quiz

i. Telling what is on a test to a student who has not yet taken the test

j. Asking what is on a test of a student who has already taken the test

k. Presenting again for credit something for which you have already taken credit.

l. Copying someone else's work from printed material of any kind or from a computer source and submitting it as your own (i.e. plagiarism).

NOTE: Working together on an assignment is appropriate only when you follow your teacher's guidelines.

Consequences
Violations will result in the following consequences:

a. 1st Offense: Whether giving or receiving information, students who cheat will be given an automatic zero and two referrals.

b. Subsequent Offenses: All subsequent offenses will be referred (under the severe clause) to the MS Honor Council.

c. Any referral for academic dishonesty will make a person ineligible for MSHS or student council officer. Members of MSHS face expulsion from the Society.

GRADES 7-8 ATHLETIC POLICIES

PHILOSOPHY
Our philosophy is to provide students an opportunity to participate in a competitive environment where commitment, good sportsmanship, and teamwork are present. Our program strives to develop skills and strategies that will allow our athletes to continue to compete at the next level.

COMMITMENT
Participating for your school team is an important decision. You should consider all of your other commitments before joining the team. Attendance will be kept at all practices and games. Any missed practice (or partial practice) will effect playing time in games. If you miss two practices you will not be allowed to play in the next game. If you miss a total of three games you will not be allowed to continue the season. Missing more than 15 minutes of a practice constitutes missing a practice. Sickness, injury, religious holidays, and family emergencies are the only excused absences for practices and games. REMEMBER, YOUR TEAMMATES AND COACHES ARE COUNTING ON YOU!

SPORTSMANSHIP:
Good sportsmanship is vital to a successful program. This involves treating your teammates, coaches, referees and opponents with respect, both on and off the court. Poor sportsmanship (foul language and unnecessary roughness) has no place in our program.

COMMUNICATION:
Communication is a bridge between athletes, coaches and parents. Keeping the lines of communication open will help keep everyone informed and unified. If questions arise, please talk to your coach first. If you need further assistance call the athletic line at 451-8851.

BEHAVIORAL PROBATION:
If you are put on behavioral probation by the school, you may lose your privilege to attend practices and/or games. If you are eligible to play once you are off probation, you must expect to work extra hard in practices and understand that playing time will be gradual.

PLAYING TIME:
The amount of time played in each game is the result of attending practices, working hard, following directions, and displaying good sportsmanship and a positive attitude.

TRANSPORTATION:
Unless otherwise stated, transportation to games is not provided by the school. Students practicing at the Upper School will have transportation provided.

ATHLETES MUST:
- Clear missed practices with the coach beforehand (except illness).
- Attend school on the day of competition. (There are some rare exceptions to this rule. Please call the Athletic Department for clarification or ruling.)
- Treat officials and opponents with respect.
- Accept victory modestly, defeat gracefully, and never quit.
- Never swear, cheat, boast or brag.
- Come prepared for games (with complete uniform, and be on time).
- Keep all comments to teammates positive.

MEMBERSHIP GUIDELINES:
In each middle school athletics season, a student athlete may only participate in one team sport. In addition, individuals may only participate on one team within the same sport in a season (ie: one football, one basketball, etc). If s/he participates in an individual sport as well, s/he must practice on his/her own. If a conflict arises between the individual sport and team sport, the team sport shall take precedence, as other team members will be counting on all to be present.

SPECTATORS
We appreciate your support during games and know that school spirit is a positive support system for our athletes. While we encourage this enthusiasm, we hope you will abide by the following requests:

- No yelling (or booing) at referees or opponents.
- Respect opponent's concentration (ex: free throws, volleyball service).
- Keep all comments during and after games positive.
- Sit in the bleachers. You may not sit on the team bench or the stage.

PARENTS
- Introduce yourself to your son or daughter's coach early in the season.
- All players will make mistakes at times during competition. Please keep comments positive to encourage our players to get better.
- If a problem arises concerning your coach, please contact the coach right away so it can be resolved early and without affecting team unity.

ELIGIBILITY
Athletes will be expected to maintain a minimum of a 1.7 (C-) overall GPA and to pass all core classes with a grade of 60 or above. If an athlete falls below this standard for an official grading period, he or she will be expected to continue to practice as a member of his or her team, but will be ineligible to compete in games for the remainder of that official grading period. As a member of the team, the student will be expected to attend practices and will not be eligible to rejoin a P.E. class. In the event that a student is assigned to tutorials in several subjects, he or she may miss practice to participate in the tutorial program. Grades and eligibility will be assessed at mid-trimester progress reports at the end of each trimester. A student will not be eligible to fully rejoin a team and participate in athletic contests until grades have been officially posted – there will be no interim adjustments to eligible status.

GRADES 7-8 DISCIPLINE POLICY (REFERRAL SYSTEM)

MIDDLE SCHOOL REFERRAL SYSTEM

1. Under this system, referrals are made for inappropriate classroom, Chapel, and commons area behavior including (but not restricted to) unnecessary roughness, or foul language, excessive talking, gum chewing or mild acts or disrespect. Repeated tardiness **is** a referable offense. After four tardies in a trimester, a student will be issued a referral for every subsequent tardy. Students will also be referred for violations of the dress code after one warning.

2. **Referral Procedure:**
   a. Generally, referrals are not made unless a student has first been warned. Still, a student may be referred **without warning** for seriously disruptive, disrespectful, or dangerous behavior.
   b. Notice must be given when a referral is assigned.
   c. A copy of each referral form is mailed home, signed by a parent, and must be returned to the Middle School Office on a timely basis.

3. This system runs by trimesters; therefore, a student's referral record will clear at the end of each trimester assuming s/he is not on probation.

4. **Non-Probationary Referrals:**
   – 1st Referral – After-school workcrew/copy of referral home to parents
   – 2nd Referral – After-school workcrew/copy of referral home to parents
   – 3rd Referral – 7:00 a.m. detention/parents contacted
   – 4th Referral – MS Honor Council review for probation/Saturday workcrew/parent conference

5. A student is reviewed for disciplinary probation immediately following his/her fourth referral in a trimester. If placed on probation, s/he loses the privileges of participation described in #6 below for up to twelve weeks. If a student gets fewer than two referrals while on probation, then s/he goes back into the non-probationary phase of the system at the 2nd referral level for the remainder of the trimester.

6. **Probation:**
While on probation, a student cannot participate in (nor be eligible for) any of the following:
   a. School social functions (dances, school parties, Lock-In, etc.),
   b. Student Council,
   c. Cheerleaders,
   d. Middle School Honor Society,
   e. Athletic practices and games,
   f. Any other extra-curricular activities.

7. **Probationary Referrals:**
   • 1st Probationary Referral
   3 days of in-school suspension/parent conference
   • 2nd Probationary Referral
   MS Honor Council review for expulsion

8. **Suspensions:**
ISS – In-school suspension –Students in ISS will have a chance to complete their daily work and take tests/quizzes. They will not have the benefit of hearing the daily instruction. Students will not be allowed to attend practices, advisory, or eat lunch with their peers.

OSS – Out-of-school suspension – Students in OSS receive zeroes on all daily work, nor do they have the option to make up major exams or other major grades.

9. **Severe Clause Violations:**
   a. Leaving campus, fighting, skipping Chapel or any class, flagrant disrespect, major property abuse, obscene behavior, stealing, possession of dangerous implements (guns, knives, lighters, matches, etc.) **and academic dishonesty** (2nd instance) **are severe clause violations.**

   b. Harassment involving any of the following is prohibited under this clause: Unwelcome verbal or physical conduct of a sexual nature. Behavior that interferes with a person's ability to work because of unwelcome physical or verbal conduct that belittles or ridicules an individual in respect of race, color, religion, national origin, sexual orientation, age, or disability.

   c. Possession or use of drugs (including alcohol, tobacco in any form, or any other controlled substance) **except as prescribed by a physician is prohibited whether before, during, or after school, or at any school-related activity. Offenders are liable for expulsion.**

   d. At the discretion of Ms. Nezzer, Mr. Bruce, or Mrs. Borges a student may be immediately suspended from school for a severe clause violation.

   e. All severe clause violations will be reviewed by the MS Honor Council.

GRADES 7-8 DISCIPLINE POLICY (REFERRAL SYSTEM)

10. **Public Notoriety:**
If a St. Andrew's student's behavior (on or off campus / during or after school) should draw negative attention to the school, the school has the right to deal with that student through its disciplinary procedures.

11. **Middle School Honor Council:**

a. The Honor Council has five members: Mrs. Nezzer, Mrs. Borges, Mr. Bruce and two Middle School faculty members.

b. Faculty members are selected by Mrs. Nezzer

c. A student brought before the Honor Council will be joined by his/her parents and advisor.

d. At their discretion, an involved student and his/her parents may address the Honor Council about the disciplinary issue under review.

e. All disciplinary actions recommended by the Honor Council are subject to approval by the Head of School.

f. If parents choose to appeal the Honor Council's actions, Mrs. Nazro would receive that appeal.

g. At her discretion, Mrs. Nazro may appoint an advisory committee to help her consider the appeal.

GRADES 7-8 DRESS CODE

Students are expected to dress and groom themselves in a way that is neat and appropriate to school. Students (and parents) may very well disagree with us as to what is appropriate. Nevertheless, we request community cooperation, remembering that standards of acceptability differ among people, and our standard may be more conservative than yours. If the student is in doubt whether a particular garment is acceptable or not, ask Mrs. Nezzer, Mrs. Borges, Mr. Bruce, or Ms. Gardner.

Formal Dress - Students are asked to dress formally for important school functions such as St. Andrew's Day, Lessons and Carols, Grandparents' Day, and Commencement. Formal dress for boys consists of a coat and tie, dress shirt (tucked in and buttoned), belt, slacks, dress shoes, and socks. Formal dress for girls consists of dress shoes and a dress, nice pants suit, or a skirt and blouse. Extremely short skirts, strapless dresses, or other revealing garments are not acceptable.

Semiformal Dress - For certain events such as field trips assemblies, or all school ceremonies, boys are asked to wear collared shirts (tucked in) and shaki shorts or pants. Girls are asked wear nice blouses with dress pants, capris, skirts, or nice shorts of the appropriate length. No jeans or leggings.

Daily Dress - The school considers it important that students be well groomed, and that they not wear distracting clothing, make-up, hairstyles, or accessories. When an individual's attire fails to meet this general guideline or the more specific ones below, he/she will be asked to call home for a change of clothes. All students will be reviewed daily for compliance with the dress code.

GRADES 7-8 DRESS CODE DO'S AND DONT'S

DO'S

1. Clothing must be in good repair.

2. Hemmed, mid-thigh length shorts are acceptable.

3. T-shirts must have appropriate logos/decoration.

4. Clothing must be worn to size.

5. Footwear must be worn at all times on St. Andrew's property.

6. Middle School students must wear P.E. uniforms for physical education.

DONT'S

1. Cut-offs, frayed hems and holes in jeans are not acceptable.

2. No skirt, pair of shorts, or dress may be higher than mid-thigh in length.

3. T-shirts that promote violence, death, drugs, alcohol, sex, or obscenities are not acceptable.

4. No tank tops, muscle shirts, spaghetti straps, halter-tops, exposed midriffs or cleavage. All shirts must be long enough to be tucked in. No 'sags'; no over-sized shirts, shorts, or jeans; no pajama pants; and no chains. Pants legs may not drag the ground. Clothing that exposes a student's underwear or "underskin" may not be worn.

5. Hats may not be worn inside buildings.

6. P.E. uniforms may not be work to classes other than P.E.

7. No visible body piercing; ears are the only exception.

GRADES 7-8 ORGANIZATIONS AND ACTIVITIES

STUDENT COUNCIL

As written in its constitution, the Student Council works to address the following purposes at St. Andrew's Middle School:

- To represent students in the exchange of ideas with the school administration
- To encourage the practice of good citizenship and to serve as an example of leadership
- To work to improve the school and school programs
- To improve spirit by stimulating participation in school activities
- To provide a channel of communication through which students can contribute to the school program

To implement these objectives, the student body elects a slate of officers annually and one representative from each advisory in August for the fall term and January for the spring term.

STUDENT COUNCIL OFFICERS

President	Read Barbee
Vice-President	Will Ezell
Secretary	Ada Barbee

SPIRIT LEADERS

The purpose of the St. Andrew's Spirit Leaders is to promote positive spirit within the Middle School community. These leaders celebrate athletic events, scholastic achievements, and other accomplishments of the student body, as well as teaching cheers and the school song to the students. This is accomplished through spirited devices such as pep rallies, signs, personal recognition, and other spirit efforts.

Sarah Ballard	Natalie Jacks
Kate Fox	Caroline Rogers
Alia Hakki	Marielle Turner
Julie Gester	Ariana Weiss

MSHS OFFICERS

President	Marco Quaroni
Vice-President	Kate Fox
Secretary	Caroline Graves
Treasurer	Mason Ezell

OTHER PROGRAMS / EVENTS

Students have ample opportunities to participate in activities outside the classroom. These activities not only enrich their school experience, but help in developing leadership and participatory skills:

Special topics days
Community service program
Lock-in & dances
Drug & sex education programs
Music festivals
Book Fair
Pep rallies
Latin Banquet
PSIA
Speech and Debate
PAPLO
Clubs

GRADES 7-8 HONOR SOCIETY GUIDELINES

The St. Andrew's Middle School Honor Society (MSHS) is an organization that "creates enthusiasm for scholarship, stimulates a desire to render service, promotes leadership, develops character, and encourages citizenship."
Membership in the MSHS is an honor. After induction, MSHS members, led by their officers, meet regularly and undertake various service projects within the school and the community.

SELECTION OF MEMBERS:

Section 1

Those eligible for membership shall be members of the 7th and 8th grades.

Section 2

Selection for membership will be based on the following system:

1) **Scholarship:**

Fall Induction:

8th Grade returnees-Student must have qualified for the Honor Roll at least one trimester in the 7th grade and have an average GPA of 3.80 or higher for the last trimester of 7th grade and the first trimester of 8th grade.

Spring Induction:

7th Grade-The average of a 7th grader's first and second trimester GPAs must be 3.80 or higher.
Eighth graders new to St. Andrew's must qualify in the same way as seventh graders.

2) **Service:**

Fall Induction:

8th grade students must have completed 15 hours in 7th grade and at least 5 hours by the end of the fall trimester of 8th grade.

Spring Induction:

7th grade students must have completed 10 hours of service by the end of the winter trimester. 8th grade students must have completed 15 hours in seventh grade, plus 10 hours by the end of the winter trimester.

3) **Leadership:** Students are considered on the basis of their involvement and leadership in school and in their community.

4) **Citizenship/Character:**

-a severe clause referral will make a student ineligible.

-three or more referrals in the first two trimesters will make a student ineligible.

-any referral for academic dishonesty or other dishonorable behavior will make a student ineligible whether it be in 7th or 8th grade.

-referrals for tardiness will be evaluated by the faculty

If a student meets the scholarship and service requirements, he/she may submit an application for membership. The applicants will then be voted on by the Middle School faculty in the areas of leadership and citizenship/character.

RETENTION OF MEMBERSHIP:

Section 1

Probation: A student on probation from MSHS cannot attend meetings or participate in MSHS activities. Probation lasts for twelve school weeks. A student is put on probation for one or more of the following reasons:

1) A grade of D or F in one or more subjects
2) An overall academic average of 2.6 or below
3) The accumulation of two referrals within the school year

Section 2

Dismissal: A student may be permanently dismissed from the St. Andrew's Middle School Honor Society for one or more of the following reasons:

1) After being on probation from MSHS for one trimester, the student continues to make a grade of D or F in one or more subjects.

2) After being on probation from MSHS for one trimester, a student continues to have an overall grade average of 2.6 or below.

3) A third referral in the school year

4) Academic dishonesty, a severe infraction of a school rule, or any referral for dishonorable behavior

US ATTENDANCE – FREQUENTLY ASKED QUESTIONS

WHO'S WHO?

Administrative Team

Head of School	Mrs. Lucy Nazro	299-9670
Head of Upper School	Mr. Rich Mischinski	299-9735
Academic Dean	Mr. Timothy McGhee	299-9819
Dean of Students	Ms. Lisa Culbertson	299-9741
Director of US Admissions	Mrs. Malia Aycock	299-9720
Director of College Counseling / Registrar	Ms. Elizabeth Guice	299-9736
Athletic Director	Ms. Laura Longoria	299-9710
Dean of Alumni Relations and External Affairs	Mr. Jim Heck	299-9718
Front Office and Special Events	Mrs. Josie Dickson	299-9700
Community Service Coordinator	Mrs. Chris Martin	299-9669
Counseling	Mrs. Heather Latreille	299-9681
Director of Technology	Mr. John Gordon	299-9899
Laptop Program Coordinator	Ms. Gil Garcia	299-9673
Director of Diversity	Ms. Rebecca Yacono	299-9656
Upper School Office Coordinator	Mrs. Joan Winter	299-9700
Director of Transportation and Security	Mr. Marvin Shelton	299-9858
Maintenance – Upper School	Mr. Alfred Bradford	299-9674

DEPARTMENT CHAIRS

Mathematics	Mr. Wayne Packwood
Science	Mr. Doug Wick
Humanities	Mrs. Jennifer Tollefson (English)
	Mr. Todd Stephenson (History)
Languages	Mrs. Jennie Luongo (Classical)
	Mr. Jim Currin (Modern)
Fine Arts	Mr. Warren Dickson
Information Resources	Ms. Barbara Jansen

WHOM TO SEE

Academic Problems	Teacher or Advisor
Alumni Affairs	Dean of Alumni Relations and External Affairs
Athletics	Athletic Director or Coach
Absences and Attendance Problems	Dean of Students
Club Information	The Club Sponsor or Dean of Students
Counseling	Counselors
Community Service Hours	Community Service Coordinator
Computer Problems	Technology
Driver (TEA) Form	Front Office
Locker Problem	Your Advisor or Dean of Students
Lost and Found	Dean of Students
Medical Problems	Front Office
Scheduling/Class Issues	Your Advisor or Dean of Students
Standardized Testing Information	Director of College Counseling
Theft	Dean of Students
Transcripts	Registrar
Vehicle Registration/Parking Sticker	Dean of Students
Visitor's Pass	Front Office

GRADES 9-12 DAILY SCHEDULE

The school office is open from 8:00 a.m. to 4:30 p.m. Monday through Friday. Please keep in mind that during Advisory Periods and Chapel the phones are not answered because all faculty and staff are advisors. Students are to be picked up immediately after school (4:00 or 4:15) or after athletics and rehearsals (6:00 or 6:15). No students are to be on campus before 8:00 a.m. or after 6:15 p.m. unless they are part of a specific, school-chaperoned activity.

GRADES 9-12 DAILY SCHEDULE				
Monday A Period 8:30 – 9:15	**Tuesday** E Period 8:30 – 9:20	**Wednesday** A Period 8:30 – 9:15	**Thursday** E Period 8:30 – 9:20	**Friday** A Period 8:30 – 9:15
B Period 9:20 – 10:05	F Period 9:25 – 10:15	B Period 9:20 – 10:05	F Period 9:25 – 10:15	B Period 9:20 – 10:05
Advisory 10:10 – 10:35	Advisory 10:20 – 10:25	Advisory 10:10 – 10:35	Advisory 10:20 – 10:25	Advisory 10:10 – 10:35
C Period 10:40 – 11:25	G Period 10:30 – 11:20	C Period 10:40 – 11:25	G Period 10:30 – 11:20	C Period 10:40 – 11:25
D Period 11:30 – 12:15	D Period 11:25 – 12:15	D Period 11:30 – 12:15	D Period 11:25 – 12:15	D Period 11:30 – 12:15
Lunch 12:20 – 12:50	Lunch 12:20 – 12:50	Lunch 12:20 – 12:50	Lunch 12:20 – 12:50	Lunch 12:20 – 12:50
Chapel 12:55 – 1:25	Chapel 12:55 – 1:25	Chapel 12:55 – 1:25	Chapel 12:55 – 1:25	Chapel 12:55 – 1:25
E Period 1:30 – 2:15	A Period 1:30 – 2:20	E Period 1:30 – 2:15	A Period 1:30 – 2:20	E Period 1:30 – 2:15
F Period 2:20 – 3:05	B Period 2:25 – 3:15	F Period 2:20 – 3:05	B Period 2:25 – 3:15	F Period 2:20 – 3:05
G Period 3:10 – 3:55	C Period 3:20 – 4:10	G Period 3:10 – 3:55	C Period 3:20 – 4:10	G Period 3:10 – 3:55
Clean Up 3:55 – 4:00	Clean Up 4:10 – 4:15	Clean Up 3:55 – 4:00	Clean Up 4:10 – 4:15	Clean Up 3:55 – 4:00
Athletics 4:00 – 6:00	Athletics 4:15 – 6:15	Athletics 4:00 – 6:00	Athletics 4:15 – 6:15	Athletics 4:00 – 6:00

GRADES 9-12 GUIDELINES AND EXPECTATIONS

GUIDELINES AND EXPECTATIONS

The procedures, policies, and school rules put forth in this handbook are designed to ensure the safety of everyone in the St. Andrew's community and the smooth functioning of the school. St. Andrew's reserves the right during the school year to add or change any policies, procedures, or rules when necessary to meet these objectives.

ATTENDANCE PROCEDURES AND POLICIES

In order to ensure success, regular attendance is expected at St. Andrew's. Even if a student is diligent about making up missed work, there is no adequate way to recover from missed teacher explanations and instructions. There is no substitute for a student's presence in class – listening, questioning, and participating.

- The school day begins at 8:30 a.m., and students are expected to be prompt. Any student arriving after 8:30 a.m. must check in at the front desk and receive a note before proceeding to class.

- A student who is too sick or tired to report to school on time must stay home the entire day. Any student arriving after the end of first period may be sent home. In special circumstances, with prior clearance by the Head of Upper School, some late arrivals may be permitted.

- If a student will be absent on a particular day, a parent or guardian must call the Front Office or email usfrontoffice@sasaustin.org to report the absence prior to 8:30 a.m. to report the absence.

- If at any point in the school day a student must leave campus for an appointment or other excused reason (emergency or illness), a parent or guardian is required to notify the school in advance, and the student must check out at the Front Office before leaving campus. Upon his or her return to school, the student must bring a note from a doctor verifying the appointment and sign in at the Front Office. (See Sign In/Out Procedures.)

- If a student gets sick during the day, the parents/guardians are notified before the student can go home. The student must sign out with the staff member in the Front Office before leaving campus.

- Students are not permitted to leave campus without permission from their parents/guardians.

- Once a student has arrived at school, he or she may not leave campus, even if it's before 8:30 a.m., without getting permission from the Front Office.

TARDY

Students who arrive in class after the scheduled start time are considered tardy—if more than 15 minutes late, an unexcused-tardy becomes an absent-unexcused. Upon receiving four tardies in any combination of classes, students generally will be assigned a 7:00 a.m. detention or a work detention. Additional consequences will be assigned for each additional tardy to a class. If a student is habitually late to a class, that student may be denied permission to enter the class when late. A student may receive a grade of zero (0) for work collected in class before the student arrives tardy. The Head of Upper School and Dean of Students have the sole discretion for determining if a tardy is excused or unexcused and the appropriate consequences for excessive tardies.

EXCUSED ABSENCES

Absences are excused for approved college visits (see College Visits), religious holidays, illnesses, family emergencies, and school trips (i.e., athletic contests or art festivals).

UNEXCUSED ABSENCES

If a student misses class, Chapel, advisory, clean up, study hall, or a community service obligation without a valid excuse, the student is absent-unexcused. The consequences generally are:

- **First Violation** – for non-academic meetings, a morning or work detention may be assigned. Missing an academic class may result in an In-School Disciplinary Action and/or elevated consequences.
- **Second Violation** – In-School Disciplinary Action
- **Third Violation** – Disciplinary Probation, External Suspension, or an appearance before the Honor Council or Student Conduct Board

For each Violation, the student may receive a significant academic penalty for any missed assignments, which penalty shall be decided by the teacher who assigned the work.

The Dean of Students and Head of Upper School have the sole discretion of determining if an absence is excused or unexcused and determining the appropriate consequences.

A student who does not attend classes may not participate in any other school activities that day if the absence is unexcused. This includes rehearsals, performances, practices, and games. If a student will not be in sports on a particular day, he or she must report the absence to the Athletic Director and his or her coach.

EXCESSIVE ABSENCES

Other than school sponsored activities, a student should miss no more than four school days or class meetings per trimester. If a student misses more than 10% of the total

classes or meetings of a course or activity, a conference will be held with the parent, student, Dean of Students, and possibly the Head of Upper School to determine whether the student will receive credit for that class or activity. A student who misses more than 10% of the total classes or meetings of a course or activity may be denied a VOE (TEA) Form for Drivers License Purposes. Excessive absences by a student could also result in dismissal.

PLANNED ABSENCE POLICY

Families that keep their student out of school for reasons other than those listed in "Excused Absences" must realize that such absences will be treated as unexcused. However, recognizing that important educational opportunities sometimes present themselves, St. Andrew's is willing to honor two unexcused absences in a school year so long as the student's general attendance record is good. To receive credit for work missed during such an absence, a student must:

1) Complete and submit a Planned Absence Form by 9:00 a.m. on the day proceeding the first day of the absence to the Dean of Students. Forms are available from the Dean of Students or in the Front Office.
2) Complete all assignments before his or her return, or make specific arrangements with teachers to complete the work in a timely fashion.

If students exceed the two days permitted in this policy then the additional absences will be unexcused and be subject to the same penalties as stated in the Unexcused Absence Policy.

MEDICAL LEAVE

Any student who is not able to complete the normal activities and academic responsibilities of a St. Andrew's student because of a medical reason may be placed on medical leave by the school administration. That student will be allowed to return to St. Andrew's with the clearance of a doctor who has been approved by St. Andrew's. Work missed during medical leave will likely be required at a specific date upon return. All medical leaves requested by a student and/or the student's family must be approved by the Head of Upper School and/or the Head of School upon the written recommendation of a physician.

MEDICAL APPOINTMENTS AND OTHER ESSENTIAL PERSONAL BUSINESS

These appointments should be made when school is not in session or during unscheduled time if at all possible. Scheduled time includes classes, advisory, study hall, Chapel, and afternoon clean up, and appointments should not be made during these times if at all possible. A written note from parents/guardians, or a phone call, must be received by the Front Office before the student leaves campus. It is the student's responsibility to notify all teachers of classes to be missed because of an excused appointment or event.

COLLEGE VISITS

Juniors and seniors wishing to visit a college may do so if arranged with a college counselor or advisor and individual teachers.

Juniors may have **three** excused absences for college visits. Senior absences for college visits are up to the discretion and approval of the college advisor. Advisors must approve these absences in advance.

In all cases, the student must fill out a Planned Absence Form and follow the Planned Absence Policy.

SIGN-IN/SIGN-OUT PROCEDURES

All students are expected to be on campus from 8:30 a.m. until the end of the school day. If at any point during the school day a student must leave campus for an appointment or other excused reason (emergency or illness), this procedure must be followed:

- Parents/guardians must either: call the school at 299-9700 in advance, send a note with the student, e-mail usfrontoffice@sasaustin.org, or come to the Front Office before the student leaves campus.
- The student must sign out in the front office.
- The student must give a sign-out slip to the security guard at the guard house.

Upon returning to campus,

- The student must sign in at the Front Office immediately upon returning to campus and before going to class.
- If the absence was because of a medical appointment, the student must bring a note from the medical office verifying the appointment.

If a student arrives late because of a medical or other appointment, the parents/guardians need to call the school by 8:30 a.m. to notify the Front Office that the student will not be on campus when school starts, and the student must follow the returning to campus procedures.

VISITORS AND GUESTS

Although St. Andrew's is a close-knit community, it is not considered an "open campus." Immediate family members, parents or siblings, are always welcome, but the campus is closed to others, including all students at area high schools. If a parent or sibling does visit, the school must be notified in advance, and the relative must check in at the front office to receive a visitor's badge. All visitors to the school must wear a visitors' badge while on campus. The Head of Upper

School or Dean of Students must approve all other guests before the visit. Students who have unauthorized visitors on campus are subject to disciplinary action.

COMPUTERS AND OTHER ELECTRONIC DEVICES
See **Electronic Communications and Internet Acceptable Use Policy** under ""General Information and Policies for All Grades, 1-12."

Typical violations of this policy include:

- Electronic games, including calculator games
- Instant messaging
- Video streaming
- Music sharing programs

Computers and other electronic devices will be confiscated from students not in compliance with this policy. Students that repeatedly violate the policy may be denied computer access on campus and to the school network, and may be required to before the Honor Council.

E-MAIL
The Upper School communicates most easily with students, parents, and faculty via e-mail. Group distribution can be arranged through technology administrators. Students are expected to check and respond to their e-mail at least once a day during the school week.

STUDENT WEB PAGES
Student sites (i.e., Facebook, MySpace, or other sites) that are in violation of any St. Andrew's policies are subject to disciplinary action.

DRUG AND ALCOHOL POLICY
Possession or use of drugs (including alcohol, tobacco in any form, or any other controlled substance), except as prescribed by a physician, is prohibited on campus at any time, or at any school-related activity off campus. Any student who is in possession or under the influence of any prohibited drug, will be suspended immediately for the first instance, his or her parents or guardians will be notified, and that student will be required to see a substance abuse counselor of the school's choosing as a condition to re-instatement. After the finding of the substance abuse counselor is reported, re-instatement and/or disciplinary action will be decided upon by the school's administration.

Drug and alcohol probation is immediate. Offenders of the Drug and Alcohol Policy may be expelled. Any student who is found to have used, provided, sold, or offered for sale any prohibited or controlled substance on campus may be subject to immediate dismissal.

In addition, any student who witnesses or has firsthand knowledge of a violation of the Drug and Alcohol policy must report it to school authorities as soon as possible, but within 24 hours. Students who fail to report violations may be considered complicit in the violation of the Drug and Alcohol Policy. St. Andrew's is committed to the health and wellness of all students. Any student who comes forward to a staff member for help in addressing a substance abuse problem will not be subject to disciplinary action for a first offense.

STUDENT RECORDS
Student records are the property of St. Andrew's. School administration has the sole discretion regarding the contents of student records. Release of student records to parents is at the discretion of the school. St. Andrew's may report on academic, disciplinary, or drug and alcohol related matters to colleges when asked as part of the college admissions process.

DRESS CODE
Students are expected to come to school neatly, appropriately, and discretely dressed each day. The Head of Upper School, Dean of Students, and faculty can determine if clothing, jewelry, or grooming matches the spirit of these guidelines.

Daily Wear Guidelines:

1) Clothing is in good repair and hemmed. No cut-offs, frayed hems, or holes.
2) Clothing must be of appropriate length. Skirts, shorts, or dresses should be at least mid-thigh in length. This applies even if leggings are worn underneath the dress or skirt. The midriff and lower back must be covered at all times, whether sitting, standing, or walking.
3) Clothing must be of appropriate size. Pant legs should not drag on the ground. Oversized shirts, shorts, and jeans should not be worn, regardless of fashion trends.
4) Clothing with logos or decorations should not promote violence, death, tobacco, alcohol, controlled substances, sex, or other obscenities.
5) Sheer clothing or clothing that exposes a student's undergarments is not allowed.
6) Sleeveless shirts are discouraged, but may be worn if the seam reaches the edge of the shoulder.
    a. For girls, halter tops, camisole tops, and tube tops may not be worn.
    b. For boys, tank tops and muscle shirts may not be worn.
7) Athletic shorts, sweat suits, warm-ups, or pajamas may not be worn during the academic day, except in cases permitted by the Athletic Director or Dean of Students.
8) Hats or any other items worn to cover the head may not be worn inside buildings.

9) No visible body piercings (ears are the only exception).
10) Footwear must be worn on campus at all times.

Formal Dress Guidelines: For boys, formal dress shall consist of a coat and tie, dress shirt (tucked in and buttoned), belt, slacks, dress shoes, and socks. For girls, dress shoes and a dress, a nice pants suit, or a skirt and blouse are all acceptable forms of formal dress. Extremely short skirts or other revealing garments are not acceptable. No flip-flops or athletic shoes for either boys or girls shall be worn on formal dress days, and no jeans are to be worn by either boys or girls. Students are expected to remain in formal dress for the entire day of a "formal dress day."

Semi-Formal Dress Guidelines: The only difference between formal dress and semi-formal dress is that boys are not required to wear a coat and tie on semi-formal dress days. Students are expected to remain in semi-formal dress for the entire day of a "semi-formal dress day."

Off-Campus Guidelines: When a student represents the school off-campus (including overnight athletic trips), formal or semi-formal clothing is expected. Jeans are not acceptable semi-formal or formal dress.

Students seeking exceptions to these rules must speak to the Dean of Students. A student inappropriately dressed will be sent to the Front Office and parents will be contacted to bring appropriate clothes to school. A student who arrives to school inappropriately dressed must receive a note from the Dean of Students before returning to class. Class absences due to dress code violations are considered unexcused. Should a student have any clothing that might be questionable, he or she should ask first, rather than take the chance of being asked to leave to change into proper attire. Repeated violations of the Dress Code may warrant morning detention, work detention, in-school disciplinary action, external suspension, and/or an appearance before the Honor Council.

VEHICLE USE AND PARKING

Students with valid driver's licenses are permitted to drive to school provided they register their car with the school, observe campus regulations, and exhibit safe driving habits. All students must:

- observe posted campus speed limits
- park only in designated parking spaces
- obtain permission from the student's advisor, Dean of Students, or Head of Upper School before going to the parking lot during the school day
- not drive their cars during the school day
- not drive their cars to the gym parking lot after school for any reason

Violations of these rules may result in detention, loss of driving privileges, and/or in-school disciplinary action. Consequences for the first violation will be determined by the Dean of Students or Head of the Upper School and a letter will be placed in the student's file. Subsequent violations may be referred to the Honor Council.

Skateboards, in-line skates, scooters, etc., are not permitted on campus.

PHONE USAGE

Student cell phones are not to be used for communication of any kind during the school day. Student cell phones should be placed in lock¬ers or backpacks and turned off during the school day (8:15 a.m.-4:00 p.m.) All telephone communications are to go through the telephone at the Front Office. Parents wishing to contact students during the school day should call the Front Office at (512) 299-9700 or e-mail usfrontoffice@sasaustin.org. If a student is found using a cell phone during the school day, a faculty member may confiscate the phone and turn it over to the Dean of Students. The Dean of Students will determine appropriate consequences.

SEARCHES AND INSPECTIONS

St. Andrew's reserves the right to conduct searches on campus and on school-related trips or any school-related functions. Searches may include but are not limited to lockers, backpacks, computers, purses, and cars.

St. Andrew's may also search students when necessary. St. Andrew's reserves the right to confiscate any item on campus or on a school-related trip or function at any time that there is a reason for concern for the health and safety of students.

HARASSMENT

All members of the school community have the right to reside in a respectful and sensitive environment. Harassment is prohibited. The following constitute prohibited harassment:

- Unwelcome verbal or physical conduct of a sexual nature
- Behavior that interferes with a person's ability to work because of unwelcome physical or verbal conduct that belittles or ridicules an individual because of race, color, religion, national origin, sexual orientation, age or disability

Such behavior is not tolerated from teacher-to-teacher, teacher-to-student, student-to-teacher, or student-to-student, parent-to-teacher, or teacher-to-parent.

In the event that you feel that you have experienced or witnessed any of the behaviors described above, you must report the incident immediately to the Head of Upper

School or the Head of School. Reported incidents are investigated to the fullest extent possible. Reports and/or investigations of harassment must not result in retaliation by the reported individual(s). The school keeps such reports and investigations as confidential as possible. The harasser(s) are subject to disciplinary action as seen fit by the school. Disciplinary actions may range from formal warning to expulsion. Instances of harassment by a student or students may require an appearance before the Honor Council or Student Conduct Board.

ANTI-HAZING POLICY

Hazing in any form will not be tolerated within the St. Andrew's community. Hazing is defined as any practice whereby one part of a group is made or "asked" to do something that is either against their will, and the remaining part of the group is exempt from doing it by virtue of seniority or other "privileged" status. Obtaining consent from the targeted group or individual is not a defense for hazing. Incidents of hazing, whether they take place on school property or not, will be met with a severe disciplinary response from the school.

SCHOOL JURISDICTION

Attending St. Andrew's is a privilege, not a right. Whether on or off campus, in session or out of session, all St. Andrew's students are expected to be responsible representatives of the St. Andrew's community. If a St. Andrew's student's behavior draws negative attention to the school or threatens the safety of those in the St. Andrew's community, the school has the right to deal with that student through its disciplinary procedures.

CONSEQUENCES FOR DISCIPLINARY OFFENSES

The Dean of Students has final authority and the sole discretion of determining consequences of minor disciplinary offenses. Minor disciplinary offenses include, but are not limited to, violations of the Dress Code, excessive tardiness, disruptive conduct, use of cell phones during the school day, parking violations, and missing clean-up duties. The Head of Upper School, after consulting with the Dean of Students, has the sole discretion and is the final authority in determining the consequences of major violations of school policies, and further, whether the student will be referred to the Honor Council or Student Conduct Board. Major offenses include, but are not limited to, unexcused absences, violations of the Acceptable Use Policy for Computers, Training Rules violations, theft, vandalism, harassment, inappropriate sexual conduct, unsafe use of a motor vehicle, leaving school grounds without permission, and violation of the Drug and Alcohol Policy.

DEFINITIONS OF DISCIPLINARY CONSEQUENCES

Morning Detention: Morning detentions are held weekday mornings from 7:00 a.m. until 8:15 a.m. In morning detention, students will work quietly on academic or disciplinary assignments. Failure to report to morning detention results in an escalation of consequences. A student will not be given credit for detention if he or she arrives late to morning detention.

Work Detention: Work detentions can be held before or after school, during a free period, during lunch, and on weekends. Work detentions last for the duration of the task assigned, but are not to exceed two hours in length. Failure to report to work detentions or to satisfactorily complete a task results in an escalation of consequences.

In-School Disciplinary Action (ISD): ISD is served in isolation on campus. Time served in ISD will generally be used to help improve our community. Although students may submit major assignments and take tests during ISD, zeros will be given for all daily work.

External Suspension: A student assigned External Suspension may not be on campus at any time while this suspension is being served. A student must submit any major assignment during the suspension on the due date or will receive a zero for that assignment. A student serving external suspension must arrange with his or her teacher to take in-class major tests. Zeros will be given for all daily work.

Expulsion: A student who is expelled may not reapply for admission until a period of one year has passed or until the Head of Upper School with the Head of School grants approval for an earlier reapplication. The school reserves the right to expel a student without the possibility of reapplying.

Disciplinary Probation: Students may be placed on disciplinary probation by recommendation of the Honor Council, Student Conduct Board, Dean of Students, Head of Upper School, or Head of School. This probation restricts students from participating in school-related activities. If a student's behavior does not meet the expected standard, he or she may be subject to dismissal from the school by a decision of the Head of Upper School or Head of School.

ACADEMIC PLEDGE

St. Andrew's recognizes that developing and instilling academic integrity in its students is at the core of its mission. With this in mind, students and faculty developed the academic pledge which students are required to hand write on each major assignment. This includes but is not limited to quizzes, tests, papers, and lab reports. The academic pledge is:

I have neither given nor received unauthorized help on this assignment.

The pledge is accompanied by the student's signature, which affirms that the student understands and has complied with the honor terms of the assignment as defined by the teacher. The pledge is not meant to imply distrust; it is a daily reminder to students that they are members of a community committed to honor and integrity. It is understood that, even when the pledge is not written on an assignment, students will exhibit academic integrity at all times.

ACADEMIC INTEGRITY, CHEATING, AND PLAGIARISM

Academic integrity is fundamental to the mission and purpose of St. Andrew's. Cheating (by using the work of another on a paper, test, or examination) and plagiarism (using the words or ideas of another without noting the reference) are not tolerated. Either of these are violations of the Honor Code and may be grounds for probation, suspension, expulsion, or other academic penalty. When deception in the form of plagiarism and/or cheating is detected, the teacher reports the incident to the Dean of Students. While the following behaviors are not exhaustive and there are other behaviors that may result in serious disciplinary action, the school's interpretation of these offenses is as follows:

• Copying homework, discussing quizzes and tests prior to testing, and taking credit for a friend's assignment is unacceptable. **Students should assume that all work should be done individually unless the teacher clearly states otherwise.** It is the responsibility of the student to know what is acceptable in each class. However, in some classes, cooperative work is encouraged.

• Using the words of another student or an author without quotation marks or citations is academically dishonest. Cutting and pasting from the Internet and including such information in an assignment without proper citation is strictly forbidden.

• Even if a few words are changed, students are guilty of plagiarism if, without giving proper credit, they use specific ideas, interpretations, or material (including formats or methods of organization) not commonly known. Paraphrased ideas must still be properly cited.

• Students who give their work to other students without permission from the teacher are guilty of cheating.

• Use of websites like SparkNotes.com is not allowed, except with direct and clear permission from the teacher. Without said expressed permission, use of these sites is considered academically dishonest.

When an incident of academic dishonesty, which includes lying, cheating, and/or plagiarism, occurs, the student generally will receive a grade of zero (0) on the assignment and his or her parents will be notified. The grade of zero (0) will not be dropped. On the first instance, the student will receive an Honor Code warning and may be required to appear before the Honor Council. The severity of the violation will determine the severity of the consequences. Any Honor Council decision may result in dismissal of the student by the school.

COURSE SELECTIONS

In an effort to provide balance and a healthy academic culture, the expectation and standard course load for all students is six academic classes. A student, who wishes to take a seventh class or reduce a schedule to five classes, must file a petition subject to faculty approval.

No student may take more than three Advanced Placement (AP) courses in a school year. The exception is AP Studio Art, which may be scheduled as the fourth AP course.

Activities (Yearbook, Dance and Theatrical Movement, Cheerleading, and A Period Athletics) are not considered courses. A student may register in an Activity in addition to the six course load without the need to petition. Please keep in mind that these activities occur during the student's free period and may result in a student losing his or her free period.

Course selections for the following year are completed during the spring Parent/Student/Advisor Conference. Courses offered can be found at www.sasaustin.org, "Academics", "Curriculum", then "Upper School" tab.

OFF CAMPUS CLASSES

Occasionally students may want to supplement their course work at St. Andrew's with courses taken off campus. The request will only be considered if:

1) The student uses the extra time created by taking the course off campus to take a higher level course in the same department at St. Andrew's. The off campus course must be taken during the summer break and approved by the Department Head and Head of Upper School prior to being taken.

2) The student's academic record indicates that the student can benefit from the higher level courses that will be taken. Generally, a B+ earned in the previous course at St. Andrew's would be a minimum acceptable grade.

GRADES 9-12 ACADEMIC INFORMATION

All other exceptions shall be referred to the Head of Upper School.

If a student wants to take a course off campus, a formal written request must be submitted to the Department Head in which the course would be taught at St. Andrew's prior to taking the course. Supporting documents should include a statement of purpose as well as a syllabus of the course and a contact person at the institution where the course will be taught. Should the Department Head and Head of Upper School agree to the request, then plans shall include testing by the Department Head or his or her designee when the course is completed. If it is determined that the student has mastered at least 75% of the material in the syllabus, the course shall be listed on the student's St. Andrew's transcript without a grade and with an indication of where the course was taken. Only courses taken at St. Andrew's shall be considered in computing the GPA and fulfilling graduation requirements. No course taken off campus will diminish the St. Andrew's requirements in the subject area in which the course falls.

TEXTBOOKS

Textbooks for St. Andrew's may be ordered from The University of Texas Co-op. Instructions are available beginning July 1, 2009 at the school website under "Community", "Upper School Re-enrollment", then "Textbook Ordering Information" link. The University of Texas Co-op offers two methods to purchase textbooks – online and in-person. Please go to www.sasbookstore.com for more information.

Students should lock up their textbooks when not in use. St. Andrew's is not responsible for any lost or stolen textbooks. When a textbook is lost, students may be required to purchase another one at their own cost.

ADD/DROP

1.) A student may add a course only during the first two weeks of a year-long course or during the first week of a trimester course with the approval of the student's advisor.
2.) A student may withdraw during the first week of classes from a trimester course. If a student wishes to withdraw from a trimester course after this period, a note of "Withdraw-pass" or "Withdraw-fail" will appear on the student's transcript.
3.) A student may withdraw during the first two weeks of classes from a year-long course. If a student wishes to withdraw from a year-long course after this period, a note of "Withdraw-pass" or "Withdraw-fail" will appear on the student's transcript during the trimester that the course was dropped. Grades in each completed trimester of the dropped course will be included in the student's GPA. However, dropped year-long courses will not count toward graduation requirements.
4.) If dropping a course results in the student having fewer than 6 courses per trimester, the student must file a petition to drop a course, which is subject to faculty approval.

GRADING POLICY

It is the responsibility of the student to understand the grading policy for each course as outlined by the teacher at the beginning of the school year. All courses are taught at an Honors level.

Grades are recorded at the end of each trimester and are sent to parents along with an advisor comment accompanying grades in the first and third trimesters. At the mid-point of each trimester, Progress Reports from each teacher are sent home. Teachers may send home Parent/Advisor Alerts at any time during the trimester to notify parents and advisors of missed or late work, unacceptable classroom behavior, declining grades, or other causes for concern, as well as commendations for superior work or noticeable improvement. These alerts are sent electronically and a response indicating receipt is expected from parents. Parent/Advisor Alerts are sent at the discretion of the teacher.

The school uses a 4.3 grading system A+ to F.

Grade	Letter	GPA	Grade	Letter	GPA
97-100	A+	4.3	77-79	C+	2.3
93-96	A	4.0	73-76	C	2.0
90-92	A	3.7	70-72	C-	1.7
87-89	B+	3.3	67-69	D+	1.3
83-86	B	3.0	63-66	D	1.0
80-82	B-	2.7	60-62	D-	0.7
			0 -59	F	0.0

No credit is given for grades below 60. In all foreign lan¬guage courses, students must earn an 80 or above to proceed to the next level. Students must earn a 70 or above in Algebra I and Algebra II to advance to the next level in mathematics courses. Summer remedial and re-examination may be required to advance in languages and mathematics.

GRADUATION REQUIREMENTS

These minimum departmental credits for graduation must be earned in grades 9-12: (A yearlong course counts as one credit.)

- English - 4 credits (earned in Humanities courses)
- History – 4 credits (earned in Humanities courses - including one trimester of Religious Studies in the 12th grade)

• Mathematics - 3 credits at or above the level of Algebra I, Algebra II and Geometry
• Science - 3 credits (including Biology, Physics, and Chemistry)
• Language – 3 credits in one language (credit granted for Level 1 only after successful completion of Level 2, except for Seniors in Level 1 of a language). In order to fulfill the Language requirement, a student has two options:
- take three sequential years of a language, beginning in grade 9, or
- after successful completion of Level 3 at the Upper School of the first language studied, take two sequential years of another language.
• Fine Arts – two credits, generally one earned in grade 9 and one in grade 10
• Athletics
- Grades 9 and 10 – two seasons, at least one of which must be on a SAS team
- Grade 11 and 12 – one season
• Community Service – Successful completion of the program in grades 9 and 10
• Human Development – Successful completion of the program in grades 9 and 10
• Successful completion of the Junior Experience and Senior Project

JUNIOR EXPERIENCE
During the summer before or the summer after the junior year students shall spend at least two weeks in an environment that is dramatically different from the student's daily surroundings. See our website: www.sasaustin.org, "Academics", "Graduation Requirements", "Junior Experience" for details and procedures.

SENIOR PROJECT
During the final month of the senior year, students will spend time off campus pursuing interests in community service, scholarship, fine arts, or serve as an intern. See our website: www.sasaustin.org, "Academics", "Graduation Requirements", "Senior Project" for details.

GRADUATION DISTINCTIONS
At graduation, a student may receive one or more these four special distinctions:
• **Scholar** – The senior project and general academic record are judged outstanding by the faculty.
• **Artist** – The student has a distinguished upper-classman record in the arts, both curricular and extracurricular.
• **Athlete** – The student has a record of distinguished participation on at least four St. Andrew's teams in the junior and senior years.
• **Servant** – The student has completed at least 100 hours of community service after the end of grade 10, following the guidelines set by the Community Service Program. See our website: www.sasaustin.org, "Academics", "Graduation Requirements", "Servant Distinction," for details.

ACADEMIC STANDING
The academic record of each student is subject to periodic review. A student earning below a C- in any course is subject to a change in the student's academic standing. There are three levels of Academic Standing:

• **Good Standing** – Student achieves a C- or better in all classes.
• **Academic Warning** – Student achieves below a C- in any course for the first time. A letter will be sent home notifying the student and parents of the student's academic standing and the procedure to be followed. The Head of Upper School or the advisor may request a meeting with the parents and the student, or a staffing of all teachers may be held.
• **Academic Probation** – Student achieves below a C- in one or more courses for two consecutive trimesters. A letter is sent home notifying the student and parents of the student's academic standing and the procedure to be followed. The Head of Upper School and the advisor will meet with the parents and the student, or a staffing is held. The faculty will be consulted at the end of the trimester to review the academic record and vote on academic standing.

If a student on Academic Probation completes one trimester of all grades of C- or better, he/she will move from Academic Probation to Academic Warning. If a student on Academic Warning completes one trimester of all grades of C- or better, then all academic sanctions will be removed.

With either Academic Warning or Academic Probation, the enrollment agreement may be withheld until the student has achieved Good Standing and/or the faculty has voted on the change in status.

A student may be asked to leave if the student's record does not improve by the end of the trimester following institution of Academic Probation.

INCOMPLETE GRADES
In the event of unusual circumstances, incomplete grades may be recorded at the direction of the Head of Upper School. The expectation is that all missing work must be completed within two weeks after the end of the trimester and a grade must be recorded or it becomes an F.

HOMEWORK POLICY

GRADES 9-12 ACADEMIC INFORMATION/ATHLETIC POLICY

Students are assigned approximately 30 minutes of homework each night in each subject. Advanced Placement courses routinely assign one hour of homework. Faculty will post homework assignments on the teacher's website. Go to www.sasaustin.org, then "Community" (in the blue bar to the far right), then choose Upper School from the division tabs, then choose "Teacher Web Pages," for assignments and many other helpful topics. All assignments are due on the given due date, whether or not the student or teacher is present. If a student will be absent on a due date, it is the student's responsibility to make arrangements for the assignment to be submitted on time or a time acceptable to the teacher.

LATE WORK POLICY

All classes observe this policy:

- The teacher establishes the suitable due date for major assignments with each student.
- A student who is incapable of getting the assignment in on time should talk with the teacher and get approval, disapproval, or an extension at least one day before the assignment is due.
- If a student is unexpectedly absent, it is the student's responsibility to contact the teachers as soon as possible, preferably on the day of the absence, to make arrangements for missed work.
- All major papers and assignments must be turned in as required by the teacher.
- For unexpected absences and excused absences, any work submitted after the due date is subject to academic penalties and, at the discretion of the teacher, may not be accepted for a grade.

TUTORING

Prior to working with a tutor, it is recommended the student should work with the teacher during free periods or other free time before seeking help from a tutor. However, students having academic difficulties may choose to work with a tutor. If a tutor is employed, it is in the student's best interest for the teacher to be aware that tutoring is taking place. Over-reliance on tutoring to explain material in class should be avoided. Ultimately, the student is responsible for completing all assignments independently. Students and parents should be aware that allowing another individual to edit or modify a student's work in any substantive fashion is considered a violation of the Honor Code. A student should confer with his or her teacher when in doubt about the appropriateness of outside help.

TRIMESTER TEST AND FINAL EXAM POLICY

A trimester test or final exam is an opportunity for students to synthesize the content and skills covered during a given trimester or year. The trimester test or final exam can take many forms including, but not limited to, a project, a paper, or a traditional test. All courses may give an exam at the discretion of the teacher and department. Each Upper School department is assigned an exam day. At the end of the week, there is an assigned make-up day for students with conflicts or excused absences. Exams will not be given early.

ATHLETIC POLICY

STUDENT ELIGIBILITY

There are no special eligibility rules for participation in athletics. The school's position is that all students attending St. Andrew's are to participate fully in the complete school program. Students are required to participate in interscholastic sports, cheerleading, or strength and conditioning (see Graduation Requirements). Athletics is a vital part of Upper School life.

TRYOUTS AND CUTS

It is the desire of St. Andrew's that all students have the opportunity to participate in any team sport they wish to play. However, some sports can only accommodate a limited number of athletes. In such sports, tryouts may be held and cuts will be made. The coaches and Athletic Director have the sole discretion to determine the tryout procedures, the number of athletes on each team, and the selection method for choosing those teams. Students who are cut from a St. Andrew's team may receive credit for participation in that sport if they play on a team outside of St. Andrew's that is a comparable endeavor to the St. Andrew's program.

TRAINING RULES

Members of athletic teams at St. Andrew's are expected to follow all school rules and may not violate any other established training rules. Each student-athlete signs the Training Rules prior to the start of the sport's season. Breaking of Training Rules is considered a serious offense and is dealt with accordingly. When it is known that a player has violated a training rule, the following action is generally taken:

- The Athletic Director, the Dean of Students, and the Head of Upper School are informed.

- The player may be brought before the Honor Council or Student Conduct Board if the offense merits this action.

- As a minimum punishment for the first violation of a training rule during each season, the player is withheld from at least one athletic contest and a warning letter will be placed in the student's disciplinary file.

GRADES 9-12 ATHLETIC POLICY

• If a player is guilty of a second violation, he or she will not be allowed to represent St. Andrew's in athletic con tests for the remainder of the sports season. He or she will continue to practice and do everything that is required of the students who are competing.

• If the violation of Training Rules is a Drug and Alcohol Policy violation, the steps outlined in the Drug and Alcohol Policy will be followed. Student-athletes will not be able to participate with athletic teams until the student has been cleared to return to classes.

ATTENDANCE AND ATHLETICS

A student absent from school during the day, including part of the day, cannot participate in practice or a game on the same day, if the absence is unexcused or if the student has been ill. If a student must miss sports on a particular day, he or she must report the absence to his or her respective coach and the Athletic Director. To receive credit for a team sport, cheerleading, or the strength and conditioning class, a student must complete the season with regular attendance at both practices and competitions. Attendance at all SPC games supersedes any athletic contest for a non-St. Andrew's team in which a student may be involved.

INDEPENDENT CREDIT

Occasionally, students petition for an independent sport if they are involved in an athletic endeavor comparable to the St. Andrew's program but not offered at the school. An independent sports petition must be submitted prior to the start of the season and must be approved by the Athletic Director. Please obtain the necessary form from the Assistant Athletic Director. Independent sports will not count towards the Graduation Distinction as an Athlete.

ATHLETIC FORMS

Students may not participate in athletics in any way until they have given St. Andrew's their Emergency/Field Trip information forms for the current school year and the Medical Release Form that must be completed by a doctor. These forms must be turned in before the beginning of any season. In addition, students may not represent St. Andrew's in any athletic contest unless they have submitted the Training Rules and Sportsmanship Pledge signed by both the student and parents, acknowledging their commitment to abide by the training rules in season. Students who cannot participate because of not fulfilling these requirements are counted absent and unexcused.

THE SOUTHWEST PREPARATORY CONFERENCE

St. Andrew's participates in the Southwest Preparatory Conference for athletics. The conference is made up of like-minded schools in Texas and Oklahoma that value the integration of rigorous academics with competitive athletics. At the end of each season, teams compete in the SPC Tournament. All athletics competition is guided by the SPC Sportsmanship Creed and Sportsmanship Policy.

SPORTSMANSHIP CREED

A. Players and Coaches

Players and coaches shall at all times represent themselves, their school, and their conference with honor, proper conduct, and good sportsmanship. They shall understand that competitive rivalries are encouraged but that disrespect for opponents is unsportsmanlike and lessens the value of the rivalries. They shall confine the competitiveness of the game to the field, and in particular behave properly on the sidelines and in the locker rooms both before and after games. Players and coaches shall comply fully with the rulings of the officials. They must never forget that they represent their schools.

B. Spectators

SPC member schools will not tolerate any spectator, either student or adult, whose behavior is disrespectful toward players, officials, coaches, or other spectators. Nor will SPC member schools permit any type of spectator behavior that either detracts from the proper conduct of the game or dis¬advantages a player or team.

SPORTSMANSHIP POLICY

A. Players

1.) Any player who is ejected or disqualified for unsportsmanlike conduct during an SPC contest will automatically be suspended for the next SPC contest.
2.) Ejection of any player from any contest, including non-conference games, requires an official report from the Athletic Director to be filed with the President of the SPC within 24 hours of the disqualification.

B. Coaches

1.) A coach who is ejected from an SPC contest must leave the premises immediately. The coach must remain out of sight throughout the remainder of the game.
2.) A coach who is ejected from an SPC contest will automatically be suspended for the next SPC contest.
3.) Ejection of any coach from any contest, including non-conference games, requires an official report from the Athletic Director to be filed with the President of the SPC within 24 hours of the disqualification.
4.) Coaches are responsible for the behavior of their players. Examples of intolerable behavior include:

- Unsportsmanlike Conduct
- Not playing within the rules of the game

- Use of profanity
- Discriminatory Slurs

C. Parents and Other Spectators

1.) Any parent or spectator who acts in a disruptive or abusive manner will cause the game to be suspended until the situation is resolved or the spectator is removed by the game official, home administrator, or coach.

2.) Removal of any parent, student, or other spectator from any contest, including non-conference games, requires an official report from the Athletic Director to be filed with the President of the SPC within 24 hours of the removal.

D. Flagrant Violation

Any player, coach, or spectator who is in flagrant violation of the SPC Sportsmanship Policy may be brought before the Executive Committee of the SPC where additional suspensions could occur.

E. Recruiting

The SPC recognizes it is unethical for SPC schools to actively recruit another student from a member school. Member schools should communicate with each other when potential transfers make contact.

F. Noisemakers

No noisemakers of any kind are allowed to be used during any indoor sporting event. Noisemakers may be used at outdoor sporting events. The use of air horns and whistles are prohibited at all sporting events.

G. Unsportsmanlike Conduct

Examples of unsportsmanlike conduct include but may not be limited to:

1) Excessive scores
2) Taunting
3) Showboating
4) Retaliation
5) Intentional physical harm
6) Grossly disrespectful behavior
7) Lack of civility

It is expected that violations will be reported to the SPC President by the Athletic Director within 24 hours of the incident.

STUDENT LIFE

CHAPEL

Daily worship allows students and faculty to gather together for personal reflection and spiritual exploration. Concerns and celebrations are raised in prayer binding the many who gather into one community. The liturgy follows the guidelines of the Episcopal Book of Common Prayer but honors other religious traditions and encourages respect of all people. Chapel time is an essential part of an Episcopal education and has been a daily practice at St. Andrew's since the school's founding.

All students are invited to participate or not participate to the extent that they feel comfortable; however, every student must be present and respectful at all times. Students are expected to sit in assigned seating by advisory and those who are tardy or absent are subject to the same rules and regulations that apply to other classes. Chapel is not a time for tutoring, meeting with teachers, or making up tests or quizzes. No food or drink is permitted in the chapel during services.

CHAPEL ADVISORY BOARD

The Chapel Advisory Board (CAB) is made up of the chaplain, three faculty members, and eight students – three seniors, three juniors, and two sophomores. At the discretion of the chaplain, the CAB may have more members than this, based on the current needs of the program. The CAB is charged with the stewardship of the chapel program, working toward the goal of willing and enthusiastic participation by the majority of the community. The members of the CAB, therefore, serve the community by planning and evaluating the daily liturgy, special services, and weekly speakers. While the CAB is responsible for overseeing the implementation of the program, many other community members volunteer to serve as readers, intercessors, and acolytes on a weekly chapel team.

The chaplain selects the faculty on the CAB. The students on the CAB are asked to accept the nomination after they have been recognized as distinguished servants in the community. Students may be recognized as distinguished servants by their outstanding participation in Service Learning 9, tenth grade community service, or the voluntary community service program in the eleventh and twelfth grades. Once these students have accepted the nomination, provided that there are more nominees than positions to be filled, there is an election of all CAB student members in the late spring. Each class votes for only its own representatives (e.g., sophomores vote only for sophomores, etc). The number of votes a student is allowed to cast is determined by the number of representatives for that student's class. No student may vote for a candidate more than once.

The election process intentionally links the chapel and community service programs, because service is the related outward sign of the inner grace of worship. In other words, one

cannot be complete without the other. Furthermore, the nature of the CAB election process is intended to create a group that is representative of the Upper School community as a whole. Ideally, the composition of the CAB is students and faculty who value the role of the chapel program and represent the diverse spiritual makeup of the Upper School, which means that the members do not need to be Episcopalian or Christian. Members of the CAB are invited but not required to participate in leading the daily rituals.

ADVISORY

Each Upper School student at St. Andrew's is assigned an advisor at the beginning of the school year. This faculty or staff member serves as the student's advocate and meets with parents and students at least twice each year (see Student/Parent/Advisor Conferences). In addition, advisor comments accompany grades two times per year. Advisors stay in close contact with their advisees through mandatory advisory meeting times and casual visits on campus. Advisory groups address issues of health and wellness, academic progress, and other school-wide concerns. During Chapel, each advisory group sits together, and students report to their advisor for clean up at the end of each day. Ninth grade students are in freshmen only advisories, 10th and 11th grade students are mixed; and seniors are assigned a college advisor. Each advisor has approximately eight advisees.

COLLEGE COUNSELING

The formal process of college counseling begins in the spring of the junior year. At that time, all juniors are assigned a college advisor who conducts official meetings with the parents and students. For the 2009-2010 school year, the college advisors are Darryl Borges, Josie Dickson, Jamie Ebersole, Elizabeth Guice, Dan Latreille, Jennie Luongo, Nathan Michaud, Sandra Packwood, Wayne Packwood, and Jennifer Tollefson. Each advisor is responsible for a group of approximately ten students.

STUDENT/PARENT/ADVISOR CONFERENCES

Advisors meet in the fall and spring with each advisee and parents. These conferences are by appointment and in person. Parents or teachers, as needed in individual cases, can initiate other conferences either by phone or in person.

DINING HALL/LUNCH

All food and drink is confined to the Dining Hall and outdoors, except during advisory meetings. All students and staff are expected to deposit trash in the receptacles provided and to recycle appropriate materials.

All students are given the option to buy the lunch served daily on campus through Sodexo. The entire Upper School community has lunch together in the dining room or immediately outside. Lunch clean up is rotated through advisories on a weekly basis and is a required commitment. Although immediate family members are welcome to join their students for lunch, no other visitors are permitted.

LIBRARY

The Upper School library subscribes to many excellent online databases. You may view them by going to the school's web-site, www.sasaustin.org, then "Academics," then "Upper School Library." There you will find many useful entries. The guidelines below are designed so that the library environment is clean and conducive for those who wish to study during their free periods.

- Only plain water is acceptable. No food or other drinks are allowed.
- Eating or drinking is acceptable during advisory only if your advisor is present.
- Talking softly to those at your table is permitted. Please refrain from loud talking and laughing.
- Do not sit on tables.
- Laptop speakers must be turned off.
- Students unable to comply with the library guidelines may be suspended from the library at the discretion of the Librarian, the Dean of Students, or Head of Upper School.

CAMPUS CLEAN-UP

Following lunch and at the end of the last academic class, students and faculty clean the campus daily. Each assigned duty takes approximately 5 minutes to complete. Lunch clean-up is rotated by advisories on a weekly basis. For clean-up after the last academic class, students report immediately to their advisors to work in designated areas. Clean-up is completed before afternoon athletic practices and games, and theater rehearsals. Attendance is taken. Consequences for absences are the same as for any other class absences.

COMMUNITY SERVICE

Service is part of the daily life at St. Andrew's. Ninth graders attend Service Learning class weekly. In addition to coursework, students facilitate an end of the year campus-wide service project. This course prepares them for Community Service during the tenth grade, when they leave campus weekly to serve in the greater Austin community. After the tenth grade, students may choose to continue service work. The graduation distinction of "Servant" is given to any student who serves at least 100 hours of community service during the junior and senior years. (See Graduation Distinctions.)

GRADES 9-12 STUDENT LIFE

FREE PERIODS
Students who have demonstrated the ability to behave appropriately and are successful in all of their classes may be given free periods instead of supervised study hall. During free periods, students must remain on campus in the classroom areas. Students may not go to the athletic fields or parking lots without permission from a faculty member. Students with first period free must sign in at the front office each day before 8:30 a.m. Students who fail to sign in or are disruptive during their free periods may be assigned to study hall. Students who are new to St. Andrew's Upper School are not eligible for free periods until the completion of their first trimester at the Upper School.

STUDY HALL
All new students to St. Andrew's will be assigned to supervised study halls during periods when they do not have an academic class. At each trimester break, the advisor, in consultation with the faculty, will determine if release from study hall is appropriate. Students may be placed in study hall during their free periods at any time by their advisors if their academic record indicates the necessity or if the students are not able to conduct themselves appropriately without supervision. All students on Academic Warning or Academic Probation will be assigned to Study Hall.

The following rules for supervised study halls are in place to ensure that students can be productive:

- Attendance is taken.
- Students may use their computers only for the first five minutes of study hall to check e-mail. All other time will be monitored through SynchronEyes or by the proctor.
- Students may not leave study hall for a conference without a note from a teacher.
- Students are to be working individually during study hall.
- Students may not eat or drink during study hall.

CLUBS AND EXTRACURRICULAR ACTIVITIES
Student clubs and extracurricular activities are an integral part of the St. Andrew's community. All students are encouraged to become active members of the community outside of the classroom. Students can start new clubs if they obtain a faculty sponsor and approval from the Student Senate. Details and required forms to start and maintain a club at St. Andrew's may be obtained from any Student Senator. Active clubs and sponsor information may be accessed from the website.

LOCKERS AND LOCKS
Students will be assigned locks and lockers only when a student has returned the signature page acknowledging they have read and agreed to the terms of the handbook. Lockers are to be locked at all times when not in use. Items left in unlocked lockers may be removed. The school is not responsible for items stolen from lockers. The locks and lockers remain the property of St. Andrew's and lockers may be searched at any time. Students are responsible for the cost of lost locks.

LOST AND FOUND
St. Andrew's is not responsible for any lost or stolen items. Students should lock up their belongings, especially computers, when they are not in use. Items should not be left unattended in bathrooms, the locker rooms, or anywhere else on campus. Items that are found will be taken to lost and found, which is located in the cafeteria. Items left in lost and found for more than one week may be donated to charity.

GRADES 9-12 HONOR COUNCIL AND STUDENT CONDUCT BOARD

ARTICLE I: STATEMENT OF PHILOSOPHY
At the beginning of each school year, all students and faculty will be required to sign the Honor Code, signifying their commitment to building a culture of honor at St. Andrew's. All members of the St. Andrew's community share the responsibility for creating a strict and fair discipline system, an environment that will promote safe learning, and a moral climate where good citizenship thrives. The Honor Code clarifies the essential values of the school and communicates them to all members of our community. It is the framework upon which all decisions, both individual and collective, are based.

The discipline system at St. Andrew's Episcopal School is founded on the beliefs expressed in the Honor Code. Its goal is for students to develop the intrinsic ability to monitor their behavior, make mature ethical choices, and accept responsibility for the consequences of their actions. In their behavior, St. Andrew's students are to be polite and respectful at all times, demonstrate the ability to follow instructions, show concern for the welfare and property of others, and accept all school obligations responsibly. All who work within the community are expected to conduct themselves in an appropriate manner, to observe both the rules and the code of behavior that the school sets forth, and thereby maintain the best possible atmosphere for learning. All possible trust is placed in the students, and every means is used to encourage them to govern themselves. Behavior that disrupts the educational process or fails to respect the rights of others is unacceptable.

ARTICLE II: STATEMENT OF HONOR
After the founding of the Upper School, a group of students and faculty developed an honor code that embodies the mission and purpose of the Upper School. The St. Andrew's Episcopal Upper School Honor Code is:

As a member of the St. Andrew's Episcopal School community, I accept personal responsibility for my actions and their impact on other member of our community. At all times, I will exhibit academic integrity, cultivate a safe and respectful environment, and encourage all others to do the same.

This pledge will be recited and signed by all members of the school community at the beginning of the school year at a ceremony in Chapel. This pledge may also be recited again at other points of the year to reaffirm each individual's commitment to honor at St. Andrew's.

ARTICLE III: STRUCTURE OF THE HONOR SYSTEM
The Dean of Students is a non-voting member and oversees the activities of both the Honor Council and Student Conduct Board.

Section A: Honor Council
The primary responsibilities of the Honor Council are to promote our community's commitment to honor through educational programming and to decide specific cases in which honor may have been violated.

The Honor Council may hear cases regarding excessive minor violations (e.g., violations of dress code, excessive lateness), incidents relating to academic dishonesty (e.g., cheating, plagiarism), lying, theft or possession of another's property without permission, violating the Acceptable Use Policy for Computers, fighting or encouraging fighting, or other cases the Head of Upper School finds appropriate.

The Honor Council will consist of the following individuals:
- 4 Seniors
- 3 Juniors
- 3 Sophomores
- 2 Freshman
- 3 Faculty Members, plus 1 alternate

Each student member will serve a one-year term. Faculty will serve two-year terms with two of the four members being elected each year. Members can serve two consecutive terms (on Honor Council or Student Conduct Board) and then must wait at least one year to be eligible to serve again. Faculty cannot serve on the Honor Council and Student Conduct Board concurrently.

The Honor Council will meet regularly, as well as on a case-by-case basis.

Section B: Student Conduct Board
The primary responsibility of the Student Conduct Board is to decide specific cases of serious infractions of school rules. These cases may be violations to the Drug and Alcohol Policy, abuse of property (of another school or of another individual), vandalism, harassment of any kind, use or possession of weapons or other dangerous materials, inappropriate sexual conduct, hazing, or other cases the Head of Upper School finds appropriate.

The Student Conduct Board will consist of six faculty members.

Each member will serve two year terms with three of the six members being elected each year. Members can serve two consecutive terms (on Honor Council or Student Conduct Board) and then must wait at least one year to be eligible to serve again. Faculty cannot serve on the Honor Council and Student Conduct Board concurrently.

The Student Conduct Board meets on a case-by-case basis.

GRADES 9-12 HONOR COUNCIL AND STUDENT CONDUCT BOARD

ARTICLE IV: SELECTION OF MEMBERS

Section A: Student Members

Interested students will nominate themselves for election by submitting a self-nomination form (obtained from the Dean of Students), a letter of intent, and 3 faculty endorsements. The completed self-nomination form will be posted in a public place for all the community to read. No campaigning will be allowed.

Candidates will give speeches to their class and participate in a forum to answer questions regarding their positions and reasons for running.

Candidates will be elected in the spring of the year prior to service. Freshmen candidates will be elected after the first trimester. Each class votes for only its own representatives. Faculty will vote for all classes and will be used only in the event of a tie.

Students cannot serve on the Student Senate and the Honor Council concurrently.

Section B: Faculty Members

Honor Council faculty will be elected by the faculty in the spring for the next school year. Candidates may be nominated by faculty at-large or by self-nomination.

Student Conduct Board faculty will be appointed by the Head of School and Head of Upper School. Candidates may be nominated by faculty at-large or by self-nomination.

ARTICLE V: CONVENING A HEARING

Section A: Purpose of a Hearing

The purpose of a formal hearing is to determine if the Honor Code was violated. If so, the Honor Council and Student Conduct Board will recommend an appropriate consequence to the Head of School and Head of Upper School.

Section B: Reporting a Case

A potential Honor Code violation can be reported by any individual in the St. Andrew's community by approaching an Honor Council member, Student Conduct Board member, Dean of Students, or Head of Upper School.

Section C: Scheduling a Hearing

Once a decision to have a hearing is made, the Dean of Students will set a time and place for the hearing and notify all members of the appropriate body.

Section D: Quorum

Hearings will be convened with all available members. However, a hearing will be postponed until a quorum can be assembled. In order for an Honor Council hearing to occur, a minimum of 6 students and 3 faculty members must be present. In order for a Student Conduct Board hearing to occur, a minimum of 5 faculty members must be present.

Section E: Attendance

The presence of an Honor Council member or Student Conduct Board member is expected for each hearing and other required meetings, unless he or she was absent from school or has abstained from the case.

ARTICLE VI: HEARING PROTOCOL

Section A: Pre-Hearing

Relevant background information regarding the case and the student's status (academic and disciplinary) will be gathered by the Dean of Students. The information will be presented to the Head of Upper School who will then determine if the case should be heard by the Honor Council or the Student Conduct Board.

Section B: Faculty Advocate

Any student who is asked to appear before the Honor Council or the Student Conduct Board may bring a faculty member to the meeting as an advocate. During the questioning portion of the hearing, the faculty advocate serves as a quiet support for the student. Once all questions have been asked, the student is dismissed and the faculty advocate has the opportunity to make a statement about the situation or the student's character.

Section C: The Hearing

Before the student and faculty advocate enter the room, the Honor Council or Student Conduct Board will be briefed with facts and other pertinent information obtained from the pre-hearing phase. An oath of confidentiality will be signed by all members present.

The student in question is offered an opportunity to provide his or her statement to start the hearing. The members of the Honor Council or Student Conduct Board will then have the opportunity to ask questions to obtain missing information, determine motivation, or to learn other information that will aid in the post-hearing phase.

Once questioning has ended, the student is excused and the faculty advocate will make a statement, if he or she desires.

During the hearing, one member from each respective group will be responsible for keeping minutes of the hearing.

Section D: Post-hearing

Once the student in question has been dismissed, the Honor Council or Student Conduct Board will deliberate to answer two questions: Has there been an Honor Code violation or a

major rules infraction? If so, what are the consequences of such action? All decisions will be made by consensus.

After the recommendation of consequences and notification of parties has occurred, a de-brief meeting will take place. A report of the incident, including minutes from the hearing, will be approved to be kept in the Honor Council's or Student Conduct Board's records. The report will not include the names of individuals.

ARTICLE VII: RECOMMENDATION OF CONSEQUENCES
The Dean of Students will take the recommendation of consequences of the Honor Council or Student Conduct Board to the Head of School and the Head of Upper School. The Head of School and the Head of Upper School will decide the course of action.

ARTICLE VIII: NOTIFICATION OF PARTIES
The Head of Upper School or the Dean of Students will inform the student and parents of the decision.

The advisor and faculty advocate will be notified of the decision as a courtesy. They will receive formal notifications of the violation and consequences at the closing of the case. A formal letter will be placed in the student's permanent file.

ARTICLE IX: APPEAL
If the student believes the consequences are not fair, an appeal can be initiated by a request to the Head of Upper School or Dean of Students within 7 days (including weekends) of being informed of the consequences.

In the case of an Honor Council hearing, the Head of School and Head of Upper School will appoint a faculty committee of 3-5 faculty members to hear the appeal. The student and the parents will attend the appeal. The decision of the Appeals Committee, with the approval of the Head of School, shall be final. Unless new information is available, only the records of the Honor Council go forward to the Appeals Committee for this review.

In the case of a Student Conduct Board hearing, the appeal will be made to the Head of School and the Head of Upper School. The decision of the appeal will be final.

ARTICLE X: ANNOUNCEMENT OF CONSEQUENCES
The school reserves the right to use all Honor Council and Student Conduct Board sessions as tools to educate the entire St. Andrew's Community. Without using names, the Dean of Students may announce to the student body the facts and consequences of a case.

ARTICLE XI: CONFIDENTIALITY
All cases are conducted in the strictest confidence. Members are not allowed to discuss cases with anyone other than the members present at the hearing, the Dean of Students, or the Head of Upper School. All members will be required to sign an oath at the start of each case to this effect.

ARTICLE XII: REMOVAL OF A MEMBER
A member can be removed from office if that member has two unexcused absences from meetings or if the Dean of Students and the Head of Upper School agree that the member has acted in a manner unbecoming a member elected/appointed to represent honor. A breach of confidentiality automatically leads to removal.

ARTICLE XIII: REVIEW OF THE CONSTITUTION
The constitution will be reviewed by both groups on an annual basis. This review will occur during the third trimester. All changes to the constitution will require a 2/3 vote of the Honor Council and Student Conduct Board.

STUDENT SENATE

ARTICLE I: FUNCTION OF THE SENATE
The Senate of St. Andrew's is a group of students with a faculty sponsor responsible for controlling student fundraising, organizing social events, and representing the interests of the student body.

ARTICLE II: STUDENT BODY OFFICERS
Student Body Officers are responsible for the club system, announcements, student fundraising, and proposals for school rules.

Section A: President
The Student Body President must be a member of the Senior Class and must have previously served as a Senator. This person will run and organize all Senate meetings, make announcements, and serve as an advocate for the Student Body. The Student Body President will serve alongside the faculty class advisors as an advisor to the freshman and junior classes.

Section B: Vice President
The Vice President must be a Junior or Senior Class. Along with aiding the President in leading student initiatives, the Vice President will organize chapel announcements and also serve as an advisor to the sophomore class.

GRADES 9-12 HONOR COUNCIL AND STUDENT CONDUCT BOARD/ STUDENT SENATE

Section C: Treasurer
The Treasurer must be a member of the Junior or Senior Class. The Treasurer will be responsible for maintaining records for school events and helping create budgets for other large school events. The Treasurer will work the Class Treasurers on maintaining records and will serve as the point-person for all club fundraising requests.

Section D: Secretary
The Secretary must be a member of the Sophomore, Junior, or Senior Class. The Secretary is responsible for communicating information about school events and minutes of Senate meetings to the Student Body. The Secretary will be responsible for maintaining a student school calendar and a bulletin board for information.

ARTICLE III: CLASS OFFICERS
Class Officers are responsible for the day-to-day needs of their individual classes. They will lead class meetings, communicate the class needs to the entire Senate, support class spirit, and lead one all-school event. Freshmen will lead Christmas Feast, Sophomores will lead Candy Grams, Juniors will lead Formal, and the Seniors will lead Homecoming.

Section A: President
The Class President is the chairperson for the all-school event each class is responsible for, and will lead monthly class meetings. The Senior Class President will have additional responsibilities, like Senior Skip Day and other senior class-related activities.

Section B: Vice President
The Class Vice President is responsible for the details of running a class meeting, like attendance. Any class-related chapel announcements will be made by this individual.

Section C: Treasurer/Secretary
The Class Secretary/Treasurer is responsible for maintaining communications WITHIN the class and will be responsible for monitoring class funds.

Article IV: Selection of Officers
Interested students will nominate themselves for election by submitting a self-nomination form (obtained from the Dean of Students), a letter of intent, and 3 faculty endorsements. The completed self-nomination form will be posted in a public place for all the community to read. No campaigning will be allowed.

Student Body Officer Candidates will give speeches to the student body and participate in a forum to answer questions regarding their positions and reasons for running. Class Officer Candidates will give speeches to their respective class and participate in a forum to answer questions regarding their positions and reasons for running.

Candidates will be elected in the spring of the year prior to service. Freshmen candidates will be elected after the first trimester. Each student will vote for his or her Class Officers and for Student Body Officers. Faculty will vote for all classes and will be used only in the event of a tie.

Students cannot serve on the Student Senate and the Honor Council concurrently.

ARTICLE V: SENATE MEETINGS
Section A: General Information
Senate meetings are held each week on Thursday during lunch. Senate meetings are closed to the Student Body, however, the Student Body may ask to review the minutes of any meeting. The last Thursday meeting each month is open to all members of the St. Andrew's community.

Section B: Voting
Every Senator and Faculty Sponsor has one vote. Senators must be present at a meeting in order to cast a vote on an issue.

Section C: Quorum
Meetings will be convened with all available members. In order for Senate meeting to occur, a minimum of 3 Student Body Officers, 1 Class Officer from each grade, and 1 Faculty Sponsor must be present.

ARTICLE VI: CLASS MEETINGS
Section A: General Information
Class meetings are held once per month during a long Advisory. Class meetings are only open to members of each class.

Section B: Voting
Every Class Member and the Class Sponsors each have one vote. Class Members must be present at a meeting in order to cast a vote on an issue.

Section C: Quorum
Meetings will be convened with all available members. In order for a Class meeting to occur, a minimum of 2 Class Officers and 2/3 of the Class must be present.

GRADES 9-12 STUDENT SENATE/ EMERGENCY PROCEDURES AND GUIDELINES

ARTICLE VII: FUNDRAISING
The Senate controls fundraising of all clubs. In order to raise funds on or off campus, a club must secure the approval of the Senate through the following:

1) A representative of the club must request to appear at a Senate meeting at least one week prior to the meeting. A Fundraising Form will be given to the club and required before any fundraising efforts may begin.
2) At the meeting, the representative of the club must provide details of the fundraising project. The Fundraising Form will be due at this time.

After the meeting, the Senate will decide to approve or deny the fundraising request. This process is required for each fundraising event. Failure to comply with these regulations may result in disciplinary action and/or disbanding of the club.

ARTICLE VIII: RULE-MAKING
Any member of the community may submit proposals for new rules, or for amending existing rules. Any proposed changes must be approved by the Head of Upper School.

The procedures for submitting a new rule are:

1) A rule or amendment is drafted and submitted to the Senate. The Senate will read the proposal during a closed meeting and place the proposal on the agenda of the next open Senate meeting.
2) The Senate will deliberate and listen to Student Body opinion during the following open Senate meeting.
3) The Senate will vote on the new rule or amendment. If 2/3 of quorum approve, the new rule is proposed to the Head of Upper School for approval. If the new rule or amendment is not approved, then the new rule or amendment may be resubmitted 30 days after the original vote.

ARTICLE IX: REMOVAL OF AN OFFICER
An elected officer will be immediately removed from office if he or she has four unexcused absences from weekly meetings.

In order to be removed from office for other reasons, three Senators must notify to the Dean of Students that a Senator should be removed from office. The Dean of Students will then notify the Senator that he or she has been placed on probation for three weeks. At the end of the three weeks, the entire Senate will vote to retain or remove the Senator from his or her office. A 2/3 vote is required to remove.

In the case of a vacancy, the Senate will notify the Student Body of a vacancy and will accept applications for a period of one week following the announcement. The Senate will appoint a new member from the received applications to fill the vacancy for the remainder of the school year.

ARTICLE X: REVIEW OF THE CONSTITUTION
The constitution will be reviewed by the Senate on an annual basis. This review will occur during the third trimester. All changes to the constitution will require a 2/3 vote of the Senate.

EMERGENCY PROCEDURES AND GUIDELINES

Should an emergency or disaster situation arise while school is in session, St. Andrew's has made preparations to respond. Each classroom has procedures posted for various situations. More information can be found under the "General Information and Policies for All Grades, 1-12" tab of the Handbook under "Safety and Health."

ST. ANDREW'S

EPISCOPAL SCHOOL